Introduction to Adobe InDesign

Training course outline

InDesign is the industry standard tool for laying out pages for print.

Introduction to Adobe InDesign training provides a thorough grounding in InDesign, teaching key techniques for creating effective page layouts.



Course summary

Provides a thorough grounding in page layout skills using Adobe InDesign. Delegates build knowledge and confidence using InDesign's key features, learning how to create effective page layouts quickly. Sessions include:

- Setting up new documents.
- Shapes.
- Frames and placeholders.
- Textual content
- Formatting text.
- Working with styles.
- Placing images.
- Using layers
- Creating special effects.
- Tables.
- Object libraries.
- Preflighting.

Duration

Two days.

Who should attend?

Newcomers to InDesign and novice InDesign users.

General information

Armada is an Adobe Authorised Training Centre (AATC), and our *Introduction to Adobe InDesign* course is accredited by Adobe.

InDesign courses are hosted by Adobe Certified Instructors (ACIs) with vast experience of using InDesign professionally.

Whilst attending training, delegates have the use of a computer running licensed InDesign software to practice the techniques taught.

Refreshments and lunch are provided.

Course fees can be paid by cheque, bank transfer or credit/debit card.

Courseware and certificate

Delegates receive:

- A comprehensive Adobe Official training guide.
- An e-certificate (PDF) confirming completion of an Adobe-accredited *Introduction to Adobe InDesign* course. Delegates receive this directly from Adobe.

Method of delivery

Training is designed for the busy professional, being short and intensive and combining lecture and demonstration. Practical exercises carried out under guidance help delegates to learn the techniques taught.

Delegates have ample opportunity to discuss specific requirements with the trainer.

Dates and price

For forthcoming dates and the prices see: www.armada.co.uk/indesign-training-course.

After course support

Following InDesign training, delegates are entitled to 30 days email support from their trainer to help with any post-course issues.

Course syllabus

See over.

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Adobe AUTHORISED Training Centre

Course syllabus

Topics	Sub-topics
The work area	Using toolbox, panels and menus Opening, saving and closing files Navigation Customising the work area Preferences and defaults File export
Setting up new documents	Creating new documents Setting up master pages Using ruler guides, smart guides and grids
Text	Inserting text Placing text - incl. file formats Threading text - flowing text Import options - what can be imported Entering special characters Using the Story Editor Tracking changes Using Find/Change Spell checking - incl. languages
Colour	Colour theory - RGB/CMYK/Spot colours Applying colour Colour swatches Gradients Filling and stroking shapes and transforming objects Eyedropper tool
Typography	Formatting text Size/leading/tracking/kerning/ indents/spaces...
Stylesheets	Formatting Paragraphs Character, Paragraph and Object styles Importing and deleting styles

Topics	Sub-topics
Working with images	Placing images Using the content collector tool Modifying graphic frames and their contents Using the spacing tool Creating in-line frames Wrapping text around objects and managing links.
Pages	Master Pages - creating 'page templates' Auto page numbering
Layers	Creating, locking, hiding, printing
Effects and styling	Transparency Feathering
Bullets and Numbers	Bulleted and Numbered Lists Customising Bullets and Numbers
Tabs	Setting up Tabs
Tables	Creating and editing tables Adding content and formatting tables Cell and table styles
Libraries	Creating assets for use in InDesign and across CC
Preflighting, packaging and outputting	Managing Links Using the preflight command to check the integrity of a document Using the Package command Exporting to PDF
Online features	Publish online feature Publish on Behance
Mobile apps	Adobe Comp Adobe Capture

Birmingham/Bromsgrove: 01527 834783 Reading: 0118 327 6467
Milton Keynes: 01908 726085 Sheffield: 01143 583940
Armada Training Solutions Ltd. E: training@armada.co.uk W: www.armada.co.uk

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