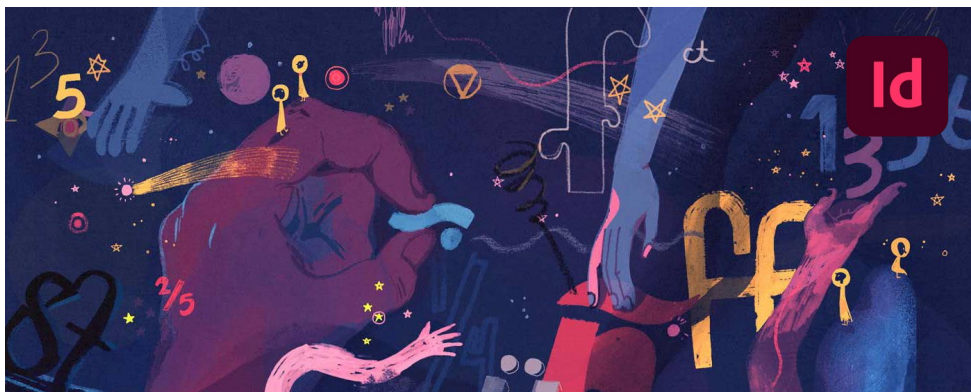


Introduction to InDesign

Training course outline

Adobe InDesign is the industry-standard tool for page layout.

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



Course summary

Provides a thorough grounding in page layout skills using Adobe InDesign. You'll master and become confident using InDesign's key tools and features for creating effective page layouts quickly. Sessions include:

- Setting up new document
- Shapes, colours, gradients and swatches
- Objects
- Text
- Text and image frames
- Styles
- Libraries
- Layers
- Parent pages
- Basic tables
- AI
- Import and export.

Duration

Two days.

Who should attend?

Newcomers to InDesign and novice InDesign users.

In-class or live online

You can attend in-person at our centres, or participate live online from your place of work or home.

To read about our approach to online training, see armada.co.uk/liveonline.

General information

Courses are hosted by highly experienced instructors with vast experience of using the application professionally.

Whilst attending training at our centres, you'll have the use of a computer running licensed Adobe Creative Cloud software to practice the techniques taught. You can choose to use a Windows computer or Mac.

Refreshments and lunch are provided.

Course fees can be paid by card or bank transfer. We accept purchase orders from UK-registered companies and public sector organisations.

Course materials and certificate

You'll receive:

- A comprehensive training guide and practice files.
- An e-certificate (PDF) confirming successful course completion.

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 you learn the techniques taught.

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

After course support

Following training, you're entitled to 30 days' email support from your trainer.

Further information

See armada.co.uk/course/id.

Course syllabus

See over.

Follow-on course

Intermediate/Advanced InDesign (2 days). See armada.co.uk/course/intadvid for details.

Course syllabus

Session	Topics
Getting Started	<ul style="list-style-type: none"> Menus, tools, and panels Select and create a Workspace Open, close and save files Save to the Cloud (INDC) Change zoom magnification The Toolbox The Pasteboard The Home Screen Panels Workspaces Change the magnification Navigate through a document Document Preview InDesign Help
Preferences and Defaults	<ul style="list-style-type: none"> Set preferences Set defaults Restore all Preferences and Defaults Interface Colour Theme User Interface Scaling
Set up a document	<ul style="list-style-type: none"> Create a new document Add a document bleed and slug Use Document Set-up to amend exist settings Manage Pages and Spreads Work with ruler guides Work with grids
Shapes, Colours and Gradients	<ul style="list-style-type: none"> Create basic shapes Adjust the stroke width Apply a fill and stroke colour Use default swatches and unnamed colours Sample colours from images Import and export colours Apply a gradient to a fill or stroke Use the gradient tool to adjust the gradient angle
Swatches	<ul style="list-style-type: none"> Create custom swatches for colours and gradients Display swatches by type Create swatch groups Delete unused swatches Adobe colour theme tool
Objects	<ul style="list-style-type: none"> Align and Distribute objects Use Arrange to change the stack order Apply Effects such as rounded corners, drop-shadows, and adjust opacity Transform and rotate objects
Text	<ul style="list-style-type: none"> Copy and paste text Paste without formatting Place a text file Quick selection techniques Display hidden characters Format characters Format paragraph: alignment, indents, space Set and use indents Create drop caps Copy type attributes with the Eyedropper tool Use Find/Change Special characters, glyphs and white spaces Spell check
Text Frames	<ul style="list-style-type: none"> Place text Enter text by type and paste Vertically align text within a frame Inset text

Session	Topics
Text Frames	<ul style="list-style-type: none"> Insert column rules Split a frame into multiple columns Cut, paste and delete text frames Thread and unthread text frames Specify Text Frame Options
Images and Graphic Frames	<ul style="list-style-type: none"> Create and edit graphic frames Place and fit images within frames Change the Display Performance Work with the Links panel to update modified and fix broken links Replace an existing image Place multiple images Apply text wrap Anchor objects to text Set Image import options for Photoshop and Illustrator files
Styles	<ul style="list-style-type: none"> Character and Paragraph Styles Define Character Styles Define Paragraph Styles Apply Character and Paragraph Styles Character and Paragraph Style by "example" Auto Style
Creative Cloud Basics	<ul style="list-style-type: none"> Adobe Fonts Use Extract from image
Libraries	<ul style="list-style-type: none"> Create a new Library Add colours and images to a library Share a library Manage Library content
Layers	<ul style="list-style-type: none"> Layers and object stack - is there a difference? The Layers panel Create layers Move and copy objects between layers Merge and delete layers Lock and unlock layers Show and hide layers
Parent pages	<ul style="list-style-type: none"> Understand the role of parent pages Edit existing parent pages Create a new parent page Rename a parent page Apply parent pages Apply the [None] parent Override a parent object
Basic Tables	<ul style="list-style-type: none"> Insert a new blank table Add content to a table Make selections in tables Select all header, body or footer rows Alter column widths Insert rows and columns Delete rows, columns or entire tables Cut, copy and paste data Format tables Fill and stroke options Adjust table options
AI	<ul style="list-style-type: none"> Use Text to Image to create AI generated images
Import	<ul style="list-style-type: none"> Convert a PDF file to InDesign
Export	<ul style="list-style-type: none"> Basic preflight checks Package your project PDF output Adobe PDF presets