



Toronto Graphic Design

# INDESIGN TRAINING COURSE CONTENT

## Introduction

- History
- Introduction to the interface
- Creating and saving workspaces
- Overview of the toolbox
- Document setup
- Specifying page attributes
- Setting margins and columns
- Adjusting document setup
- Setting preferences
- Using ruler guides
- Showing hidden characters
- Creating shapes
- Resizing, repositioning & rotating

## Text Frames

- Specifying frame options
- Text frame properties
- Frame alignment options
- Changing a frames content
- Locking and unlocking
- Grouping and ungrouping
- Magnification and views
- Placing text files
- Linking and unlinking text frames
- Introduction to typography

## Typographic Terms

- Typeface, style and size
- Leading and spacing
- Formatting paragraphs
- Creating bulleted lists, and numbered lists
- Setting rules, drop caps

## Using text

- Setting tabs and leaders
- Checking spelling
- Using advanced find and change
- Adjusting character attributes
- Creating Outlines
- Find and Replace Font
- Type on a path

## Styles

- Applying style sheets
- Modifying style sheets
- When to use paragraph or character styles

## Working with Images

- Importing graphics
- Images formats
- Resizing graphics
- Link to files
- Editing and updating original files
- Alpha channels
- Placing multiple images at once
- Checking resolution and colour space
- Photoshop overview as needed

## Document

- Layout techniques
- Setting a text wrap
- Duplicating object
- Using arrangement options
- Master pages
- Creating, applying and modifying master pages
- Inserting automatic page numbering
- Applying colour to objects and text
- Using the colour panel
- Colour application
- Stroke and fill options
- Swatches panel
- Specifying a pantone colour
- Spot and process colour
- Customising the swatches palette
- Gradient panel
- Using the gradient tool
- Creating graduated blends
- Adding and deleting colours
- Using effects

## Output

- Introduction to print Theory
- Preparing documents for print
- Saving InDesign files
- Printing InDesign files
- Creating PDF files for print and web

