

COURSE OUTLINES

MEDIA PUBLISHING (Adobe InDesign CS 2)

Learning outcomes:

At the end of the course the participant will

- ✓ Format Brochures, Print Ads, Books and Pamphlets.
- ✓ Create Documents and Templates, add text into documents using various methods, and apply different formatting styles to characters and paragraphs.
- ✓ Import graphics, create objects using various tools, add effects to objects
- ✓ Create Library for objects
- ✓ Work with Tables
- ✓ Create a book and export it into PDF

Pre-Requisite:

Knowledge of Photoshop

Course Contents

- Knowing the Work Area and Working with a Document
 - Knowing the Work Area
 - Creating a New Document
 - Setting a Document
 - Using Document Presets
 - Saving and Opening a Document
 - Navigating through multiple documents
 - Working with Document
 - Creating a Template
 - Using a Template
 - Editing a Template
 - Working with Rulers and Guides
 - Rulers and Guides
 - Grid
 - Viewing Documents
- Working with Text
 - Creating Text and Text Frames
 - Adding Text using Type Tool
 - Editing Text Frame

- Text Frame Properties
- Threading Text
- Formatting Text
 - Character palette
 - Control palette
 - Change case
- Formatting Paragraphs
 - Paragraph palette
 - Control palette
- Creating Tabs
 - Setting indent using tabs palette
- Text Effects
 - Bullets and Numbering
 - Inserting Glyphs and Special Characters
- Styles
 - Character Styles
 - Paragraph Styles
- Placing Text and Graphic in a Layout
 - Using Story Editor
 - Methods of Placing text
 - Story Editor Preferences
 - Spell Check
 - Find/Change
 - Working with the Layout
 - Pages Palette
 - Working with Master Pages
 - Creating Master Pages
 - Applying Master Pages to pages
 - Overriding the master Page
 - Numbering and Sectioning
 - Working with Imported Graphics
 - Placing Graphics
 - Editing Graphic Frame
 - Linking Graphics
 - Clipping path
 - Text Wrapping
 - Importing and Exporting Text
- Creating Graphics, Tables and Book
 - Drawing Objects
 - Rectangle Tool
 - Ellipse Tool
 - Polygon Tool
 - Pencil Tool

- Smooth Tool
- Erase Tool
- Pen Tool
- Line Tool
- Editing Objects
 - Editing Path
 - Arranging Objects
 - Aligning Objects
 - Adding Objects to layers
 - Grouping Objects
 - Locking Objects
 - Transforming Objects
- Applying Strokes and Color to Objects
 - Color Palette
 - Gradient Palette
- Adding Effects to Objects
 - Transparency palette
 - Drop Shadow effect
 - Feather effect
 - Corner effect
- Working with Library
- Creating Text on Path
- Working with Tables
 - Creating a Table
 - Modifying a Table
 - Table option in Control Palette
- Printing and Exporting Documents
 - Creating Book
 - Adding documents in the book
 - Saving and Opening a Book
 - Creating Table of Contents
 - Creating an Index
 - Preferences
 - Exporting Document
 - Exporting a Book
 - PDF Presets
 - Preflight Settings
 - Printing
 - Trapping
 - Color Separation
 - Color Management
 - Printing a Document or Book
 - Packaging Enhancement