

Adobe InDesign - New User

Category: Graphics & Web Design, Adobe InDesign

The InDesign Environment

- Using the tools and palettes
- Control palette
- Using Context menus
- Opening and closing documents
- Navigating a document
- Recovering a document after failure
- Using the multiple undo feature
- Document pre-sets

Document Layout

- Setting up pages and basic layout options
- Using rulers, guides, grids and layers
- Working with pages and spreads
- Automatic page numbering and sections
- Using master pages

Laying Out Pages with Frames

- Creating and using frames
- Using the frame tools
- Creating text and graphic frames
- Converting frame types
- Setting frame properties

Working with Text

- The Story
- Linking text
- Importing and exporting text
- Placing text in frames
- Threading text through frames
- Setting text frame properties
- Editing text
- Finding and changing text
- Checking Spelling
- Baseline Grid

Formatting Type

- Formatting characters
- Formatting paragraphs
- Working with tabs
- Working with composition
- Controlling hyphenation and justification

Working with Styles

- Creating and applying paragraph styles
- Nested Styles
- Overriding local formatting
- Copying styles from other documents

Importing Graphics

- Placing graphics
- Fitting content to frames
- Fitting frames to content
- Managing links and embedded images
- Introduction to working with clipping paths
- Importing native Photoshop files

- Full resolution preview

Combining Text and Graphics

- Drawing shapes
- Drawing and modifying straight lines
- Drawing basic shapes
- Drawing basic freeform shapes
- Text on a Path
- Text to Shape

Selecting and Transforming Objects

- Moving Objects
- Using the transform palette
- Grouping and Ungrouping objects
- Align
- Pathfinder

Using Colours

- Defining and applying colours from colour libraries
- Importing colours from colour libraries
- Mixed inks
- Loading colours from other applications
- Creating and applying gradients

Tables

- Creating tables
- Merge/Unmerge
- Flowing tables across pages
- Table headers and footers
- Viewing cell frame edges

Outputting InDesign Documents

- PDF
- EPS

Printing

- Preparing for commercial printing
- Separation Preview
- Printing a document
- Performing a pre-flight check before printing
- Packaging files for hand off
- Handing off to a prepress service provider

About SquareOne

SquareOne is among the UK's leading providers of IT training to businesses of all shapes and sizes. Our company pledge is to deliver inspiring, motivational and cost effective training which brings about tangible improvements in productivity. Through our training courses, individuals are able to gain lifelong skills and realize their full potential while clients achieve their corporate goals.

Who should attend?

This course is designed for users to gain an understanding of some of the basic and more commonly used features of Adobe InDesign to create well-designed professional documents.

Prerequisites

Delegates should have a good level of PC and windows skills, but do not need prior experience with Adobe InDesign

Course Objectives

This course will cover Navigate the InDesign environment, Work with text frames and formatting, Use styles to achieve consistency in documents, Control images and page layout. Work with layers and object controls, Use colour to enhance the appearance of documents, Output documents from InDesign.

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Course Details

Duration: 2 Days

Timings: 09:30 - 16:30

Training Locations

This training is delivered as a closed course at your company's premises. We can bring our mobile IT classroom to any UK or European location, so no matter where you are based, SquareOne can come to you.

Course Dates

[View our full course schedule here.](#)

Where We Have Trained

SquareOne have delivered training solutions throughout the UK in locations such as London, Liverpool, Wirral, Merseyside, Blackpool, Manchester, Sussex, Surrey, Hampshire, Edinburgh and Belfast. We have also trained at international locations such as France, Germany, Switzerland, Scandinavia and USA.

Training has been delivered to a diverse range of industries including oil and gas, agriculture, automobile manufacture, food production, the arts and finance.

BOOKING

To discuss course contents and booking arrangements, please call SquareOne on:

T: +44 (0)151 650 6907

E: enquiries@squareonetraining.com