

InDesign for Editors: From QuarkXPress to InDesign CS

Training from the Book Publisher's perspective



A one day course aimed at Editors migrating from QuarkXPress to InDesign

Delivered by Mark Bracey

Don't be afraid of making the move to InDesign, it's easier than you think. Drawing on basic, intermediate and advanced topics, Mark has specifically tailored this course to cover the essential things you need to know to edit an illustrated book with InDesign. Unlike other training providers, this unique approach ensures that this 1-day course is targeted, specific and relevant to your job, giving you the skills and confidence to edit easily and efficiently in InDesign.

This course is specifically aimed at editors working in book publishing. It will take you through the software familiarising you with all the basic tools and editorial functions you will use on a daily basis. It assumes that candidates possess a reasonable working knowledge of QuarkXPress 4-7.

Mark Bracey has worked in book publishing for over 20 years, guiding editors and designers in the creation of books for print. He understands how editors work and what elements in the software are most relevant and useful to you. Mark was involved in the migration to InDesign at DK/Penguin and has since worked with many publishers on their adoption of InDesign. His easy and relaxed manner will make learning fun and fast. This course will give you the skills and confidence to make the switch and use InDesign with ease.

<p>Part One: Introduction to the application</p> <ul style="list-style-type: none">• Toolbar and the Control Strip <p>Panels</p> <ul style="list-style-type: none">• How to manage, arrange and customize the panels• Navigating around your documents: The Pages panel and Page Advance Buttons etc, page magnification options• Tools and shortcuts <p>Part Two: Basic document settings</p> <ul style="list-style-type: none">• Understanding document specifications including 'facing pages', using the slug for overmatter, adding and modifying additional guides, guides as 'objects' <p>Basic Text</p> <ul style="list-style-type: none">• Creating new text boxes, formatting text with the character and paragraph options, tracking values compared to QXP. Using the built-in placeholder text, placing and linking text, retaining italicisation from Word files, options for selecting text <p>Basic Images</p> <ul style="list-style-type: none">• Replacing and manipulating images with the Selection vs Direct Selection tools <p>Creating Basic Shapes</p> <ul style="list-style-type: none">• Rectangle and Frame tools, understanding the difference relevant to editorial practices. Creating lines and Polygons, using the control strip to modify shapes and boxes, menu options	<p>Fill Stroke and Colour</p> <ul style="list-style-type: none">• Understanding Fill and Stroke and their relevance to text and text boxes. Applying colour through the Swatches panel, using the Eye Dropper to copy and apply text attributes <p>Part Three: Working with Pages and editorial features</p> <ul style="list-style-type: none">• Working with layers – separating text and images. Using layers to maintain co-editionable settings• Master pages – Differences between QXP and InDesign masters, unlocking and accessing Master Page Items• Paragraph and Character Style Sheets. Understanding and using a Nested Style• Paragraph Composer vs Single Line Composer• Text Wraps (runaround)• Using the Glyphs palette• Spell Checking, paragraph, line, word and character counts• Using Find/Change – Including replacing manually formatted text with Style Sheets and replacing invisible and special characters, i.e. Tabs and unwanted extra returns• Missing fonts and using 'Font Usage' <p>Part Four: PDF and Printing</p> <ul style="list-style-type: none">• Basic Printing Options – including printing overmatter and using the slug• Exporting to PDF – Basic settings for email/approval
---	--

Time: 9.30am - 5.00pm
Venue: Central London training rooms

IMAGO PUBLISHING LIMITED

Albury Court, Albury, Thame, Oxfordshire OX9 2LP, UK

Tel: +44 (0)1844 337000 Fax: +44 (0)1844 339935 www.imagogroup.com

