

# extra ordinary tuition

## ADOBE INDESIGN CC: **FAST TRACK**

This one-day Fast Track InDesign course is perfect for those who are complete InDesign beginners who want to become familiar with the skills needed for any creative role such as those working in marketing and communications

This is a practical, hands-on course is designed to enable you to work more quickly and effectively using Adobe Photoshop CC. Feel free to bring along examples of your work if you wish. We will call to discuss your exact needs to ensure the course is tailored to your requirements.

### Course duration

1 day - from 10-4pm

### Location

Amber Designs, 9 Kings Park  
Canterbury, Kent CT1 1QH

### Requirements

No previous experience

### Contact

Email: [celia@amberdesigns.com](mailto:celia@amberdesigns.com)  
[www.amberdesigns.com](http://www.amberdesigns.com)

### COURSE CONTENT\*

#### An overview

- The page layout area
- The InDesign Toolbox
- Viewing and arranging palettes
- Arranging and grouping palettes

#### Page layout

- Creating new documents
- Facing pages
- Bleeds and Slugs
- Working with the pages palette
- Using columns and ruler guides
- Different sized pages within one document

#### Importing and linking graphics

- Placing multiple images
- Auto-fit functions
- Managing links to imported files
- Updating revised graphics

#### Typography

- Creating text frames
- Importing text or using placeholder text
- Working with character and paragraph attributes
- Tracking options
- Threading text through frames
- Working with indents and tabs
- Creating type on a path
- Finding and changing text
- Spell checking
- Wrapping text around graphics
- Creating outlines from text

#### Working with styles

- Creating and applying paragraph and character styles
- Overriding local formatting
- Copying styles from other documents

#### Working with frames

- Creating text and graphic frames
- Using the frame tools

- Converting frame types
- Setting frame properties
- Gap tool

#### Creating objects

- Drawing shapes and lines
- The Selection & Direct selection tools
- Selecting moving and duplicating objects
- Using the scissors to cut and edit
- Aligning and distributing objects
- Using layers

#### Transforming

- Rotate, scale and shear objects

#### Working with colour

- Understanding spot and CMYK colour
- Adding colours to the swatches palette
- Applying colour to fills and strokes
- Creating a spot colour
- Working with tints and gradients

#### Transparency & special effects

- Creating transparency
- Drop shadows
- Blends

#### Creating tables and tabs

- Creating, editing and formatting tables
- Adding images to tables

#### Setting up master pages

- Creating masters and based on masters
- Adding automatic page numbering
- Working with master page objects

Review on the day and any questions.

\* As all our courses are tailored to the individual - this course content may vary.

Price includes refreshments, full lunch and a 3 month post-training support helpline.

Call now to find out about our special offers on 01227 464877