



# Adobe InDesign Training Course - Introduction

## Who should attend this Adobe InDesign course?

The Adobe InDesign Introduction course is suitable for those with no previous experience of Adobe InDesign or those who are self taught.

## How long is this Adobe InDesign course?

2 Days

## What are the benefits of attending this Adobe InDesign course?

You will learn how to produce documentation from design concept right through to output. Practical projects will range from creating single sided literature to longer publications incorporating text and graphic elements to achieve appropriate layouts. The Adobe InDesign course includes topics and theory sessions listed in the course outline which will give you a comprehensive understanding of features and processes involved in producing effective documentation.

The cost of the course includes a Visual Quick Start book, 3 months telephone support, certificate, refreshments and lunch.

## What are the prerequisites?

No previous knowledge of Adobe InDesign is required, but familiarity with Mac or Windows operating system is recommended.

## Course Outline

### Introduction to the interface

- Overview of the toolbox
- Setting preferences
- Tiling windows
- Magnification and views

### Specifying page attributes

- Document setup
- Setting margins and columns
- Locking column guides
- Adjusting document setup
- Using ruler guides
- Moving the zero point
- Using x and y references
- Locking a point in the proxy box
- Creating text frames
- Resizing, repositioning & rotating text frames
- Using the transform palette
- Grouping objects
- Grouped object display

### Importing text

- Placing text files
- Linking and unlinking text frames

### Introduction to typography

- Showing hidden characters
- Typeface, style and size
- Leading and spacing
- Formatting paragraphs
- Setting rules, drop caps and rotating text

### Setting tabs and bullets

- Measuring tab positions
- Modifying tabs
- Setting bulleted paragraphs
- Automatic bullets and numbering

### Proofing options

- Checking spelling
- Dynamic spell check
- Text AutoCorrect
- Using find and change

### Styles

- Creating paragraph and character styles
- Applying the basic paragraph style option
- Applying style sheets
- Modifying style sheets
- Locally formatting a style
- Using the quick apply feature for character and paragraph styles
- Importing style sheets to a new document
- Selectively loading styles

### Importing graphics

- Resizing graphics
- Combining text and graphics
- Setting a text wrap
- Duplicating objects
- Using arrangement options

### Master pages

- Creating master pages
- Applying master pages
- Modifying master pages
- Inserting page numbering

### Working with colour

- Using the colour palette
- Colour application
- Stroke and fill options
- Specifying a Pantone colour

### Saving InDesign files

- Printing files
- Exporting as a PDF file

### Related courses

- Adobe InDesign Tips and Tricks
- Adobe InDesign Advanced
- Adobe Illustrator Introduction