

InDesign Introduction – Sample Course Outline

Duration: Two Days

InDesign is Adobe's page design & layout software. This course is suitable for anybody looking to use InDesign to produce documents such as flyers, brochures, interactive PDFs & more.

What will be covered?

- ✓ Navigation & understanding the interface
- ✓ Creating & editing documents with text & objects
- ✓ Working with multi page documents & advanced features

Features covered

InDesign Essentials

- Create & select workspaces
- Navigate & Zoom documents
- Setting up an InDesign document
- Creating columns, margins & bleeds

Working with text

- Working with text frames
- Formatting text & creating multiple columns
- Paragraph formatting, bullets & numbering
- Wrapping text
- Paragraph styles & adding special characters

Working with Colours, Fills & Strokes

- Fills & strokes
- None, Paper, Color & Registration Black
- Understanding RGB vs CMYK
- Understanding Spot (Pantone) colours
- Custom colours

Working with Images

- Placing & resizing images & frames
- Understanding linked images
- Working with frames
- Creating graphics & basic shapes
- Assigning fill & stroke to objects
- Transforming objects

Working with Your Document

- Working with parent pages
- Adding & deleting pages
- Working with tables
- Basic table & cell formatting options

Saving & Publishing

- Saving as a document & for earlier versions
- Packaging your document
- Exporting as a PDF for print or to email
- Creating a jpg file for social media

Working with Multiple Page Documents

- Parent (previously Master) pages
- Multiple & nested parent pages
- Page numbers & section options
- Page reshuffle & foldouts
- Table of contents

Advanced Type

- Advanced paragraph styles
- Character styles & nested styles
- Anchored objects & Inline graphics
- Applying paragraph rules
- Working with bullets & numbered Lists
- Adding footnotes
- Creating type outlines
- Adding type to a path

Drawing Techniques

- Working with the pen tool
- Adding, deleting & converting points
- Creating compound paths
- Saving graphics, pictures & styles to the library
- Creating corner effects & aligning objects
- Advanced stroke panel options
- Saving colour & styles as a default

Interactive Publications

- Creating bookmarks & hyperlinks
- Inserting email links
- Placing buttons & movies

Publishing

- Publish & share interactive documents
- Online & PDF differences for interactivity
- Advanced PDF settings
- Resolution issues