



First in Technology, First in Training.

InDesign Essentials

Print & Design Course

\$399

One-day Hands-on Course

9am-5pm

Overview

In this class you will be presented with the essential concepts and skills to use Adobe InDesign effectively. Through hands-on practice, students will work with many techniques to get the most out of your experience. Whether you are a designer, prepress professional or just a beginner, you will find InDesign to be a powerful but intuitive page layout application.

Prerequisites

This course assumes that you are familiar with using personal computers and have used a mouse and keyboard (basic typing skills are recommended).

Who should attend

This course is geared toward all beginners or professionals working in print and graphic design.

Topics

The workspace

- Getting started
- Work area
- Customizing your workspace
- Navigating your document
- Selecting objects

Document setup

- Custom page settings
- Master pages
- Rulers
- Frames
- Text wrap
- Shapes
- Columns
- Sections
- Placing text

Importing & editing text

- Managing fonts
- Text formatting
- Styles
- Text flow
- Loading styles
- Find and change
- Check spelling
- Drag and drop text editing



Frames

- Working with layers
- Text frames
- Graphics frames
- Shapes
- Position tool
- Alignment
- Groups

Working with text

- Adjusting vertical spacing
- Create and use a baseline
- Spacing and alignment
- Special characters
- Drop caps
- Applying a fill and stroke to text
- Letter and word spacing
- Adjusting the kerning and tracking
- Working with tabs
- Creating a hanging indent

The workspace

- Getting started
- Work area
- Customizing your workspace
- Navigating your document
- Selecting objects

Register online at firsttech.com/training

sales | training | consulting | development | technical support | service & repair

2640 Hennepin Avenue, Minneapolis, MN 55408 | m. 612.374.8000 | f. 612.374.8080 | firsttech.com