Adobe InDesign - Fundamentals

Course Aim

This comprehensive course introduces users to the leading industry standard page layout tool, Adobe InDesign.

Users will examine the creation of new print-ready documents.

By the end of the course participants will have a good overview of the available tools Adobe InDesign in order to create documents for print, like newsletters, pamphlets, brochures and more.

Participants will learn about print jargon and understand terms like bleed, slug, CMYK, guides, grids and PDF.

Course Prerequisites

Previous experience using applications on a PC or Macintosh is an essential prerequisite for this course.

Users should be familiar with using a keyboard and mouse.

Course Duration:

Two days: 9:00am - 4:30pm

Inclusions:

Each participant will receive a comprehensive course manual and relevant exercise files.

What to Bring:

- Note pad & Pen.
- Examples of work from the office.
- Participants are encouraged to bring along a USB flash drive if they want copies of the work done during class.

Course Topics:

Getting Started
- InDesign Environment
- Tools and Panels
- Views
- Zoom

Adobe Bridge
- Bridge Environment
- Views
- Managing Files

Basic Documents
- New Documents
- Using Bleed & Slug
- Using guides

Drawing Frames
- Using basic drawing tools
- Adding colour
- Managing colour
- Item Position

Structuring Multi-Page Documents
- Facing Pages
- Master Pages
- Flyer and Brochure Layouts
- Adding Headers and Footers

Typesetting
- Typing text
- Importing/Placing Text from MS Word
- Text Frame Threading
- Text Formatting
- Styles

Graphics
- Placing Graphics
- Using Guides
- Understanding various file formats like .jpg, .gif, .png, .tif, .psd, .eps and .pdf.
- Grouped items
- Layers

Finalising documents and Setting Defaults
- Outputting Documents
- PDF Export
- Commercial Printing Preparation
- Preferences and Defaults