

# InDesign CC/CS6: Getting Started certification TOSA® en option

**Hands-on course of 3 days - 21h**

**Ref.: IND - Price 2024: CHF1 570 (excl. taxes)**

## EDUCATIONAL OBJECTIVES

At the end of the training, the trainee will be able to:

Create a simple document with InDesign CS6:  
Leaflet, brochure

Create a tri-fold pamphlet

Position the text and image frames

Create and export a style sheet

Automate master pages for catalogs and newspapers

## TEACHING METHODS

Active learning based on examples, demonstrations, experience-sharing, real cases, and an evaluation of what was learned from the training.

## CER

Discussions, experience-sharing, demonstrations, tutorials, and real cases.

## CERTIFICATION

If registering for the TOSA® certification option, you must do so at the same time as course registration. The exam is made up of a 60-minute adaptive test with 35 exercises. The result indicates your skill level. Merely taking the course is not sufficient to achieve a maximum score. The exam must be both scheduled and then taken online within 4 weeks following the start of your session.

## TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

## ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@ORSYS.fr](mailto:psh-accueil@ORSYS.fr) to review your request and its feasibility.

## THE PROGRAMME

last updated: 07/2021

### 1) Basics of InDesign

- Notions of layout.
- Palettes, pasteboard, and guides.
- Panels and docks.
- Zooming in/out and workspace view.

*Hands-on work : Learn about and register for the TOSA® certification option. Interface and creating custom spaces.*

### 2) Frames

- Creating frames.
- Changing a frame type.
- Frame properties.
- Frame borders.
- Managing and organizing frames.
- Layers.

*Hands-on work : Managing and positioning frames within a page: Reproducing a multiple-frame layout from a template.*

### 3) Designing the text in the frame

- Inserting text.

- Threading text frames.
- Properties of text frames.
- Character and paragraph styles.
- Multiple columns.
- Drop caps, paragraph rules, tabs, bullets and numbering.
- Hyphenation.

*Hands-on work : Creating a business card. Creating a tri-fold pamphlet.*

#### 4) Incorporating and editing images

- Importing an image and format options.
- Display quality.
- Managing the link to the source file.
- Editing the original image.
- Enhancing an image with text.

*Hands-on work : Creating an advertising brochure.*

#### 5) Creating tables

- Creating a table in InDesign.
- Importing a table.
- Laying out a table.
- Converting a table.

*Hands-on work : Designing and importing tables.*

#### 6) Working with pages, master pages, and templates

- Different types of pages.
- Default master page management.
- Page numbering.
- Creating a document template.

*Hands-on work : Mocking up a magazine spread.*

#### 7) Publishing paper and digital versions

- Configuring color separation.
- Creating a package for the printer.
- Creating and optimizing a PDF file.
- Exporting to other formats, EPS, HTML, ePub, etc.

*Hands-on work : Hands-on work*

## DATES

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### REMOTE CLASS

2024 : 04 Sep, 20 Nov