

## Course Outline

Introduction to Adobe InDesign

Duration: 2 Days

### OBJECTIVES

This Adobe certified course is designed for anyone who needs to understand the fundamental features and uses of Adobe InDesign and the best way to use these to create brochures, newsletters, flyers and other page designs.

### PRE-REQUISITES

Basic working knowledge of Windows or Macintosh operating systems.

### COURSE OUTLINE

Navigation

- Quick methods to change view sizes and move between pages

Interface

- Quick methods to use panels
- Organising panels
- Creating workspaces

Objects

- Creating objects
- Transforming objects
- Selecting objects with the content grabber
- Apply and adjust live corner effects
- Corner Effects
- Duplicating and aligning objects
- Incorporating QR codes
- Using Smart Guides to align, rotate and resize objects
- Using gap tool to adjust and manipulate objects
- Drag and drop on Anchored Objects

Object Styles

- Creating and editing basic object styles
- Using Library files

Strokes

- Use the Strokes Panel

Text

- Selecting text
- Formatting text
- Spanning text across columns and balancing columns
- Kerning and Tracking controls
- Paragraph formatting
- Filtering font choices
- Dealing with overflow matter
- Using the Story Editor

- Using Linked Stories
- Linking frames and text flow options
- Spell Checking
- Bullets and Numbering
- Paragraph Rules
- Text Frame Options
- Smart Text Reflow

#### Style Sheets

- Creating and using Paragraph style sheets
- Creating and using Character style sheets
- Editing and overriding style sheets

#### Images

- Placing images
- Using the Mini Bridge to place images
- Options for fitting images in frames
- Scaling images
- Placing multiple images
- Checking image resolutions, colour space and image links
- Image cut-outs

#### Text Wrap

- Text wrap options
- Allowing text to ignore Text Wrap

#### Colour

- Creating CMYK and Spot colours
- Applying colours to fills and strokes
- Creating and using Gradient swatches

#### Creating Documents

- Working with Master Pages
- Page numbering options
- Creating and using Layers
- Managing objects within layers via the layers palette
- Creating and using Baseline Grids
- Adding and deleting pages

#### Working with Tables

- Creating tables from delimited files, Microsoft Word tables, or Excel spreadsheets
- Basic table and cell formatting options

#### Working with transparency

- The Effects panel
- Applying effects
- Checking for rasterised text under transparency

#### Preparing documents for Press

- Printing options
- Live Preflight - potential production problem alerts while designing
- Font management - using Document Fonts
- Packaging files for printing
- Creating PDFs