Adobe InDesign - Introduction
2 Day Course

Overview

Adobe InDesign provides the perfect interface for designing professional layouts with sophisticated graphics and typography. This course is designed to introduce delegates to the concepts involved in desktop publishing. Delegates will learn crucial skills which will enable them to create a variety of documents from one-page flyers and advertisements to multi-page colour publications and brochures. As well as covering the layout and typographical controls the course also includes basic design principles and tips to make documents always look professional.

Audience

Graphic designers, creative professionals, print professionals, publishers and marketing professionals.

Course Objectives

At the end of this course, delegates will be able to:

- ✓ Design documents containing text and Graphics using frames
- ✓ Setup multiple page documents
- ✓ Import and format text using paragraph and character styles
- ✓ Place and arrange images
- ✓ Prepare and publish documents for screen or print

Prerequisites

No prior knowledge of InDesign is assumed.

Course Contents (2 days)

- InDesign projects – Set up considerations
  - Identify project requirements
  - Establish target audience and needs
  - Define media format and publishing requirements
- User interface
  - Identify user interface elements
  - Create and select Workspaces
  - Navigate and zoom documents
  - Rulers, guides and grids
- InDesign documents
  - Setting up an InDesign document
  - Working with master pages
  - Adding automatic page numbers
- Working with Text
  - Creating and modifying text frames
  - Threading text frames
  - Managing overset text
  - Formatting text using paragraph and character styles

- Placing text from a Word document
- Spell checking
- Adding special characters
- Assigning text wrap

- Images and graphics
  - Creating basic shapes
  - Assigning fill and stroke to objects
  - Selecting and Grouping objects
  - Transform and modify elements
  - Align and arrange content
  - Placing images
  - Frame fitting options and frame shapes
  - Collecting and placing content using the conveyor tool
  - Working with Layers and Organise artwork using layers

- Colours
  - Creating colour swatches
  - Applying and modifying gradients
  - Working with spot colours
  - Adding transparency to elements
- Publishing
  - Identifying common file formats
  - Using the packaging feature
  - Create a template
  - Prepare page layouts for print

Course Materials

Enliten IT will provide each delegate with a workbook and other useful reference materials where applicable. These may be either paper based or in Adobe pdf format or a combination thereof.