

# Improve Your InDesign Skills

Training from the Book Publisher's perspective

*A one day course for Designers*



## Delivered by Mark Bracey

Free up your creativity by increasing your InDesign skills. This course will help you become more productive by showing you many quick and easy ways of fine tuning your layouts to make them look more professional and to save you time and frustration. It will enable you to take full advantage of the many powerful features that InDesign offers.

This course is aimed at Designers already using InDesign, but who may have had no formal training. It will increase your skills by highlighting the features and ways of working that you may not have discovered, maximising your productivity.

Mark Bracey, the course trainer, has worked in book publishing for 20 years, guiding creatives in the creation of books for print. Mark understands how designers and editors work and what elements of the software are most relevant and useful to them. In 2005, Mark was involved in the migration to InDesign at DK and the Penguin Group and has since worked with many publishers both large and small, on their adoption of InDesign. An experienced presenter and trainer, Mark has worked with Adobe and has trained for Imago for the past 4 years. His easy, open and down to earth approach makes learning fun, fast and relevant.

The content of this course will be tailored to the candidates' needs but as a guide, may include the following:

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| <p><b>Workspaces</b></p> <ul style="list-style-type: none"><li>• Setting-up custom workspaces</li><li>• Setting Tool Preferences</li></ul> <p><b>Shortcuts</b></p> <ul style="list-style-type: none"><li>• Little-known but useful time-saving keyboard shortcuts such as:</li><li>• zooming in on Specific objects</li><li>• Turning hyphenation on and off on the fly</li><li>• 'Indent to here'</li><li>• locking to Baseline Grid with a keystroke, creating horizontal &amp; vertical guides simultaneously,</li><li>• Increase or decrease kerning and tracking between characters and words</li><li>• clearing unwanted kerning and tracking and re-setting to zero</li><li>• inserting automatic page numbers</li><li>• using the three different defaults for nudging page objects</li><li>• alerting CMYK colour proportionately</li><li>• selecting all objects on a layer</li></ul> <p><b>Text</b></p> <ul style="list-style-type: none"><li>• Advantages of Character and Nested Styles</li><li>• Using Paragraph Rules to create graphic effects within text</li><li>• Style Sheets &amp; Paragraph Rules with Object Styles</li><li>• Creating co-editionable faux coloured text</li><li>• Tabs and Tables</li><li>• Creating custom Glyph sets</li><li>• Type on a path and outlining text</li></ul> | <p><b>Layouts</b></p> <ul style="list-style-type: none"><li>• Cut-down on your templates: changing margins and columns as you work</li><li>• Create custom grids with Space/Align &amp; Step and Repeat</li><li>• Automatic and semi-automatic flowing of text files, automatically adding linked boxes &amp; adding pages</li><li>• Using 'Quick Apply' to find and apply Style Sheets and Object Styles</li><li>• Working with duplicate windows to monitor the knock-on effects of design and editorial changes</li><li>• Text Box independent baseline grids</li><li>• Creating and using InDesign page make-up libraries</li></ul> <p><b>Graphics</b></p> <ul style="list-style-type: none"><li>• Controlling PhotoShop layers and layer comps from within InDesign</li><li>• Accessing Photoshop paths and converting to frames</li><li>• Pathfinder and Align: Combining shapes and aligning objects</li><li>• Transparency and gradient effects</li></ul> <p><b>Miscellaneous</b></p> <ul style="list-style-type: none"><li>• Using the Eyedropper Tool to sample and apply colours, attributes and text styles</li></ul> <p><b>Output</b></p> <ul style="list-style-type: none"><li>• Exporting to PDF</li><li>• Importing and saving-out PDF export pre-sets to share</li><li>• Using the Ink Manager to control unwanted spot colours</li><li>• Checks and previews</li><li>• The limitations of using transparency effects in co-editionable workflows.</li></ul> |
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Time: 9.30 – 5.00pm

Venue: Central London training rooms / in house

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