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# Adobe InDesign CC Level 1

## Adobe InDesign CC Level 1 1 day

The skills and knowledge acquired in Adobe InDesign CC - Level 1 enable users to gain a thorough understanding of InDesign and how it can be used as well as the ability to create a variety of different kinds of documents, add text, colour, shapes and graphics, print documents and access help.

Level 5, 38 Gawler Place  
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## COURSE OUTCOMES

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At the completion of this course you should be able to:

- understand how InDesign can be used and start working with it
- understand how to set up and create a new document
- work with and modify elements of a workspace
- understand basic navigation within InDesign
- work with pages
- understand what layers are and how to work with them
- understand colour and how to use it
- understand and work with objects
- work with graphics
- work with text
- ensure documents are ready to print
- use the Help menu and access online help resources

### PREREQUISITES

Adobe InDesign CC - Level 1 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

### IN-HOUSE TRAINING

Courses can be delivered at your business location, or at Express Training Connection's venue located in the CBD of Adelaide.

Our consultation prior to delivery identifies your concerns and ensures a focus that is specific to your organisation.

We encourage communication with your trainer at course commencement for specific topics you need to cover at this level of training.

For further information or to register  
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## COURSE CONTENT 1

### Starting With InDesign

- Understanding InDesign
- Starting Adobe InDesign in Windows 8
- The Welcome Experience
- The InDesign Workspace
- Understanding Workspaces
- Opening an Existing Document
- Closing a Document
- Exiting InDesign

### Setting Up a Document

- Understanding Document Presets
- Adjusting the Units of Measure
- Creating a Document Preset
- Creating a New Document
- Using New Document Frames
- Saving a New Document
- Working With a Workspace
- The Tools Panel
- Using Selection Tools
- Displaying and Hiding Rulers

### Working With Workspaces

- Creating a Custom Workspace
- Understanding Panels
- Displaying and Hiding Panels
- Floating and Docking Panels
- Working With the Status Bar

### Navigating InDesign

- Understanding Screen Views
- Changing Screen Views
- Using the Hand and Zoom Tools
- Using Shortcut Menus
- Using Keyboard Shortcuts
- Working With Tabbed Documents
- Arranging Multiple Documents

### Working With Pages

- Inserting Pages
- Navigating Pages
- Understanding Master Pages
- Creating Master Pages
- Creating Ruler Guides
- Locking Guides
- Viewing and Hiding the Grid
- Adjusting Column Guides
- Setting Document Bleed and Slug
- Inserting Auto Page Numbering
- Applying a Master Page
- Deleting Pages

### Layers

- Understanding Layers
- Creating a New Layer
- Naming Layers and Assigning Colours
- Assigning Objects to Layers
- Reordering Layers
- Hiding and Viewing Layers

### Working With Colour

- Understanding Colour
- Stroke and Fill
- Understanding the Colour Panel
- Applying a Fill Colour
- Applying a Stroke Colour
- Selecting Colours Using the Eyedropper
- Selecting Colours Using the Swatches Panel
- Adding Colours to the Swatches Panel
- Creating a Gradient
- Creating a Colour Group
- Creating a Colour Theme
- Removing Colour

### Frames and Shapes

- Understanding Frames
- Creating Frames and Shapes
- Transforming Shapes
- Merging Shapes Using Pathfinder
- Duplicating Objects
- Arranging Objects
- Aligning and Distributing Objects
- Grouping Objects
- Creating an Outline
- Placing Graphics in an Outline

### Working With Graphics

- Understanding Graphic File Formats
- Placing Graphics in a Document
- Positioning Graphics Within a Frame
- Fitting Graphics
- Understanding Linked Graphics
- Navigating the Links Panel
- Linking and Unlinking Files
- Placing InLine Graphics
- Creating a Clipping Path
- Applying Text Wrap
- Creating a Caption
- Changing Display Performance

### Working With Text

- Understanding Text
- Applying a Type Style
- Changing Font Size and Leading
- Changing the Vertical Text Alignment
- Threading Text Frames
- Importing Text From Microsoft Word
- Adjusting Kerning
- Adjusting Tracking
- Editing Text in Place
- Editing Text With the Story Editor

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## COURSE CONTENT 2

### Preparing for Printing

- Running a Preflight Check
- Printing a Document
- Defining a Print Preset
- Understanding Ink Handling Terms
- Creating a Postscript File
- Exporting to PDF
- Soft Proofing
- Packaging a Document

### Getting Help

- Understanding the Help Menu
- Using Online Help
- Searching for Online Help

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