

## Course Overview:

Adobe InDesign is a professional publishing program which combines page layout graphics and typesetting features. This is a comprehensive course designed for those people who have little or no formal training or experience using a page layout program.

In this course you will learn to set up a multi-page brochure, newsletter or template correctly and efficiently. You will also learn how to edit an existing document, insert & import text and graphics. Other topics covered include: backing up of files, formatting and sharing InDesign documents and exporting for web and printing.

## Course Content:

- Using the InDesign Interface
- The Workspace: Tool bar, Control panel, Panels, Creating a custom workspace
- Basic Program Preferences: Units & Increments
- Setting up a document preset
- Viewing documents and using quick key shortcuts, using different window layouts
- Pages panel and features
- Using guides & the smart guide feature
- Using the Stroke panel and the Line tools
- Applying color to text and frames using the Control and Swatches panel
- Creating new Process and Pantone® color swatches, color tints and gradients
- Transferring color swatches between documents
- Creating Master Template files
- Adding headers & footers and auto page numbering
- Incorporating logos/graphics into a master
- Formatting frames and custom colours
- Creating and editing Paragraph & Character Styles

### Formatting Text

- Formatting text with both the Character and Paragraph control panels
- Inserting large amounts of text
- Creating a “Continued on and from” setting
- Creating and editing Paragraph & Character Styles
- Moving text styles between documents
- Inserting special characters
- Creating bullet icons
- Split and Span text columns; creating Balanced columns
- Working with text in columns and shapes
- Spell check and using the find/change feature

### Working with Text/Object Frames

- Text frame options: Column settings, Inset spacing, Vertical alignment
- Corner option settings and Live corner options

### Working with Graphics

- Overview of different graphic file formats
- Inserting graphic file formats
- Working with graphics using Auto Fit features
- Drawing objects
- Using the Text wrap panel and option settings
- Understanding the Graphic Links panel

### Saving and File Exporting

- Reviewing a document for any printing errors; fixing errors
- Create a PDF for Web or Print
- Format and share InDesign documents
- Package a file for print production
- Creating a backup folder of your InDesign file for future use and transport