



## Course Outline

# Adobe InDesign Fundamentals - 2 days

As a part of Adobe's Creative Suite, InDesign has become the Industry Standard for Publishing in the same way that Photoshop has become with Image Editing.

This course will take the user through the basics of how the package works and all the controls, until by the end of the second day they will be confident in creating, editing and publishing documents.

We work through an example product throughout the course as a mechanism for learning the tools and practicing techniques. If delegates want to bring their own examples to work on they are welcome to do so.

As with all of our courses, InDesign comes with our follow-up service where delegates can ask questions on anything that was covered in the course at a later date, and one of our trainers will help them out.

This course can be customised to suit specific business needs. Please call for more details.

### Contents

#### InDesign Basics

- Starting Adobe InDesign
- Opening An Existing Document
- The InDesign Workspace
- Understanding The InDesign Workspace
- Understanding Panels
- Displaying And Hiding Panels
- Floating And Docking Panels
- Saving The Workspace
- Navigating A Document
- Zooming A Document
- Using Keyboard Shortcuts
- Using Shortcut Menus
- Saving And Closing A Document

#### Tools

- Understanding The Tools Panel
- Selecting Tools
- Understanding Frames And Shapes
- Selecting Objects
- Creating Frames And Shapes
- Selecting Text
- Understanding The Line Tool
- Using The Line Tools
- Using The Transform Tools

#### Creating Documents

- The Project
- Understanding Documents
- Creating A Blank Document
- Saving A New Document
- Understanding Master Pages
- Creating Ruler Guides
- Setting Document Bleed And Slug

- Changing Screen Views
- Creating Master Pages
- Inserting Auto Page Numbering
- Applying A Master Page
- Adjusting Column Guides

#### Text

- Creating Text Frames
- Threading Text Frames
- Typing Text Into Text Frames
- Importing Text From A Word Document
- Importing Word Documents
- Editing Text In Place
- Editing Text Using The Story Editor
- Using Glyphs

#### Formatting Text

- Applying A Typeface And Type Style
- Changing Font Size And Leading
- Changing The Vertical Text Alignment
- Changing The Horizontal Text Alignment
- Applying An Indent
- Applying A First Line Indent
- Adjusting Kerning
- Adjusting Tracking
- Setting Tabs
- Setting Drop Caps
- Applying Subscript Or Superscript To Text
- Creating A Bulleted List

#### Graphics

- Understanding File Formats
- Placing Graphics
- Fitting Graphics
- Positioning Graphics Within A Frame
- Using Adobe Bridge To Place Graphics

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Using The Links Panel  
Placing In-Line Graphics  
Embedding Graphics  
Creating A Clipping Path  
Applying Text Wrap  
Adjusting Text Wrap  
Creating A Caption  
Changing Display Performance

## Layers

Understanding Layers  
Understanding The Layers Panel  
Creating A Layer  
Assigning Objects To Layers  
Naming Layers And Assigning Colours  
Hiding And Viewing Layers  
Reordering Layers

## Colour

Understanding Colour Terminology  
Creating And Adding Process Colours  
Creating Spot Colours  
Applying A Fill Colour  
Applying A Stroke Colour  
Creating A Tint  
Creating A Gradient  
Removing Colour

## Objects

Understanding Objects  
Creating Objects  
Modifying Objects  
Creating Objects  
Creating Objects Using Pathfinder  
Duplicating Objects  
Arranging Objects  
Grouping Objects  
Aligning And Distributing Objects  
Creating An Outline  
Placing Graphics In An Outline

## Formatting Objects

Applying Corner Effects To An Object  
Applying A Drop Shadow To An Object  
Applying Transparency To An Object  
Applying Feathering To An Object  
Using The Eyedropper Tool  
Creating A Snippet  
Inserting A Snippet  
Inserting Snippets

## Styles

Understanding Styles  
Creating Character Styles  
Applying Character Styles  
Creating Paragraph Styles  
Creating A Style From Existing Formatting  
Applying Paragraph Styles  
Applying Paragraph Styles I  
Applying Paragraph Styles II  
Editing Styles  
Creating Object Styles  
Applying Object Styles

## Tables

Understanding Tables  
Creating A Table  
Selecting Tables And Table Cells  
Entering Text In A Table Cell  
Deleting A Table And Table Contents  
Importing A Microsoft Excel Table  
Adjusting A Table  
Formatting Text In A Table  
Aligning Text In Table Cells  
Applying Colour To Tables

## Preparing For Printing

Running A Preflight Check  
Printing A Document  
Defining A Print Preset  
Understanding Ink Handling Terms  
Adjusting Overprint And Trap Settings  
Creating A Postscript File  
Exporting A PDF  
Soft-Proofing  
Packaging A Document

## Concluding Remarks