
InDesign CS3 – Introductory

National Competency Standard (BSB07):
BSBITU404A Produce complex desktop published documents



Objectives

You should come to this course if you wish to become proficient in the techniques of desktop publishing. The course includes tuition in design, creation and editing of publications, such as brochures, newsletters and reports.

Pre-Requisites

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

Duration

Two days.

Course Outcomes

1. Start Adobe InDesign and explore elements of the environment, create a new document and add basic elements to a layout, and position elements precisely by using guides and the Control palette.
2. Create a facing-pages document, create master pages, and apply them to a document.
3. Thread text between text frames, add jump lines, and adjust the number of columns in a text frame; use the Paragraph Formatting Controls to apply paragraph formatting and Find/Change to replace formatting; and create and edit paragraph and character styles.
4. Position text in text frames and format frame borders; add Photoshop images to documents, adjust text wraps, modify graphics, and nest frames; group items, and manipulate items within a group; and create layers and assign items to them.
5. Print documents, create print styles, and export documents to PDF; and prepare documents for commercial printing.

Course Content

Getting Started

- The Adobe InDesign environment
- Basic documents
- Item position

Structuring Multi-Page Documents

- Multi-page documents
- Master pages

Typesetting

- Text frame threading
- Paragraph formatting
- Styles

Modifying Items

- Text frames
- Graphics
- Grouped items
- Layers

Finalising Documents

- Outputting documents
- Commercial printing preparation

Design Projects

Preferences

- InDesign preferences
- Document settings