

## COURSE OUTLINES

### MEDIA PUBLISHING (Adobe InDesign CS 2)

#### **Learning outcomes:**

At the end of the course the participant will

- ✓ Format Brochures, Print Ads, Books and Pamphlets.
- ✓ Create Documents and Templates, add text into documents using various methods, and apply different formatting styles to characters and paragraphs.
- ✓ Import graphics, create objects using various tools, add effects to objects
- ✓ Create Library for objects
- ✓ Work with Tables
- ✓ Create a book and export it into PDF

#### **Pre-Requisite:**

Knowledge of Photoshop

#### **Course Contents**

- Knowing the Work Area and Working with a Document
  - Knowing the Work Area
    - Creating a New Document
    - Setting a Document
    - Using Document Presets
    - Saving and Opening a Document
    - Navigating through multiple documents
  - Working with Document
    - Creating a Template
    - Using a Template
    - Editing a Template
  - Working with Rulers and Guides
    - Rulers and Guides
    - Grid
  - Viewing Documents
- Working with Text
  - Creating Text and Text Frames
    - Adding Text using Type Tool
    - Editing Text Frame

- Text Frame Properties
- Threading Text
- Formatting Text
  - Character palette
  - Control palette
  - Change case
- Formatting Paragraphs
  - Paragraph palette
  - Control palette
- Creating Tabs
  - Setting indent using tabs palette
- Text Effects
  - Bullets and Numbering
  - Inserting Glyphs and Special Characters
- Styles
  - Character Styles
  - Paragraph Styles
- Placing Text and Graphic in a Layout
  - Using Story Editor
    - Methods of Placing text
    - Story Editor Preferences
    - Spell Check
    - Find/Change
  - Working with the Layout
    - Pages Palette
  - Working with Master Pages
    - Creating Master Pages
    - Applying Master Pages to pages
    - Overriding the master Page
    - Numbering and Sectioning
  - Working with Imported Graphics
    - Placing Graphics
    - Editing Graphic Frame
    - Linking Graphics
    - Clipping path
  - Text Wrapping
  - Importing and Exporting Text
- Creating Graphics, Tables and Book
  - Drawing Objects
    - Rectangle Tool
    - Ellipse Tool
    - Polygon Tool
    - Pencil Tool

- Smooth Tool
- Erase Tool
- Pen Tool
- Line Tool
- Editing Objects
  - Editing Path
  - Arranging Objects
  - Aligning Objects
  - Adding Objects to layers
  - Grouping Objects
  - Locking Objects
  - Transforming Objects
- Applying Strokes and Color to Objects
  - Color Palette
  - Gradient Palette
- Adding Effects to Objects
  - Transparency palette
  - Drop Shadow effect
  - Feather effect
  - Corner effect
- Working with Library
- Creating Text on Path
- Working with Tables
  - Creating a Table
  - Modifying a Table
  - Table option in Control Palette
- Printing and Exporting Documents
  - Creating Book
    - Adding documents in the book
    - Saving and Opening a Book
    - Creating Table of Contents
    - Creating an Index
  - Preferences
  - Exporting Document
    - Exporting a Book
    - PDF Presets
  - Preflight Settings
  - Printing
    - Trapping
    - Color Separation
    - Color Management
    - Printing a Document or Book
  - Packaging Enhancement