



ADOBE IN DESIGN TRAINING

Adobe InDesign allows you to create effective page layouts for print & digital publishing. It increases the speed of production and exports easily in a variety of file formats for use in any media, both traditional print and electronic environments.

Image placement is easy and layered images can also be incorporated into your layout. InDesign works seamlessly with other Adobe products such as Photoshop, Dreamweaver, Illustrator and Lightroom which enables you to quickly produce dynamic and creative work
limited only by your imagination...



ID

FOR BEGINNERS

Getting started with InDesign

This course is designed for complete beginners and is well suited to those wanting to learn all of the most commonly used features found in InDesign. With InDesign training you can improve your page layout design capabilities and file handling, increase your efficiency, your effectiveness and your future career potential all in one go.

Learn to harness the power of InDesign to create both traditional and electronic media. This software has a huge range of capabilities which allow you to design professional documents. From single page leaflets, to brochures and books. The range of export functions makes creating PDF documents extremely easy.

InDesign is part of Adobe Creative Suite so allows seamless integration with image files. Text handling in InDesign has numerous functions and features which allow you to process and set type in an infinite variety of styles, improving both the style and legibility of your work.

The course covers all major InDesign features including importing images and graphics, working in the correct colour mode, resolution options and exporting files for a variety of media options. We also cover page layout which includes grids and columns and also the use of master pages to streamline the process and ensure the consistency of your corporate image.

We have provided a list of learning outcomes on the facing page but we usually find that delegates sometimes have a specific requirements they wish to achieve and we are adept at including advice and practical problem solving into each session where required.



This course dovetails into our Photoshop Training course - ask for information if you are interested.



Above: Designed by an inhouse designer at a local printer



Above: After - designed by In Sync Design using InDesign and Photoshop

About this InDesign Training Course

The Instructor

Adele Crowther is an InDesign training instructor who has many years experience working with InDesign in a professional capacity both within a graphic design and website design capacity. Adele has lectured on the use of this software within a private one-to-one, corporate group and a University lecture theatre and seminar workshop environment.

The Delegates

The InDesign courses are suitable for anybody who wants to learn to use InDesign but has no previous experience. If you already have experience using InDesign you might want to consider our Advanced InDesign Training Course.

If you are unsure which InDesign course is most suitable for your requirements then speak to Adele about your specific experience and your day-to-day design and page layout needs.

The Prerequisites

This specific course is a beginners InDesign course. You should however be comfortable using a computer to perform functions such as copy and paste, and finding and opening other applications and files (such as Word). It is also helpful but not essential if you are comfortable using the internet, for example for browsing and interacting with websites.



Two Day Course

We generally like to begin with an overview of the use of InDesign in industry in a short lecture style case study demonstration in order to contextualise the potential everyday use of the software.

After this we cover elements included in the list below in a seminar style session where delegates can put their new knowledge into practice whilst gaining advice and help as they work through either provided material or a document they wish to produce for future personal or business use.

This course is ideally suited to run over 2 days where the delegates are able to break out into workshop seminars and try out what they have learnt. However, if kept to an instruction based lecture style format, most of the information below can be covered in 1 day.

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Above: Before - previous design

1 INDESIGN ESSENTIALS

- a The InDesign interface
- b Working with tabbed windows
- c Software navigation tools
- d Using the Information panels
- e Using text features
- f Essential keyboard shortcuts
- g Mini Bridge Vs Windows Explorer
- h Customising the workspace
- i Controlling menu item display

2 IN DESIGN PAGE LAYOUTS

- a Setting the scene
- b Columns & gutter, margins etc
- c Page insertion
- d Working with master pages
- e Double page spreads
- f Book Creation

3 SAVING

- a Saving
- b Filing - good housekeeping
- c Exporting documents

4 TYPOGRAPHY

- a Hierarchy of typography
- b Font types and styles
- c Paragraph styles
- d Wrapping text around different objects
- e Drawing paths
- f Kerning - space between letters & words
- g Leading - range left, right, force justify
- h Text & columns
- i Text effects: drop shadow, bevels etc
- j Type on a path
- k Special characters
- l Tabs & tabbing paragraphs
- m Glyphs
- n Drop capitals
- o Aligning items
- p Working with tables

Adele's teaching style was relaxed and enjoyable throughout. Often many tutorials can be overwhelming and lead to more confusion and panic when first starting out. However Adele manages to teach the software and programmes in a fun and inviting way which encourages delegates to ask questions out of interest rather than panic silently.

