Adobe InDesign CS6
Module 1

INFOCUS COURSEWARE

WATSONIA PUBLISHING

Module Series
Order Code: INF539   ISBN: 978-1-925179-72-9

❖ **General Description**

The skills and knowledge acquired in this courseware will allow the learner to create a variety of documents, both print-based and digital. The learner will be able to create a variety of documents ranging from simple text documents through to complex brochures and flyers with detailed graphics and advanced formatting features.

❖ **Learning Outcomes**

At the completion of this course you should be able to:

➢ work comfortably with the *InDesign* screen and workspace
➢ work with a broad range of *InDesign* tools
➢ create new documents in *InDesign*
➢ work with text in a document
➢ format text using a variety of techniques
➢ work with graphical elements in a document
➢ create and work with layers
➢ bring excitement to your documents with colour
➢ draw and work with object shapes
➢ create and apply styles
➢ create and work with tables
➢ create and work with alternate layouts for the same document
➢ prepare your document for a variety of printing options

❖ **Target Audience**

Adobe InDesign CS6 Module 1 is designed for users who are keen to use Adobe InDesign CS6 to create a variety of documents, both print based and digital.

❖ **Prerequisites**

This courseware assumes little or no knowledge of *Adobe InDesign CS6* software. However, it would be beneficial to have a general understanding of personal computers and the operating system environment.

❖ **Pages**

182 pages

❖ **Nominal Duration***

Watsonia Publishing *Modules* are based around a 2-day training program consisting of approximately 14 – 16 hours

❖ **Student Files**

Most of the chapters in this courseware require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com. Simply follow the student files link on the home page. You will need the product code for this course which is *INF539*.

Some of the topics within a chapter have an *optional* catch-up file. These are only required if the learner wishes to start a chapter at a midway point rather than at the beginning of the chapter. These files can be obtained by contacting Watsonia Publishing (info@watsoniapublishing.com).

❖ **Methodology**

The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ **Companion Products**

There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at www.watsoniapublishing.com.

* Duration relates to study time only and does not include assessment time. Duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Wednesday, February 20, 2013 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.

Product Information

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Contents

➢ **Working With Styles**

- ✓ Understanding Styles
- ✓ Creating Character Styles
- ✓ Applying Character Styles
- ✓ Creating Paragraph Styles
- ✓ Creating A Style From Existing Formatting
- ✓ Applying Paragraph Styles
- ✓ Applying Styles Assignment 1
- ✓ Applying Styles Assignment 2
- ✓ Editing Styles
- ✓ Creating Object Styles
- ✓ Applying Object Styles

➢ **Working With Tables**

- ✓ Understanding Tables
- ✓ Creating A Table
- ✓ Selecting Tables And Table Cells
- ✓ Entering Text In A Table Cell
- ✓ Deleting A Table
- ✓ Importing A Spreadsheet Table
- ✓ Adjusting A Table
- ✓ Formatting Text In A Table
- ✓ Aligning Text In A Table
- ✓ Applying Colour To Tables

➢ **Alternate Layouts**

- ✓ Understanding Alternate Layouts
- ✓ Previewing Liquid Layout
- ✓ Applying Liquid Layout Rules
- ✓ Constraining Specific Objects
- ✓ Applying Rules To Other Pages
- ✓ Creating An Alternate Layout
- ✓ Splitting The Document Window

➢ **Preparing For Printing**

- ✓ Running A Preflight Check
- ✓ Printing A Document
- ✓ Defining A Print Preset
- ✓ Understanding Ink Handling Terms
- ✓ Adjusting Overprint And Trap Settings
- ✓ Creating A Postscript File
- ✓ Exporting To PDF
- ✓ Soft Proofing
- ✓ Packaging A Document

➢ **Concluding Remarks**

Product Information

AUSTRALIAN MADE®