



INDESIGN CS4 LEVEL 1: ESSENTIAL SKILLS

Learn InDesign by completing a series of real world projects. Over 3 days you will complete 6 different projects including a corporate identity package (letterhead and business card), a festival poster, a professional newsletter, a restaurant menu, a full color brochure, and more.

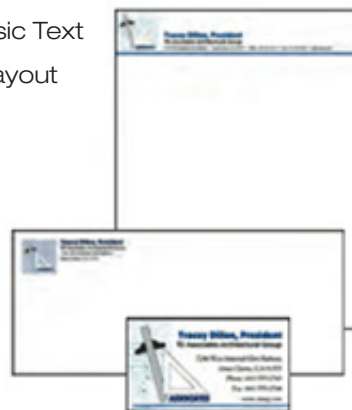
The trainer will show you step-by-step how Professional Desktop Publishers use InDesign on a range of different layout jobs. This approach not only teaches you proper workflow techniques but it's also a proven training method for those looking to master the InDesign.

This InDesign training is ideal for designers, marketers and anyone who is pursuing a career in graphic design. No prior experience of InDesign is needed.

PROJECT SUMMARY

Project 1 Identity Package

- Setting up the Workspace
- Drawing in InDesign
- Create and Format Basic Text
- Creating a Cohesive Layout
- Printing InDesign



CLASS FACTS

DURATION: 3 DAYS

**MAXIMUM
CLASS SIZE:** 10

TIMES: 9:00 am -
4:30 pm

COMPUTERS:
PC or Mac

MANUALS: Training
manual included

 **AUTHORIZED**
Training Center

"Eva provided an extremely beneficial training course. She taught the concepts, helped all students apply these concepts to their real world situations, and made the experience very enjoyable. Her friendly and upbeat personality was truly appreciated and kept the information lighthearted! She is a valuable asset to your corporation!"

— Diane Serowka
Michael J Graft Builder, Inc.

"Michael was great. He didn't simply go over the software, rather he applied real world project management philosophies which kept the class completely interested. Also the staff was one of the most pleasant and helpful staffs I have ever encountered. I will definitely think of Training Connection FIRST for my future training needs and desires."

— Mark Denofrio
AwardVision Inc

"Loved it! Beverly is dynamic and very clear in her style. I hope to take more classes with her!"

— Eva Brune
**Los Angeles Universal
Preschool**



Project 2 Festival Poster

- Building Graphic Interest
- Importing and Formatting Text
- Graphics as Text and Text as Graphics
- Outputting the File



Project 3 HeartSmart Newsletter

- Working with Templates
- Working with Style Sheets
- Working with Tables
- Preflighting and Packaging the Job



Project 4 Letterfold Catering Menu

- Building a Folding Template
- Working with Imported Text
- Editing Advanced Frame Options



Project 5 Realtor Collateral Booklet

- Working with Master Pages
- Controlling Text Flow
- Outputting Variations of Files



Project 6 Versioned Brochure

- Controlling Color for Output
- Placing and Controlling Images
- Controlling and Checking Text
- Preflighting and Packaging the Job



THE INDESIGN WORKSPACE

- InDesign Menus
- The Macintosh Application Frame
- Identifying and Accessing Tools in InDesign
- Explore the Arrangement of InDesign Panels
- Create a Saved Workspace
- Customizing Keyboard Shortcuts and Menus
- Customizing InDesign Preferences
- Explore the InDesign Document Views
- Explore the Arrangement of Multiple Documents
- Summing up the InDesign View Options

PROJECT 1 IDENTITY PACKAGE

Create an identity package for an architectural firm including letterhead, an envelope and a business card with common design elements.

Stage 1 Setting up the Workspace

- Create and Save a Basic InDesign
- Create the Letterhead Document
- Create the Business Card Document
- Managing Document Presets
- Create the Envelope Document

Stage 2 Drawing in InDesign

- Vector Graphics vs. Raster Images
- Understanding Resolution
- Create and Transform Basic Shapes
- Understanding the Control Panel
- Using InDesign Smart Guides
- Aligning and Distributing Objects
- Create and Edit Anchor Points and Curves
- Understanding Anchor Points and Handles
- Apply Color to Page Elements
- Create and Control Lines
- The Stroke Panel in Depth
- Create Irregular Shapes with the Polygon Tool
- Use the Pathfinder Panel to Create Complex Objects
- The Pathfinder Panel in Depth

Stage 3 Create and Format Basic Text

- Create a Simple Text Frame
- Selecting Text
- Export EPS Files
- Why CMYK?
- Export EPS Options

Stage 4 Creating a Cohesive Layout

- Place External Graphics Files
- Place an External Text File
- Control Paragraph Formatting
- Copy Objects and Import Spot Colors
- Design the Business Card

Stage 5 Printing InDesign Files

- Print Desktop Proofs
- Project Review

PROJECT 2 FESTIVAL POSTER

Create a poster for the Jazzfest music festival, featuring concert details and a jazz musician silhouetted with images.

