

**REVISED**

# InDesign CS for Production

*Training from the Book Publisher's perspective*



**A practical one day course for Production Staff**

**Delivered by Mark Bracey**

This unique InDesign course is geared to the needs of production staff, and others responsible for handling and checking files prior to sending out for repro or print. The aim is to build a good understanding of the way files are constructed in InDesign and on how these can go awry. By the end of the course delegates will be able identify and correct errors, avoiding costly mistakes further down the line.

Although special attention is given to co-edition publishing, the course also covers familiar problem areas including use of colours, managing fonts and transparent elements. A basic working knowledge of the tools and features of InDesign is assumed. A particular strength of this course is its focus on the increasingly close involvement of production staff in the flow of files and the greater depth of knowledge that is required.

Mark Bracey has almost 20 years experience of book publishing workflows and of guiding creative and production staff in the creation of books. Mark was involved in the migration to InDesign at DK and Penguin and has trained many other publishing companies both large and small. Mark's easy, open and down to earth approach makes the learning fun, fast and relevant.

<p><b>Checking Document Specifications</b></p> <ul style="list-style-type: none"><li>• Checking and correcting trim page size</li><li>• Making modifications, adding bleed</li><li>• Slug – when and how to use it or remove it</li></ul> <p><b>Fonts</b></p> <ul style="list-style-type: none"><li>• Discussion of font formats and their uses: Postscripts and True Type vs Open Type</li><li>• The theory of font management at system level</li></ul> <p><b>Checking Image Files</b></p> <ul style="list-style-type: none"><li>• Updating and re-linking missing images</li><li>• Using the Info Palette to check for colour space, profiles, file formats, image resolution</li><li>• Round-tripping to Photoshop to correct image format</li><li>• Controlling image layers from within InDesign</li></ul> <p><b>Colours</b></p> <ul style="list-style-type: none"><li>• Checking and managing colours via the Colour and Swatches Palettes</li><li>• Identifying CMYK, RGB, Spot and Process</li><li>• Controlling Spots from the Ink Manager</li><li>• Checking ink densities and tint values</li><li>• Automatic naming of colours</li></ul> <p><b>Layers</b></p> <ul style="list-style-type: none"><li>• Hiding and revealing layers to check for the correct assignment of text and images</li><li>• Locking image layers and re-assigning objects to the correct layers</li><li>• How special finishes such as spot varnishes and foil blocking can be created</li></ul>	<p><b>Co-editions</b></p> <ul style="list-style-type: none"><li>• Tinted black text and other co-editionable elements</li><li>• Checking for knockout and overprint</li><li>• Overprinting graphics</li><li>• Co-editionable text within maps and 'how to use' spreads</li><li>• Settings for reversed-out text including faux-coloured type</li><li>• Pitfalls of using 5<sup>th</sup> colour (text) black for co-editions</li><li>• Using Ink Manager to alias 'text black'</li><li>• Using layers as a simple and effective alternative to 'text black'</li></ul> <p><b>Grouping and Locking</b></p> <ul style="list-style-type: none"><li>• How to unlock and ungroup objects to carry out checks and access locked Master Page Items</li></ul> <p><b>Transparency</b></p> <ul style="list-style-type: none"><li>• Identifying where transparency is used</li><li>• Understanding the effects of transparency on co-edition elements</li><li>• Identifying if colour is affected and correcting</li></ul> <p><b>Pre-flight and Package</b></p> <ul style="list-style-type: none"><li>• Pre-flighting and packaging options</li></ul> <p><b>Exporting to PDF</b></p> <ul style="list-style-type: none"><li>• Basic settings for co-editions, using PDF versions 1.3 and 1.4</li><li>• Looking at typical problems</li><li>• Creating PDFs via Postscript and Distiller vs Exporting PDFs from InDesign</li></ul>
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Time: 9.30am – 5.00pm

Venue: Central London training rooms / in house

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