

# InDesign Introduction

2 Days (9am to 4pm)

## Course Description

Adobe InDesign is a page layout program used in creating graphically-oriented documents such as brochures, flyers, and books. As part of the Adobe Creative Suite, it is a companion to PhotoShop and Illustrator. If you're looking to create documents that are more complex than can be handled by a typical word processor like Microsoft Word, InDesign is the program for you.

**Course Prerequisite:** Knowledge of basic Windows use and ability to use keyboard and mouse.

## Topics Covered

### InDesign Environment

InDesign Environment Elements  
Document Navigation

### Basic Documents

Document Setup  
Creating Text  
Working with Graphics

### Master Pages

Creating Masters  
Applying Masters

### Importing and Threading Text

Importing Text  
Threading Text  
Changing Text Threads

### Colors, Swatches, and Gradients

Colors and Swatches  
Gradients  
Applying Fills and Strokes to Frames and Type

### Formatting Type

Character Formatting  
Paragraph Formatting  
Styles  
Text Inset Spacing

### Graphics and Layout

Placing and Manipulating Graphics  
Text Wrap  
Layers

### Transparency

Applying Transparency  
Transparency Effects and Blending Modes  
Printing with Transparency

### Using Tables

Creating Tables  
Formatting Tables

### Preparing for Handoff to a Service Provider

Commercial Printing Overview  
Preflighting  
Printing  
Packaging Files

### Creating Acrobat PDF Files

PDF Files for the Web  
PDF Presets  
PDF Files for Printing

## More Information

For a complete course schedule, including prices, course dates and locations, please visit our web site at: [www.Computer-Help.ca/Schedule.htm](http://www.Computer-Help.ca/Schedule.htm). To register for a course, call 416-494-4912 or register online at: [www.Computer-Help.ca/Registration.htm](http://www.Computer-Help.ca/Registration.htm)

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Computer Help is a division of MPM Skills Development Inc.  
Head Office: P.O. Box 241, Newmarket, ON L3Y 4X1  
Phone: 416-494-4912, Fax: 416-494-9952, [www.Computer-Help.ca](http://www.Computer-Help.ca)  
Classroom Locations: Toronto, North York, Mississauga, Newmarket

