

Adobe InDesign Essentials

1 Day Course

Course Aims

This one-day instructor-led course aims to provide a solid working knowledge of the basics of Adobe InDesign. After training, you will understand how to use the program's interface and essential tools to create, format and prepare documents for print or digital distribution.

Pre-requisites

Before attending this course you should have a good understanding of using a computer and navigating Windows or MacOS. Previous experience with InDesign is useful but not required.

Morning Session

Text Formatting

- Document setup
- Allowing for bleed
- Typing & inserting text
- Glyphs (symbol characters)
- Character formatting
- Paragraph formatting
- Tabs & indents
- Bullet paragraphs
- Paragraph styles

Page Layout

- Working with columns
- Linking text frames
- Text frame options
- Adding tables

Adding Images

- Placing images
- Image manipulation
- Removing backgrounds
- Image effects
- Text wrapping

Afternoon Session

Applying Colour

- Adding borders to boxes
- Working with colour
- Applying gradients

Working with Pages

- Adding pages
- Setting up master pages
- Page numbering
- Section numbering

Printing the Document

- Printing the booklet
- Creating custom documents

Prepare for Output

- Preparing for print
- Preparing for digital distribution
- Converting to PDF