

InDesign for Editors (CS4)

Presented by Alpha Computer Consultants

Tuesday 30 November 2010, 9.00 a.m. to 4.30 p.m. (Mac)

Friday 3 December 2010, 9.00 a.m. to 4.30 p.m. (PC)

Venue: Alpha Computer Consultants, Level 3, 123 Clarence Street, Sydney

Cost: \$425 for Society members only, \$485 non-members
(includes lunch, and morning and afternoon tea)

Editors are increasingly being asked to use InDesign for text revision and copy fitting, and may also find more opportunities available to them if they are adept in desktop publishing. This course is designed specifically for editors, and will cover everything you need to know from creating a new document to outputting to PDF. A workbook of detailed notes (Mac or PC) is supplied and everyone will have their own workstation. Please indicate your preference for Mac (30 November) or PC (3rd December). The course covers the latest upgrade of the program to CS4 and will include:

- Working with InDesign and setting preferences.
- Managing text and type (text controls, formatting text, wrapping text, paragraph and character styles, type composition).
- Importing Microsoft Word files and managing images and tables.

This course assumes no experience with the program. However, if you have no knowledge of the terminology of design or type, or familiarity with design issues, we strongly recommend you read the relevant sections of Part 3 of Snooks & Co's *Style Manual*, 6th edition before the workshop.

As this workshop is run with an external supplier, no regional discounts are available, and you must pay in full at registration.

I'd like to attend the **Mac InDesign** workshop held on 30 November

or

I'd like to attend the **PC InDesign** workshop held on 3 December

Name: _____ Company: _____

(Please write your name clearly: it will be used on your course certificate)

Email address (for a reminder): _____

Mail address (for your receipt): _____

Phone: (W) _____ (H) _____

Use our direct deposit. Account name: Society of Editors (NSW). BSB: 062 172. Account no.: 00905083.

Please send an email to <treasurer@editorsnsw.com> and <membership@editorsnsw.com> so we know what the deposit is for and can register you for the correct workshop and date (add postal address and dietary needs).

Cheque/money order enclosed for \$ _____

Please charge \$ _____ to my credit card MasterCard Visa

Credit card number: _____ Expiry date _____

Name on credit card: _____

Cardholder's signature: _____

Any special dietary requirements? _____

For credit card bookings, you may **phone** the society's treasurer,
Hillary Goldsmith, on 02 9752 0753 (9.00 a.m. – 4.00 p.m.) or 02 9388 8062 (7.00 p.m. – 9.00 p.m.).

Please return to Society of Editors (NSW), PO Box 254, Broadway NSW 2007,
by **Friday 12 November 2010**. Classes will only run if we have sufficient numbers.