

„Adobe InDesign – typesetting and publication – basic operations”

Course description:

Training InDesign basic operations is addressed to people who want to get to know the world of typesetting DTP, it is for graphic designers, designers, advertisements specialists, creative department employees, editors and people who have previously worked with Adobe PageMaker or Quark XPress.

During the training we will mainly discuss in detail the issues related to working with text, from simple formatting through advanced typesetting and publication to creating layouts. During the course we will also talk through the graphic and artistic capabilities of the program, which form its large part.

Training Adobe InDesign, basic operations – skills acquired during the training:

- o gaining the knowledge in the area of design, typesetting, and publication in Adobe InDesign
- o learning graphic design methods that will let you make your business projects more efficient in less time and without the costly involvement of external design agencies
- o getting the ability to create some graphics including vector elements, raster and text
- o getting familiar with graphics formats and using them
- o ability to create simple designs connected with text typesetting
- o ability to modify and improve existing designs
- o basic typesetting skills and working with text

Training program:

1. The specificity of typesetting

What is the typesetting of the text, software types, hardware platforms
Programs technical requirements to typesetting

2. Getting to know the user interface

Running the program

Workspace

Creating a new document

Page setting and margins size

Rulers and auxiliary lines

Saving a file

3. Work tools in Adobe InDesign

Tool palette

Text frames

Graphic frames

Selection tool

Direct selection tool

Text tool

Creating lines and transformations

Modifying frames

Free modification of frames using the Selection tool Modifying frames by means of properties bar

Inserting text into a frame

Linking text frames (linking)

4. Graphic elements

Working with graphics

Inserting graphics

Borders

The basis of text wrapping

5. Working with colour

Working with colours

Colour swatches

Defining and changing colours

6. Working with text

Working with fonts (different types of fonts)

Formatting characters

Type styles

Type style size

Highlighting text

Colours and text saturation

Kerning and tracking

Changing the base line of the character

Formatting paragraphs

Interline

Alignment
Distance between paragraphs
Paragraph indents
Tabs
Inline text
The baseline grid (register) and snap

7. Working with multi-page documents

Getting familiar with workspace
Importing text
Page palette (layout)
Inserting, swapping and deleting pages
Single and multi-column documents
Working with styles

Methodology:

- PowerPoint mini lectures
- working on computers (each participant works on a separate computer)

Organizational information:

Number of training hours: 14

Time of training 9:15-16:15

Place of training: Łódź, Piotrkowska 125 – KM Studio - trainings