**3 Days Course on**

# Adobe InDesign CS6: Mastering the Essentials

## Course Overview

Adobe InDesign, Adobe's page layout and design software, has been updated to accelerate user productivity with loads of new effects--including gradient feathering, inner shadows, and glows--that you can apply to objects on a page; finer transparency controls, which let you apply transparency settings independently to an object's fill, stroke, and content for more complex visual looks; numerous productivity enhancements; advanced find/change features; new table and cell styles; export to XHTML, and more.

## Course Settings

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| Date | Refer to Training Calendar |
| Venue | Refer to Training Calendar |
| Fees | Contact Us at sales@2-sigma.com |
| Timings | 0900-1700 (3 Days) |
| Inclusive | Certificates and notes from Adobe |
| Audience | Programmer, Web Designer and IT Personnel |

## InDesign -Schedule

| Day 1 | |
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| 09.00am – 10.00am | **Introducing the workspace**<br>• Looking at the workspace<br>• Working with panels<br>• Customizing the workspace |
| 10.00am – 10.30am | Breakfast |
| 10.30am – 12.45pm | • Changing the magnification of a document<br>• Navigating through a document<br>• Using context menus<br>• Finding resources for using InDesign |
| 12.45pm – 02.15pm | Lunch |
| 02.15pm – 05.00pm | **Getting to know InDesign**<br>• Viewing the lesson document<br>• Preflighting as you work<br>• Viewing guides<br>• Adding text<br>• Working with styles<br>• Working with graphics<br>• Working with objects<br>• Working with object styles |
| Day 2 | |
| 09.00am – 10.00am | **Setting up a document and working with pages**<br>• Creating and saving custom document settings<br>• Creating a new document<br>• Switching between open InDesign documents<br>• Working with master pages |

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| 10.00am – 10.30am | Breakfast |
| 10.30am – 12.45pm | • Applying master pages to document pages<br>• Adding sections to change page numbering<br>• Adding new pages<br>• Arranging and deleting pages<br>• Placing text and graphics on the document pages<br>• Overriding master page items on document pages<br>• Changing the size of pages<br>• View the completed spread |
| 12.45pm – 02.15pm | Lunch |
| 02.15pm – 05.00pm | **Working with objects**<br>• Working with layers<br>• Creating and editing text frames<br>• Creating and editing graphics frames<br>• Adding metadata captions to graphics frames<br>• Placing and linking graphics frames<br>• Changing the shape of a frame<br>• Wrapping text around a graphic<br>• Modifying the shape of frames<br>• Transforming and aligning objects<br>• Selecting and modifying grouped objects<br>• Finishing up |
| **Day 3** | |
| 09.00am – 10.00am | **Flowing text**<br>• Flowing text into an existing frame<br>• Flowing text manually<br>• Creating text frames while flowing text |
| 10.00am – 10.30am | Breakfast |
| 10.30am – 12.45pm | • Flowing text automatically<br>• Creating threaded frames automatically<br>• Resizing text frames automatically<br>• Adding a jump line page number<br>**Editing text**<br>• Finding and changing a missing font<br>• Entering and importing text<br>• Finding and changing text and formatting<br>• Checking spelling<br>• Editing test by dragging and dropping<br>• Using the Story Editor<br>• Tracking changes |
| 12.45pm – 02.15pm | Lunch |
| 02.15pm – 05.00pm | **Working with typography**<br>• Adjusting vertical spacing<br>• Changing fonts and type style |

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| | • Fine-tuning Columns<br>• Changing paragraph alignment<br>• Creating a drop cap<br>• Adjusting letter and work spacing<br>• Setting tabs<br>• Adding a rule above a paragraph |

## More Information

**Two Sigma Technologies**
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To register, please email to sales@2-sigma.com or fax the registration form to 03-61880602,
we will contact you for further action.

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