



# ADOBE INDESIGN - LEVEL 1

## INTRODUCTION TO WORKING WITH INDESIGN

### COURSE OVERVIEW

Adobe Indesign - Level 1 course is a comprehensive introduction of InDesign application. Participants will be guided in structured stages, in grasping the concepts and skills of using this professional page layout software. Our trainer will assist participant to familiarise themselves with the fundamental functions and features that will be useful in improving proficiency in their publishing or advertising field.

### COURSE OBJECTIVE

By the end of the course, participant should be able to:

- use and work efficiently with the tools and panels
- create a structured document which is the main key of efficient publishing process
- fully utilized the power of text editing and formatting tools
- use proper techniques of working with graphics and text.

### WHO SHOULD ATTEND

Namely DTP artists and graphic artists or designers who are responsible for page layout processes. We also recommend this course to those who are interested to establish a solid foundation in the field of desktop publishing.

### PRE-REQUISITES

Participants should be comfortable carrying out general operations of computers such as using a mouse, opening and saving files. Familiarity with the basics of DTP and layout software would be an advantage.

### DURATION

2 days

### FEE

RM760 per participant

### TIME

9.00 am - 5.00 pm with 1 hour lunch break

### LOCATION

Teras One Solution Training Centre

### COURSE LEADER

Ms Habibah bt Ahmad @ Mohamed,

Adobe Certified Expert (ACE)  
Adobe Certified Instructor (ACI)

Ms Habibah Ahmad holds a BSc. Computer Science majoring in Management Information Systems from Universiti Teknologi Malaysia. She has over 15 years experience in the publishing, advertising and pre-press industry.

Ms. Habibah has worked with printing press company for over three years. This has exposed her to various types of printing technology. She has also gained valuable hands-on experience in this area not only in traditional but also advanced digital workflow.

Having worked at The New Straits Times, a leading newspaper publisher in Malaysia, and Asia OnTime, a leading digital ad delivery company, Ms. Habibah can boast of having worked personally with over 100 agencies, printers, publishers and colour separators in Malaysia and Singapore, as well as with top software programmers in Australia.

Her in-depth knowledge of industry specific information technology extends from a technical perspective with publishing software programming, to technical support, to over 7 years hands-on experience training advertising, printing and publishing personnel in software from Adobe, Microsoft, Quark and Quickcut.

# ADOBE INDESIGN - LEVEL 1

## INTRODUCTION TO WORKING WITH INDESIGN

### Course Outline

#### DAY 1

9.00 am - 10.30 am

##### LOOKING AT WORKAREA

- Workspace Overview
- Using the Tool
- Using the Panels
- Viewing and arranging panels
- Customizing your workspace
- Using multiple document windows
- Changing the View
- Navigating the document

10.30 am - 10.45 am

##### BREAK

10.45 am - 1.00 pm

##### SETTING UP PAGES

- Creating a new document
- Creating Document Preset
- Changing document setting
- Margins and Columns
- Working with Rulers and Guides
- Saving InDesign Files

1.00 pm - 2.00 pm

##### LUNCH BREAK

2.00 pm - 3.30 pm

##### WORKING WITH TEXT FRAME

- Text Frame
- Adding text to frames
- Thread and Unthread text frames
- Text Frame Properties - Columns, Inset Spacing and vertically aligning text

3.30 pm - 3.45 pm

##### BREAK

3.45 pm - 5.00 pm

##### WORKING WITH TEXT

- **Character Formatting :**  
Fonts, Size, Styles, Kerning, Tracking, Baseline shift, Underline, Strikethrough, and Change case

#### DAY 2

9.00 am - 10.30 am

##### WORKING WITH TEXT

- **Paragraph Formatting :**  
Alignment, Indentation, Spacing between paragraph, Drop Caps, Tab, Hanging Indent, Paragraph Rule, Bullet and Numbering

10.30 am - 10.45 am

##### BREAK

10.45 am - 1.00 pm

##### DRAWING

- Lines and Shapes
- Using Color panels
- Defining color in Swatches panel
- Creating Gradient color

##### IMPORTING AND MANAGING GRAPHICS

- Importing and linking graphics
- Working with imported graphics; Re-sizing, Fitting, and Managing links
- Importing multiples files

1.00 pm - 2.00 pm

##### LUNCH BREAK

2.00 pm - 3.30 pm

##### IMPORTING AND MANAGING GRAPHICS (cont'd)

- Clipping Path
- Placing native PSD and AI files
- Placing PDF files
- Managing Display Performance

3.30 pm - 3.45 pm

##### BREAK

3.45 pm - 5.00 pm

##### PROJECT

##### PRINTING

- Printer Setup