Adobe InDesign Intro

Format: Two days
Max Capacity 6

Our introduction to InDesign training course is suitable for the beginner or first time user. The course is designed with a balance of hands on practical exercises, demonstrations and reviews. Using the latest software, you will start from the program basics and quickly build knowledge and confidence in how to navigate the application and use the tools to create layouts from single pages to complex multi-page documents. Artwork is created from scratch. You will investigate ways to create creative layouts and production techniques. On completion of the introduction to InDesign course you may be interested in our 1 day advanced InDesign course.

Course Content

The Interface
Using Tools, Palettes and Contextual Menus
Customising Keyboard Shortcuts
Changing View Sizes
Navigating Through a Document

Creating Documents
Creating a New Document
Using Guides
Rules and Grids
Changing Defaults and Preferences

Creating Objects
Selecting, Moving and Duplicating Objects
The Selection and Direct Selection Tools
Using the Transform Palette
Changing the Size, Proportions or Orientation of an Object

Working with Text
Importing Text

Text Frame Options
Threading Text Frames
Character and Paragraph Formatting
Using the Eyedropper Tool
Creating and Applying Paragraph and Character Styles

Colour
Understanding Spot and Process Colour
The Swatches Palette
Using Swatch Libraries
Creating Tints and Gradients
Applying Colour to Fills and Stokes
Using the Gradient Tools on Fills, Strokes and Text.

Working with Objects
Duplicating Objects

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Course Content (continued)

Master Pages
- Creating Masters
- Adding Automatics Page Numbering
- Creating Sections
- Working with Master Page Objects

Libraries
- Creating, Indexing and Using InDesign Libraries

Transparency
- Specifying Transparency
- Selecting Blending Modes
- Adding Drop Shadows and Feathering

Tables
- Working with Indents and Tabs
- Creating, Editing and Formatting Tables

Graphics
- Understanding Graphic Formats

Outputting Documents
- Setting Up Documents for Printing
- Printing Options and Styles
- Exporting PDFs

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