

Adobe InDesign Introduction Course 1 Day

Adobe InDesign is a desktop publishing software application. It can be used to create works such as posters, flyers, brochures, magazines, newspapers, presentations, books and ebooks.

Overview of the Course

This course aims to provide a solid foundation in the use of Adobe InDesign to create documents for those who are new to the product. Emphasis will be placed on applying practical techniques whilst ensuring the user develops an efficient working style.

The following gives an outline of the course content. This is only a suggestion and may be tailored by the trainer on the day, to better suit the delegates requirements.

Content

- **Getting Started**
 - Exploring the environment
 - Customising the Workspace
 - Setting up new documents
 - Navigation and views
 - Using Bridge
- **Text**
 - Adding and Formatting text
 - Character formatting
 - Paragraph formatting
 - Linking frames and text flow options
 - Dealing with overflow
 - Spell Checking
 - Bullets and Numbering
 - Text Frame Options
 - Creating and using styles
- **Objects**
 - Creating objects
 - Modifying objects
 - Duplicating and aligning objects
 - Using Smart Guides to align, rotate and resize objects
 - Creating and editing object styles
 - Use the Strokes Panel
 - Applying effects
 - Creating shapes
 - Using Library features
- **Images**
 - Placing images
 - Scaling images
 - Placing multiple images
 - Checking image resolutions, colour space and image links
 - Text wrap options
- **Colour**
 - Creating CMYK, RGB, Pantone and Spot colours
 - Applying colours to fills and strokes
 - Creating and using Gradient swatches
- **Creating Documents**
 - Working with Master Pages
 - Adding and deleting pages
 - Page numbering options
 - Creating and using Layers
- **Working with Tables**
 - Creating tables
 - Basic table and cell formatting options
 - Using table styles
- **Preparing documents for Press**
 - Printing options
 - Live Preflight
 - Packaging files for printing
 - Creating PDFs

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