



SINOPSIS

Kursus In Design Peringkat Asas dan Pertengahan ini merangkumi penggunaan alatan-alatan asas untuk menghasilkan menyunting dokumen pelbagai guna seperti majalah, buku, lapuran tahunan dan brosur.

OBJEKTIF

- Faham cara kerja perisian In Design untuk rekabentuk dokumen bercetak atau digital.
- Boleh menggunakan alatan-alatan asas perisian In Design.
- Boleh menghasilkan kerja akhir dokumen ke format-format yang sesuai

KUMPULAN SASAR

- Pereka grafik dan pembangun aplikasi multimedia
- Penyelenggara laman sesawang
- Pegawai-pegawai IT dan multimedia
- Juruteknik yang mengkhusus bidang grafik
- Tenaga pengajar bidang grafik
- Pelajar dan orang perseorangan yang berminat bidang grafik

COURSE OUTLINE

1. Introducing the Workspace

- 1) Getting started
- 2) Looking at the workspace
- 3) Working with panels
- 4) Customizing the workspace
- 5) Changing the magnification of a document
- 6) Navigating through a document
- 7) Using context menus
- 8) Exploring on your own
- 9) Finding resources for using InDesign
- 10) Review questions
- 11) Review answers

2. Getting to Know InDesign

- 1) Getting started
- 2) Viewing the lesson document
- 3) Preflighting as you work
- 4) Viewing guides
- 5) Adding text
- 6) Working with styles
- 7) Working with graphics
- 8) Working with objects
- 9) Working with object styles
- 10) Exploring on your own
- 11) Review questions
- 12) Review answers

4. Working with Objects

- 1) Getting started
- 2) Working with layers
- 3) Creating and modifying text frames
- 4) Creating and modifying graphics frames
- 5) Adding metadata captions to graphics frames
- 6) Placing and linking graphics frames
- 7) Changing the shape of a frame
- 8) Wrapping text around a graphic
- 9) Modifying the shape of frames
- 10) Transforming and aligning objects
- 11) Selecting and modifying grouped objects
- 12) Finishing up
- 13) Exploring on your own
- 14) Review questions
- 15) Review answers

3. Setting Up a Document and Working with Pages

- 1) Getting started
- 2) Creating and saving custom document settings
- 3) Creating a new document
- 4) Switching between open InDesign documents
- 5) Working with master pages
- 6) Applying master pages to document pages
- 7) Adding new document pages
- 8) Rearranging and deleting document pages
- 9) Changing the size of pages
- 10) Adding sections to change page numbering
- 11) Placing text and graphics on document pages
- 12) Overriding master page items on document pages
- 13) Viewing the completed spread
- 14) Exploring on your own
- 15) Review questions
- 16) Review answers

HUBUNGI KAMI

COURSE OUTLINE

5. Flowing Text

- 1) Getting started
- 2) Flowing text into an existing frame
- 3) Flowing text manually
- 4) Creating text frames while flowing text
- 5) Flowing text automatically
- 6) Creating threaded frames automatically
- 7) Resizing text frames automatically
- 8) Adding a jump line page number
- 9) Exploring on your own
- 10) Review questions
- 11) Review answers

6. Editing Text

- 1) Getting started
- 2) Finding and changing a missing font
- 3) Entering and importing text
- 4) Finding and changing text and formatting
- 5) Checking spelling
- 6) Editing text by dragging and dropping
- 7) Using the Story Editor
- 8) Tracking changes
- 9) Exploring on your own
- 10) Review questions
- 11) Review answers

8. Working with Color

- 1) Getting started
- 2) Managing color
- 3) Synchronizing color settings in Adobe Bridge
- 4) Specifying color settings in InDesign
- 5) Displaying images at full resolution
- 6) Proofing colors onscreen
- 7) Defining printing requirements
- 8) Creating and applying colors
- 9) Working with gradients
- 10) Creating a tint
- 11) Creating a spot color
- 12) Applying colors to text and objects
- 13) Using advanced gradient techniques
- 14) Exploring on your own
- 15) Review questions
- 16) Review answers

7. Working with Typography

- 1) Getting started
- 2) Adjusting vertical spacing
- 3) Changing fonts and type styles
- 4) Fine-tuning columns
- 5) Changing paragraph alignment
- 6) Creating a drop cap
- 7) Adjusting letter and word spacing
- 8) Setting tabs
- 9) Adding a rule above a paragraph
- 10) Exploring on your own
- 11) Review questions
- 12) Review answers

9. Working with Styles

- 1) Getting started
- 2) Creating and applying paragraph styles
- 3) Creating and applying character styles
- 4) Nesting character styles inside paragraph styles
- 5) Creating and applying object styles
- 6) Creating and applying table and cell styles
- 7) Globally updating styles
- 8) Loading styles from another document
- 9) Exploring on your own
- 10) Review questions
- 11) Review answers

10. Importing and Modifying Graphics

- 1) Getting started
- 2) Adding graphics from other programs
- 3) Comparing vector and bitmap graphics
- 4) Managing links to imported files
- 5) Updating revised graphics
- 6) Adjusting display quality
- 7) Working with clipping paths
- 8) Working with alpha channels
- 9) Importing native Adobe graphics files
- 10) Using a library to manage objects
- 11) Using Adobe Bridge to import graphics
- 12) Exploring on your own
- 13) Review questions
- 14) Review answers

11. Creating Tables

- 1) Getting started
- 2) Converting text to a table
- 3) Formatting a table
- 4) Creating a header row
- 5) Adding graphics to table cells
- 6) Creating and applying table and cell styles
- 7) Exploring on your own
- 8) Review questions
- 9) Review answers

COURSE OUTLINE

12. Working with Transparency

- 1) Getting started
- 2) Importing and colorizing a grayscale image
- 3) Applying transparency settings
- 4) Adding transparency effects to imported vector and bitmap graphics
- 5) Importing and adjusting Illustrator files that use transparency
- 6) Applying transparency settings to text
- 7) Working with effects
- 8) Exploring on your own
- 9) Review questions
- 10) Review answers

13. Printing and Exporting

- 1) Getting started
- 2) Preflighting files
- 3) Packaging files
- 4) Creating an Adobe PDF proof
- 5) Previewing separations
- 6) Previewing how transparency effects will be flattened
- 7) Previewing the page
- 8) Printing a laser or inkjet proof
- 9) Using the Ink Manager
- 10) Exploring on your own
- 11) Review questions
- 12) Review answers

14. Creating Adobe PDF Files with Form Fields

- 1) Getting started
- 2) Adding form fields
- 3) Exporting an interactive Adobe PDF file
- 4) Exploring on your own
- 5) Review questions
- 6) Review answers

16. Working with Long Documents

- 1) Getting started
- 2) Starting a book
- 3) Creating a running footer
- 4) Adding a footnote
- 5) Adding a cross-reference
- 6) Synchronizing a book
- 7) Generating a table of contents
- 8) Indexing a book
- 9) Exploring on your own
- 10) Review questions
- 11) Review answers

15. Creating and Exporting an eBook

- 1) Getting started
- 2) Completing the booklet
- 3) Choosing the content of an ebook
- 4) Adding metadata
- 5) Exporting an EPUB file
- 6) Exploring on your own
- 7) Review questions
- 8) Review answers

