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## InDesign CS6 Basics

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National Competency Standard (BSB)

BSBITU404 Produce complex desktop published documents

### Objectives

The skills and knowledge acquired in this courseware will allow the learner to create a variety of documents, both print-based and digital. The learner will be able to create a variety of documents ranging from simple text documents through to complex brochures and flyers with detailed graphics and advanced formatting features.

### Pre-Requisites

Those attending this course should be familiar with personal computers and be competent in the use of the keyboard and mouse.

### Duration

One Day.

### Course Outcomes

1. Work comfortably with the InDesign screen and interface
2. Work with a broad range of InDesign tools
3. Create and manage documents
4. Work with text in a document
5. Format text using a variety of techniques
6. Work with graphical elements in a document
7. Create and work with tables
8. Work with objects
9. Manage master pages and spreads

### Optional Assessment

**This is a nationally recognised training program.** Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit of competency outlined above (additional fee applies, please enquire when you book). Participants who choose not to be assessed will receive a Certificate of Attendance. Exercises completed during the course will be used as evidence towards unit competency.

## Course Content

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### Introduction to InDesign

- What is InDesign?
- Publishing Terminology
- Starting InDesign
- Creating a New Document
- Saving a Document
- Opening Existing Documents
- Switching Documents
- Closing Documents
- Exiting InDesign
- Preferences
- Introduction to InDesign Exercises

### The User Interface

- The Menubar
- The Tools Palette
- The Control Panel
- Panel Dock
- The User Interface Exercises

### Pages and Spreads

- Adding Pages
- Deleting Pages
- Moving Pages
- Margins
- Bleed and Slug
- Pages and Spreads Exercises

### Working with Text

- Adding a Text Frame
- Deleting a Text Frame
- Manipulating Text Frames
- Move
- Resize
- Rotate
- Entering Text Directly
- Importing Text
- Editing Text
- Formatting Text
- Columns
- Linking Text Frames
- Working with Text Exercises

### Graphics

- Inserting Graphics
- Move
- Resize
- Rotate
- Crop
- Graphics Exercises

### Tables

- Adding a Table
- Manipulating Tables
- Moving, Resizing and Rotating Tables
- Selecting Cells, Rows and Columns
- Adjusting Columns and Rows
- Adding Columns and Rows
- Deleting Columns and Rows
- Merging and Splitting Cells
- Table Properties
- Entering Text
- Tables Exercises

### Working with Objects

- Selecting Multiple Objects
- Order
- Grouping and Ungrouping
- Aligning Objects
- Distributing Objects
- Text Wrap
- Using Guides
- Working with Objects Exercises

### Master Pages

- Viewing Master Pages
- Editing Masters
- Creating New Masters
- Applying a Master
- Deleting Master Pages
- Master Pages Exercises