

# Adobe InDesign Essentials – 2 days



## Pre-requisites

This course is suitable for people with little or no skills using Adobe InDesign and for people who are self-taught or maybe are working with template files which have been supplied by a Graphic Designer or someone else within an organisation. Participants need to be comfortable using computers generally.

## Description

### Do you need to:

- Create a variety of documents, company newsletters, brochures, annual reports
- Learn typography, colour theory & graphic design

## Aim

This course aims to equip participants with the technical skills required to create full-colour, multi-page digital artwork for print using InDesign.

## Learning Outcomes

### At the completion of this course you should have the skills and knowledge to:

- Create full colour, multiple page computer generated digital artwork for print using Adobe InDesign

### Participants will have learned the necessary technical skills and knowledge required to:

- Use the InDesign Workspace, Tools and Panels
- Produce a document to specifications
- Apply Text Editing and Formatting techniques
- Work with Design Objects and Graphics
- Working with Multi Page Documents and Master Pages
- Use Colour effectively and to specification
- Applying Output Adjustments and to Specification

## Topics Covered

### Key topics covered on this course include:

#### Introducing the Workspace

- Open documents
- Select and use tools
- Use the Application bar and Control panel
- Manage document windows
- Work with panels
- Customise the workspace
- Change the magnification of a document
- Navigate through a document
- Use context menus and panel menus

#### Getting to Know InDesign

- View layout aids
- Check on potential production issues with the Pre-flight panel
- Type and style text
- Import text and thread text frames
- Import a graphic
- Move, rotate, stroke, and fill an object
- Automate formatting with paragraph, character, and object styles
- Preview a document in Presentation mode

#### Setting Up a Document and Working with Pages

- Save custom document settings as a document pre-set
- Create a new document and set document defaults
- Lay out a master page
- Create an additional master page
- Apply a master page to document pages
- Add pages to a document
- Rearrange and delete pages



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- Change the size of pages
- Create sections and specify page numbering
- Lay out document pages
- Prepare to print to the edge of the paper
- Rotate a document page

## Working with Objects

- Work with layers
- Create and edit text frames and graphics frames
- Import graphics into graphics frames
- Crop, move, and scale graphics
- Adjust the space between frames
- Add captions to graphics frames
- Place and link graphics frames
- Change the shape of frames
- Wrap text around an object or graphic
- Create complex frame shapes
- Convert frame shapes to other shapes
- Modify and align objects
- Select and modify multiple objects
- Add arrowheads to a line
- Create a QR code

## Flowing Text

- Import and flow text into existing text frames
- Resize text frames automatically
- Link text frames to flow text across columns and pages
- Create linked frames automatically
- Add pages and linked frames automatically while flowing text
- Apply paragraph styles to text
- Control column breaks

## Editing Text

- Sync fonts from Typekit
- Handle a missing font
- Enter and import text

- Find and change text and formatting
- Check the spelling in a document
- Edit a spelling dictionary
- Automatically correct misspelled words

## Working with Typography

- Customize and use the baseline grid
- Adjust vertical and horizontal text spacing
- Change fonts and type styles
- Insert special characters from OpenType fonts
- Create a headline that spans multiple columns
- Balance the text in columns
- Hang punctuation outside a margin

## Working with Colour

- Set up colour management
- Specify output requirements
- Create colour swatches
- Create colour themes and add them to CC Libraries
- Apply colours to objects, strokes, and text
- Create and apply a tint
- Create and apply a gradient swatch

## Working with Styles

- Create and apply paragraph styles
- Create and apply character styles
- Nest character styles inside paragraph styles
- Create and apply object styles
- Create and apply cell styles
- Create and apply table styles
- Globally update paragraph, character, object, cell, and table styles
- Import and apply styles from other InDesign documents
- Create style groups



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