Stage 1 Building Graphic Interest

- Define Color Swatches
- Color by Numbers
- Define and Apply a Gradient
- The Gradient Tools
- Create Visual Impact with Transparency
- Blending Modes
- Applying Effects
- Create an Irregular Graphics Frame

Stage 2 Importing and Formatting Text

- Control Text Threading
- Clipping Path Options
- Define Manual Frame Breaks
- Apply Character Formatting
- Apply Paragraph Formatting
- Understanding the Baseline Grid
- Use Optical Margin Alignment
- Copying Type Attributes with the Eyedropper Tool

Stage 3 Graphics as Text and Text as Graphics

- Place Inline Graphics
- Working with Anchored Objects
- Anchored Object Size and Text Position
- Custom Anchor Options
- Create Type on a Path

- Text Path Options
- Flattener Presets

Stage 4 Outputting the File

- Export a PDF File for Print
- Using the Flattener Preview Panel
- Resolution Options for PDF
- Project Review

PROJECT 3 HEARTSMART NEWSLETTER

Create a newsletter for HeartSmart, a lifestyle publication promoting healthy living.

Stage 1 Working with Templates

- Manage Missing Fonts and Images
- Replace Missing Graphics
- The Links Panel in Depth
- Edit Margin and Column Guides
- Change Repeating Template and Master Page Elements
- Understanding Master Pages
- Save a New Template
- Create a New File Based on the Template
- Implement the Newsletter Template

Stage 2 Working with Style Sheets

- Apply Template Style Sheets
- Working with Microsoft Word Files
- Text Frame Options
- Create a Sidebar Box
- Text Wrap Options

Stage 3 Working with Tables

- Place a Microsoft Excel Table
- Format Cell Contents
- Format Cell Attributes
- Controlling Cell Attributes
- Strokes and Fills in Tables
- Define Table Fills and Strokes
- Managing Table Setup
- Creating Table Headers and Footers
- Table Styles

Stage 4 Preflighting and Packaging the Job

- Define a Preflight Profile
- What's in a Preflight Profile?
- Evaluate the Layout
- Create the Job Package



**PROJECT 4 LETTERFOLD
CATERING MENU**

Create a catering menu for a company offering coffee and light meals designed as a letterfold publication.

Stage 1 Building a Folding Template

- Basic Types of Folds
- Set up Folding Guides
- Add Slug Information and Placeholders
- Save a Template
- Pages Panel Options

Stage 2 Working with Imported Text

- Import and Thread Text across Frames
- Import Styles from Microsoft Word
- Import and Replace InDesign Styles
- What's in a Paragraph Style?
- Edit Style Definitions
- Cut and Delete Text
- Create a Style for Pull Quotes
- Understanding Nested Styles
- Building Complex Nested Styles
- Nested Style Character Options
- Control Tab Formatting

Stage 3 Editing Advanced Frame Options

- Define an Object Style
- What's in an Object Style
- Edit the Basic Graphics Frame Style
- Access Embedded Clipping Paths and Alpha Channels
- Import Object Styles
- Add the Logo and Address Information
- Create an InDesign Library
- Managing Libraries
- Project Review

**PROJECT 5 REALTOR
COLLATERAL BOOKLET**

Create a booklet for realtors to provide added-value to clients by highlighting ways to improve the market value of a home.

Stage 1 Working with Master Pages

- Create the Booklet File
- Create Master Pages from Layout Pages
- Understanding Master Page Icons
- Import Master Pages
- Edit the Default Master Page
- Understanding Relative Object Positioning
- Add Common Elements to a Master Page Layout
- Special Characters and White Space
- Place Automatic Page Number Markers
- Keyboard Shortcuts for Special Characters
- Create Text Variables
- Custom Text Variable Options

Stage 2 Controlling Text Flow

- Change the Custom Text Variable
- Import and Auto-Flow Client Text
- Review, Replace, and Edit Imported Styles
- Define Parent-Child Style Relationships
- Define Bullets and Numbering Options
- The Glyphs Panel
- Control Page and Frame Breaks
- Control Automatic Hyphenation
- Overriding Automatic Hyphenation
- Paragraph Composition Options
- Redefine Styles Based on Local Formatting Overrides
- Finalize the File

Stage 3 Outputting Variations of Files

- Create a Folding Dummy
- Print a Booklet Proof
- Understanding Imposition
- Create a PDF with Page Transitions
- Create Variations with Conditional Text
- Project Review

**PROJECT 6 VERSIONED
BROCHURE**

Create a brochure for a toy company which includes different versions for various demographics.

Stage 1 Controlling Color for Output

- Color Management in Theory and Practice
- Define Color Settings
- Understanding Rendering Intents
- Assigning and Converting Color Profiles

Stage 2 Placing and Controlling Images

- Replace a Native Illustrator File
- Place a Native Photoshop File
- Reviewing Image Color Settings
- Place an EPS File
- Controlling Display Performance
- Place a TIFF File
- Place a PDF File
- Place an InDesign File
- Edit a Linked File
- Place Multiple JPEG Images
- Content Fitting Options

Stage 3 Controlling and Checking Text

- Place and Cut Text
- Find and Change Layout Text
- Entering Special Characters in Dialog Boxes
- Find and Change Formatting Attributes
- The Find/Change Dialog Box in Depth
- Check Document Spelling
- Using Dynamic Spelling

Stage 4 Creating Multiple Layers

- Create a New Layer
- Controlling Text Wrap on Different Layers
- Control Objects and Layers
- Use a Duplicate Layer to Create Different Versions
- Preview Separations
- Monitoring Ink Limits
- Export Color-Managed PDF Files
- Using the Ink Manager
- Understanding Trapping for Color Printing
- Controlling Trapping in InDesign
- Project Review

