



Adobe InDesign Introduction

Participants on this 1 day Adobe InDesign Introduction course will gain an understanding of the fundamental principles of InDesign, setting up documents for consistent layout, before working with text, graphics, and other elements to create eye catching content ready for print. You will be given a solid foundation of skills upon which to build.

The course assumes no prior knowledge of InDesign, however people with limited exposure to the software or those who are working with documents created by others will also benefit from this course.

Course Details

Skill Level:	Beginner
Duration:	One Day
Time:	9:00am – 4:00pm (approx)
Class Size:	6 students (at Keystroke) 10 students (Your Office)

Course Content

The InDesign User Interface

- Workspaces
- Menu Bar
- Panels and the Panel Dock
- Tools Panel
- Understanding Preferences

Setting up Documents

- Document Presets
- About Margins and Columns
- Rulers and Guides
- Understanding Bleed and Slug

Adding Images

- Understanding File Formats
- Image Placement
- About Frame Fitting Options
- Understanding Text Wrapping

Simple Text Formatting

- Understanding Text Formatting
- Character Formatting
- Paragraph Formatting

Using Colour

- Understanding Colours
- Colour Models & Colour Gamut
- The Swatches Panel
- Process, Tints & Spot Colours
- Sampling Colours

Creating Objects

- About InDesign Objects
- Basic Shape Tools
- Creating Shapes
- Applying Fill and Stroke
- Arranging Shapes
- Grouping Shapes
- Align and Distribute Objects
- About QR Codes

Working with Text

- Creating Text Frames
- Using Placeholder Text
- Placing (Importing) Text

Working with Styles

- Understanding Styles
- Creating Paragraph Styles
- Applying Styles
- Style Overrides

Creating Tables

- Understanding Tables
- Creating Tables
- Importing Tables
- Table Formatting

Publishing and Save Options

- Preflighting Files
- Exporting to PDF
- Using the Packaging Tools
- Package Settings



Brendon thought on his feet at every turn and explained all queries very well. Well presented, well explained, friendly and relaxed.

K. Stanton