

Objectives This course teaches students how to use Adobe In Design to design professional looking documents and print layouts.

Prerequisites A basic understanding of Windows is recommended.

Duration 2 day

The topics covered on the course are,

1 Getting Started

- The Adobe In Design environment
- Basic documents
- Item position
- Using the control palette

2 Structuring multi-page documents

- Multi-page documents
- Master pages

3 Typesetting

- Text frame threading
- Paragraph formatting
- Styles
- Using find/change
- Character formatting

4 Modifying items

- Text frames
- Graphics
- Grouped items
- Layers

5 Finalizing documents

- Outputting documents
- Commercial printing preparation

6 Appendix A: Preferences

- In Design preferences
- Document settings

7 Efficient layout

- Document setup
- Object libraries
- Item spacing

8 Vector paths

- Vector path creation
- Vector paths / pictures / type

9 Typography

- Manual type resizing
- Graphics in typography
- Precise leading control
- Composition / Hyphenation
- Justification / Horizontal spacing

10 Graphics

- Transparency / Object styles

11 Tables

- Creating tables
- Changing table structure
- Formatting tables

12 Type editing

- Story Editor
- Columns / Frames
- Anchored objects

13 Long documents

- Sectioning
- Tables of contents
- Indexing /Books