Jack Darnell B.A.(Hons)
Freelancer - Design & Visual Communications

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Above: After - new design using InDesign

5 IMAGES

- a Colour spectrums
- b Image import options
- c Clipping images to shapes
- d Transparency & effects
- e Creating shapes
- f Fills, outlines, effects
- g Graduated fills
- h Colour selecting

6 VECTORS

- a Artistic text – create shapes
- b Artistic text – create logos
- c Drawing & tracing shapes
- d Combining text & images
- e Working with layers
- f Colour pallets
- g Creating colours

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Above far left: Previous design created in-house using Publisher

Above middle & right: After - design by In Sync Design using InDesign

GOSCE EXCHANGE

No. 6 | December 2009

<http://gosce.cargill.com>

The GOSCE Exchange is also available to download from the GOSCE website <http://gosce.cargill.com>

GOSCE celebrates the New Year with CASC's Roadmap for the future

Over the last 18 months we have been working with the different CASC business units to develop a strategy for the whole platform which will provide a solid foundation for the coming five years. This strategy has been approved by Cargill's Leadership Team and we will now be making sure that this is communicated to all our teams, to set a clear vision of where we are all going and how we are going to get there.

Fortunately, given the success of the platform over the past few years, we do not need to make major changes to what we do but simply focus on doing better. Therefore, we are going to spend more time reviewing our processes and identifying new areas and opportunities which will help us to continue to outperform the competition and truly

become the partner of choice. You will hear more about the three 'legs' of our business: The asset and supply chain leg; the trading and risk management leg; and the customer solutions leg.

Each leg is at a different stage of development and we need to develop plans to build the strength of each of them.

We appreciate, only too well, that GOSCE's continued success is dependent on a team effort so I would like to take this opportunity to thank you for all your hard work and commitment over the past year and wish you and your families a safe and happy festive season and a healthy and prosperous new year.

Best wishes, Bob & Andreas

News News

The New GOSCE poster has now been sent to all members. Please contact your manager if you have any questions.

GOSCE is launching SharePoint intranet sites for the websites, intranet and the intranet.

C few weeks ago started

Commercial Manager

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Fred Van Hassel EMS Manager GOSCE

The GOSCE Team - Roger Janson

When did you join GOSCE? I joined GOSCE in September 1998 as a financial management trainee. What is your current role in GOSCE? I manage the Trading in Corn oil.

What's your favourite non-work activity? Enjoy watching films. My favorite film is "The Thin Red Line".

If you could change one thing in GOSCE what would it be?

I would like to see that everybody is involved in what they do.

What makes you get up in the morning? My family (a literal and affectionate son).

What's the best thing about being part of GOSCE? The family and the team.

GOSCE in the Community

In September our office in the Ukraine hosted a Transition into Leadership training course for 22 and leadership skills. We were participating in a social project in an orphanage called 'The city of Hope'. There are 80 children between 3 and 18 years old and currently has about 80 children under its care.

22 participants were given the task of fund raising for 'Natalia', a senior controller from GOSCE, team up and formed a band which played at various members of Amsterdam who gave up their annual fees for the German Football championship.

With the money they raised collectively, they were able to refurbish four rooms in the orphanage and plan the celebration party prepared by the children.

Julia Soskiewicz HR Generalist

Diversity Update

GOSCE has taken on board the leadership role for diversity and inclusion as the company grows and becomes more international.

Some findings - that we should increase our awareness, as all levels have made a positive impact and that our culture needs to change in order to do so.

Our aim is to support women, more proactively and to encourage our managers to create relevant role models in our leadership positions.

Finally, we need to develop a culture of equality and respect for all areas of their development and diversity.

We have already set this in motion by raising awareness of the management level and have settled with the GOSCE Business Plan, Individual Plots, and the GOSCE Diversity Charter.

Anne-Marie Kneipke Commercial Manager GOSCE

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Commercial Manager GOSCE, Agricore

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Carly Reardon

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