

Adobe InDesign CS4 is a powerful page layout tool used increasingly by editors, sub-editors, writers and journalists. This course is designed for those who need to use InDesign solely in an editorial capacity. The course looks at importing and formatting text, working with different styles as well as how to use InDesign's many powerful built-in editorial features.

If you wish to learn the design and layout features of InDesign in detail, we would recommend that you take our two day Introduction to InDesign course.

Course Information

Duration:	One day	Location:	London
Cost:	Public course: £325 plus VAT Individual tuition: £495 plus VAT	Dates:	Please call 020 7359 9880 or visit www.lcmj.co.uk

Key topics:

- Introduction to InDesign
- Placing and Formatting Text
- Working with Notes and Layers
- Working with Masterpages
- Minding your H & Js
- Working with a Baseline Grid

Course Outline

Introduction to Adobe InDesign

- Overview of InDesign's tools
- Using Panels
- Saving a Workspace
- The Control Panel
- Moving around your document
- Viewing Options
- Printing a document or sections of a document

Placing and Formatting Text

- MS Word Import Options
- Handling missing fonts
- Text flow methods
- Selecting and editing text
- Spellchecking
- Smart guides and smart spacing
- Applying local formats
- Applying Paragraph Styles
- Applying Character Styles
- Removing Overrides
- Editing Styles

Working with the Story Editor and with Notes

- Viewing and editing in the Story Editor
- Drag and Drop text
- Story Editor preferences
- Word and Character counts using the Info panel
- Viewing and adding Notes
- Copy fitting with Notes

Working with Master Pages and Layers

- The purpose of Layers
- Creating and arranging Layers
- Assigning content to Layers
- Understanding Master Pages
- Adding page numbers
- Applying Master Pages
- Unlocking Master Page items
- Numbering and Section options

Minding your H&Js

- Hyphenation options
- Discretionary Hyphens
- Balancing Ragged Lines
- No Break
- Understanding the Adobe Paragraph Composer
- Optical margin alignment
- Fixing Widows and Orphans
- Break Characters
- Keep Options
- Tracking
- Kerning/Tracking preferences
- Composition preferences

Working with Baseline Grids

- Viewing the Grid
- Setting up the Grid
- Aligning text to the Grid

Questions and Answers

All courses at the London College of Media and Journalism are supported by six months telephone Helpline support.