

---

## Adobe InDesign – Introduction

## Course Outline

**Duration:** 2 days

InDesign is fast becoming the industry standard for publishing. All sectors of publishing from large newspaper and magazine publishers to home and office newsletter creators find its ease of use and integration with other Adobe software invaluable.

### Course Description

In this course you will familiarise yourself with the layout of InDesign and become familiar with documents that include photographs, text and logos. You will also learn how to prepare these documents for submission to printers in InDesign or PDF format.

### Who is the course designed for?

Anyone who wants to be able to use InDesign for creating brochures, magazines, newspapers or any printed matter. This course is also for people who need to amend existing documents or work from templates.

### What if I have problems after the course?

We offer a free 6 months email support service.

### Do I get notes?

You will be given a free book at the end of the course. We use the Quickstart books as they are easy to read and find answers in without having to read a whole chapter.

### Pre-Requisites

Before starting the course, you should have a basic understanding of your computer's operating system. For example, you should know how to launch an application, save files and do simple navigation between programs.

### On Completion

Upon successful completion of this course, you will be able to:

- Layout text, graphics and logos using frames
- Use styles to share formatting and appearance attributes
- Create multi-page documents with master pages
- Define colours, tints and gradients
- Output document as PDF

## Setting up your Document

- The New Document window
- Rulers & Guides
- Add, move & shuffle pages in your Document
- Spread Pages

## Working with Frames

- Place text and graphics on the document pages
- Applying Colours, Tints & Gradients
- The Stroke Panel
- Shapes & Corner options inside of InDesign
- Transforming Frames Content

## Importing & Editing Text

- Importing Word documents
- Styles
- Create Bulleted & Numbered lists
- Explore decorative Fonts & special characters with Glyphs panel

## Formatting Text

- Formatting Text
- Adjusting a typeface
- Increasing or decreasing point size
- Increasing or decreasing leading
- Creating Small Caps, Superscripts, Underline, Small Caps, Subscript or Strikethrough
- Adjusting Kerning for letter pairs
- Narrowing the horizontal space between letters
- Moving characters up and down from their baseline

## Formatting Paragraphs

- Creating Left or Right Indent
- Creating First line Indent
- Putting in a Space Before or After
- Putting in a Drop Cap
- Adjusting line options

## Working with Graphics

- Image quality & Display options
- Fitting or Clipping graphics with Frames
- Manage linked files and automate updating of your content
- Vector artworks inside of InDesign
- The Effects Panel

## Page Layout Tools

- Using Placeholders and Eyedropper
- Aligning multiple Objects
- Working with Object Groups
- Wrap text around inline Objects
- Use of Alpha Channels

## Master Pages

- Using / understanding Master Pages
- Face and non-Facing pages
- Accessing a Master Page (or pair of MPs)
- Adding objects to a Master Page
- Automatic page numbering

## Outputting and PDF Export

- Understanding Bleed & Slug
- Differentiate between Spot & Process colours
- Create a Package to share InDesign Documents
- Manage missing Fonts
- Pre-flight for Prepress