



Information Technology

Adobe InDesign CS6

Course Introduction

Adobe InDesign CS6: A powerful design and production application that offers precision, control, and seamless integration with other Adobe professional graphics software.

Using InDesign, you can produce professional-quality, full color documents on high-volume color printing presses, or print to a range of output devices on high-volume color printing presses or print to a range of output devices, such as desktop printers and high-resolution imaging devices, or export to a range of formats including PDF and EPUB.

Target Audience

This BOOST training course is beneficial for professionals such as Graphic Designers, Production Staff, Print & Interactive Designers.

Learning Objectives

- Learn how to use and customize panels and workspaces in InDesign
- Learn how to navigate and zoom in InDesign
- Learn how to use the Pages panel in InDesign
- Learn how to customize and create new documents in InDesign
- Learn how to work with multiple documents in InDesign
- Learn how to use rulers, guides, and view options in InDesign
- Learn how to adjust margins, columns, and guides in InDesign

Course Outline

- Day 01

INTRODUCING THE WORKSPACE

- Getting started
- Looking at the workspace
- Working with panels
- Customizing the workspace
- Changing the magnification of a document
- Navigating through a document
- Using context menus
- Exploring on your own
- Finding resources for using InDesign

GETTING TO KNOW INDESIGN

- Lesson overview
- Getting started
- Viewing the lesson document
- Preflighting as you work
- Viewing guides
- Adding text
- Working with styles
- Working with graphics
- Working with objects
- Working with object styles
- Exploring on your own

SETTING UP A DOCUMENT AND WORKING WITH PAGES

- Getting started
- Creating and saving custom document settings
- Creating a new document Hiding objects
- Applying selection techniques
- Switching between open InDesign documents
- Working with master pages
- Applying master pages to document pages
- Adding new documents pages
- Adding sections to change page numbering
- Adding new pages
- Placing text and graphics on the document pages
- Overriding master page items on document pages
- Changing the size of pages
- Viewing the completed spread
- Exploring on your own

• Day 02

WORKING WITH OBJECTS

- Getting started
- Working with layers
- Creating and modifying text frames
- Creating and modifying graphics frames
- Adding metadata captions to graphics frames
- Placing and linking graphics frames
- Changing the shape of a frame
- Wrapping text around a graphic
- Modifying the shape of frames
- Transforming and aligning objects
- Selecting and modifying grouped objects
- Finishing up
- Exploring on your own

FLOWING TEXT

- Getting started
- Flowing text into an existing frame
- Flowing text manually
- Creating text frames while flowing text
- Flowing text automatically
- Creating threaded frames automatically
- Resizing text frames automatically
- Adding a jump line page number
- Exploring on your own

EDITING TEXT

- Getting started
- Finding and changing a missing font
- Entering and importing text
- Finding and changing text and formatting
- Checking spelling
- Editing text by dragging and dropping
- Using the Story Editor
- Tracking changes
- Exploring on your own

• Day 03

WORKING WITH TYPOGRAPHY

- Getting started
- Adjusting vertical spacing
- Changing fonts and type style
- Fine-tuning Columns
- Changing paragraph alignment
- Creating a drop cap
- Adjusting letter and word spacing
- Setting tabs
- Adding a rule above a paragraph
- Exploring on your own

WORKING WITH COLOR

- Getting started
- Managing color
- Synchronizing color settings in Adobe Bridge
- Specifying color settings in InDesign
- Displaying images at full resolution
- Proofing color onscreen
- Defining printing requirements
- Creating and applying colors
- Working with gradients
- Creating a tint
- Creating a spot color
- Applying colors to text and objects
- Using advanced gradient techniques
- Exploring on your own

WORKING WITH STYLES

- Getting started
- Creating and applying paragraph styles
- Creating and applying character styles
- Nesting character styles inside paragraph styles
- Creating and applying object styles
- Creating and applying table and cell styles
- Globally updating styles
- Loading styles from another document
- Exploring on your own

• Day 04

IMPORTING AND MODIFYING GRAPHICS

- Getting started
- Adding graphics from other programs

- Comparing vector and bitmap graphics
- Managing links to imported files
- Updating revised graphics
- Adjusting display quality
- Working with clipping paths
- Working with alpha channels
- Importing native Adobe graphics files
- Using a library to manage objects
- Using Adobe Bridge to import graphics
- Exploring on your own

CREATING TABLES

- Getting started
- Converting text to a table
- Formatting a table
- Creating a header row
- Adding graphics to table cells
- Creating and applying table and cell styles
- Exploring on your own

WORKING WITH TRANSPARENCY

- Getting started
- Importing and colorizing a grayscale image
- Applying transparency settings
- Adjusting transparency effects to imported vector and bitmap graphics
- Importing and adjusting Illustrator files that use transparency
- Applying transparency settings to text
- Working with effects
- Exploring on your own

• Day 05

PRINTING AND EXPORTING

- Getting started
- Preflighting files
- Packing files
- Creating an Adobe PDF proof
- Previewing Separations
- Previewing how transparency effects will be flattened
- Previewing the page
- Printing a laser or inkjet proof using the Ink Manager
- Exploring on your own

CREATING ADOBE PDF FILES WITH FORM FIELDS

- Getting started
- Adding form fields
- Exporting an interactive Adobe PDF files
- Exploring on your own
- CREATING AND EXPORTING AN EBOOK
- Getting started
- Completing the booklet
- Choosing the content of an ebook
- Adding metadata
- Exporting and EPUB file
- Exploring on your own

WORKING WITH LONG DOCUMENTS

- Getting started
- Starting a book
- Creating a running footer
- Adding a footnote
- Adding a cross-reference
- Synchronizing a book
- Generating a table of contents
- Indexing a book

- Exploring on your own

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 5, 2025	May 9, 2025	5 days	4250.00 \$	UAE - Dubai
July 14, 2025	July 18, 2025	5 days	4950.00 \$	Netherlands - Amsterdam
Nov. 10, 2025	Nov. 14, 2025	5 days	4250.00 \$	UAE - Dubai