

# InDesign for Book Editors

*A one day course aimed at editors who have no formal training on using InDesign*

## Delivered by Mark Bracey

Grasp the fundamental elements every editor needs to know to give them a solid foundation for editing directly in the InDesign layout. Covering most aspects of highly illustrated and text-only books, this course is aimed at book editors who are currently using the application at a basic level.

Our course trainer Mark Bracey has over 25 years of experience in book publishing and uses his extensive knowledge of the publishing process to guide editors, designers and production staff through the creation of books for print. Mark tailors his courses to focus on the specific elements that candidates need to know to get the most out of the application, giving the candidate the skills and confidence to work efficiently in InDesign.

## Part One: Introduction to the application

Finding your way around InDesign:

- The Toolbar and the Control Strip.
- How to manage, arrange and customise the panels.
- Navigating InDesign documents using the various moving and magnification options, tools and shortcuts.
- Viewing and hiding guides, Normal and Preview modes.

## Part Two: Basic document settings and tools

Document specifications:

- Understanding 'facing pages' and section starts, setting margins, columns and bleed. The use of the Slug.
- Text and the the Type Tool – Creating and editing text and text boxes, using placeholder text, linking text, options for selecting text. Using the Story Editor to view and edit overmatter.
- Understanding Images – Importing images, manipulating the container vs. the content.
- Fill, Stroke and Colour – Understanding Fill and Stroke and their relevance to text and text boxes. Applying colour through the Colour and Swatches panels, creating line rules and setting strokes.

## Part Three: Workflow and editorial

- Style Sheets – Creating and using Paragraph and Character styles, importing text from Word, using Find/Change to retain formatting such as Italicisation etc and to remove unwanted formatting. Understanding simple Nested Styles.
- Editorial – Dealing with widows and orphans: using Tracking to 'bring-back' or 'take-over' text, standard vs. discretionary hyphens, soft returns, non-breaking spaces, Hyphenation and Justification settings. The effect of the Paragraph Composer. Understanding Kerning.
- Layers – Using layers to create co-editionable books.
- Master pages – Adding running heads and folios to Master Pages, automatic page numbering, using alternative masters for different page treatments, editing master page items, using a text variable for running heads.
- Linking – Understanding image links, re-linking missing images.
- Font usage – Missing fonts and using Find Font.
- Text Wraps – Adding text wraps to boxes, text and images. When captions need to ignore wraps.

## Part Four: Output

- Exporting to PDF – Basic settings for e-mail/approval.

Time: 9.30am - 5.00pm

Venue: Central London Training Rooms / In house

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