

CUSTOM INDESIGN TRAINING FOR QUARK USERS

SESSION ONE: Fast track to InDesign for Quark experts

The goal of this session is to enable participants to get productive with InDesign as quickly as possible. The emphasis is on applying participants' knowledge of Quark tasks to equivalent InDesign tasks.

The interface

- How to deal with InDesign's palette profusion
- Using the Adobe standard user interface
- Turning pages and zooming in and out
- Taking advantage of High Resolution Display mode and Preview mode
- InDesign's undo and document recovery system
- The differences between InDesign's tools and Quark's tools
- Customizing InDesign's keyboard shortcuts

Document structure

- Placing text and graphics on a page without boxes!
- Master Page differences between InDesign and Quark
- The advantages of InDesign's guide "objects"
- Numbering pages automatically
- Aligning, distributing, grouping, and locking objects

Flowing text through a document

- Understanding InDesign's text "threading" system
- Creating multi-column text frames
- Using manual, semi-automatic, and automatic text flow

Text formatting

- Using InDesign's advanced typography controls
- Specifying character and paragraph formatting such as typeface, leading, kerning, alignment, & hyphenation.
- Quickly inserting non-keyboard characters such as symbols and dingbats
- Creating hanging indents, paragraph rules, and automatic drop caps
- Copyfitting techniques
- Identifying missing fonts
- Creating and applying paragraph and character styles
- Automatically finding and changing text attributes

Working with graphics

- Importing Illustrator and Photoshop graphics
- Managing links to external files
- Cropping, resizing, and moving images
- Working with images with clipping paths
- Wrapping text around images
- Preflighting and copying files for service providers

Color

- Assigning fills and strokes to objects
- Creating and assigning CMYK colors, spot colors, and tints
- Using the Swatches palette

Printing and PDF

- Understanding the Print dialog box
- Creating and using Printer Styles to simplify printing
- Creating PDF files from within InDesign
- Creating and using PDF Styles to simplify PDF file creation

Call today to have this seminar customized for your needs, presented at your office!

Typically presented in one four-hour session. Adaptable for either small group hands-on training or large group seminar-style instruction. Comprehensive handouts are included.



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