

# INDESIGN CS6 ESSENTIALS

Adobe InDesign CS6 is a professional page layout application that gives you pixel-perfect control over design and typography. In this course, you will be train to create elegant and engaging pages with features including Live Preflight, comprehensive styles, and sophisticated text-handling capabilities. New tools make adapting layouts for myriad printed page and screen sizes more efficient. This course is suitable for anyone wish to learn the magic behind commercial multi-page printed designs.



New & Basic Users



2 Days (9am to 6pm)

REGISTER

## Introducing The Work Space

- Looking at the workspace
- Understanding the Application bar and Control panels
- Working with panels
- Customizing the workspace
- Navigating through a document
- Changing the magnification of a document

## Page Layout

- Document window overview
- Creating a new document
- Selecting pages & spreads from the pages panel
- Switching between open InDesign documents
- Working with master pages
- Applying master pages to document pages
- Adding new document pages
- Adding sections to change page numbering
- Placing text and graphics on document pages
- Overriding master page items on document pages
- Rotating the page/spread view

## Text Handling

- Text selection
- Viewing non-printing characters
- Working with text frames
- Threading text frames manually & automatically
- Resizing text frames automatically
- Finding and changing a missing font
- Entering and importing text
- Finding and changing text and formatting
- Checking spelling
- Using the story editor
- Tracking changes
- Adjusting vertical spacing
- Changing fonts and type styles
- Fine-tuning columns
- Changing paragraph alignment
- Creating a drop cap
- Adjusting letter and word spacing
- Setting tabs
- Performing word or character count
- Bullets and numbering
- Creating and applying paragraph & character styles

## Illustrations

- Drawing lines & shapes
- Drawing multiple objects as a grid
- Using smart guides
- Creating different corner appearances
- Transforming shapes
- Distributing objects using Live distribute

## Colors

- Creating & applying colors
- Working with gradients
- Applying colors to text & objects

## Graphics Handling

- Working with layers
- Creating & modifying text & graphic frames
- Adding metadata captions to graphic frames
- Placing & linking graphics frames
- Wrapping text around a graphic
- Aligning objects
- Selecting & modifying grouped objects

PAGE

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Also Consider: InDesign CS6: Advanced, Illustrator CS6: Essentials & Photoshop CS6: Essentials



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## Table Layout

- Creating tables
- Selecting elements of a table
- Managing rows, columns & tables
- Formatting a table
- Working with header rows
- Creating & using table & cell styles

## Transparency And Effects

- Applying transparency settings & blending modes
- Working with effects

## Final Output

- Digital printing
- About document installed fonts
- Preflighting files
- Defining preflight profiles
- Packaging files
- Creating an Adobe PDF file
- Previewing how transparency effects will be flattened