

## InDesign Masterclass - 4 days Beginner course

For those that are new to InDesign and want to go beyond the basics, this course is for you. You'll get comfortable with the interface, learn how to design documents and much more. Learn InDesign from an Introduction to an Advanced level in just 4-days with your Adobe Certified Instructor. Imagine creating documents of many types, from single page advertisements and flyers to complex documents. Then improve on your skills by using additional techniques - all after just 4-days of training! Certitec are proud sponsors of InDesign Secrets - supporting the design and publishing industry.

### Our pledge

This course is guaranteed to be delivered by an Adobe Certified Instructor from Certitec - our pledge of excellence.

### Overview

Imagine going from Adobe InDesign Zero to Hero in just 4-days of Adobe Authorised Training! Upon completion of this course you will be able to create professional content in Adobe InDesign such as brochures, newsletters, flyers, business proposals, bids and even social media banners with just 4 days of training.

### Who is this course for?

This course is intended for people with no previous experience of InDesign or those who have used the product but require the official professional training on how to use the application in the best manner.

### Training videos

After this course you have free access to our professional on-line training videos developed by our own Adobe Certified Instructors - so keep learning after the training course.


### What you will learn

- Layout text and graphics in a document
- Creating and applying text styles for consistent formatting
- Manage linked files and missing fonts
- Applying text wrap around images
- Scale, crop and reposition images
- Automate the workflow with master pages
- Define colours in CMYK and RGB
- Creating and applying object styles
- Sharing text and object styles between users
- Tints and gradients using the Swatches panel
- Output to Adobe PDF for print or presentation
- Output to Adobe online for web browser view
- Formatting shortcuts
- Treating items as objects globally
- Advanced layer control
- Managing long documents
- Next and nested styles
- Frame Fitting options
- In-line graphics
- Anchored Objects

Level: **Beginner**  
Duration: **4 days**  
Cost: **£799 +VAT**



Claim: **£90 FlexiCredit**  
Exam included: **No**

Mac and Windows   
Maximum delegates: **8**



This course is Adobe Authorised and delivered by an Adobe Certified Instructor

### Payment

Payment can be made by cheque, BACS or all major credit/debit cards

### London Covent Garden

15-18 July 2019  
2-5 September 2019  
7-10 October 2019  
18-21 November 2019

### Cardiff

8-11 July 2019  
2-5 September 2019  
28-31 October 2019  
16-19 December 2019

### Bristol

8-11 July 2019  
2-5 September 2019  
28-31 October 2019  
16-19 December 2019

For more dates, see our website

### Related Courses

InDesign Masterclass + Adobe Certified  
InDesign Introduction

- Preflight control and profiles
- PDF/X-1a ISO and PDF/X-4
- Advanced search and replace
- Overview of GREP
- Adding a Table of Contents
- Table and Cell Styles
- Advanced text flow

**Become Adobe Certified with Certitec**

If you wish to become Adobe Certified then visit our [Adobe Certification page](#).

## Course outline

### Managing the InDesign environment

- Preferences
- Customise your workspace
- Manage document presets
- Workspace and window arrangement

### Designing documents

- Create a new document
- Modify a document's layout
- Creating margins, columns and gutters

### Working with text

- Creating a text frame
- Adjusting a text frame
- Adding and formatting text
- Editing text
- Adjusting text frame properties

### Formatting with paragraph styles

- Creating a new paragraph style
- Modifying a paragraph style
- Creating a 'based on' style
- Removing style overrides

### Master pages

- Understanding the 'A' master
- Adding master page objects
- Applying master pages to document pages
- Unlocking master page objects
- Re-applying a master page

### Text wrap

- Creating text wrap around an object
- Changing text wrap properties
- Adjusting offsets
- Creating jumps

### Working with transparency

- Apply transparency to objects
- Drop shadow

### Colours and swatches

- Apply colour to objects
- Creating a new swatch
- Editing an existing swatch
- Understanding fill-and-stroke

### Working with images

- Importing options
- Scaling an image
- Cropping an image
- Select inside a frame (content grabber)

- Checking image resolution
- Understanding actual against effective resolutions

### Creating Adobe PDF files

- Prepare PDF files for web distribution
- Export PDF files for printing

### Layers

- Layer concepts
- Adding new layers
- Moving objects to layers
- Moving layer stacking order
- Visibility of layers
- Locking of layers
- Exporting layers to Adobe PDF

### Libraries

- Using Adobe CC libraries
- Managing your assets

### Formatting with character styles

- Creating a new character style
- Modifying a character style
- Creating a 'based on' style
- Removing style overrides
- Incorporating a character style into a paragraph style

### Bulleted lists

- Creating a bulleted list definition
- Adding and modifying bullets
- Adjusting indentations
- Creating a level 1 and level 2 list

### Working with effects

- Inner Shadow
- Bevel and Emboss
- Gradient Feather
- Inner Glow and Outer Glow

### Object styles

- Creating an object style
- Modifying an object style
- Updating an object style via dialogue
- Updating an object style visually

### Importing and threading text

- Placing a text file
- Placing a Word document
- Mapping Word styles to InDesign styles
- Threading text frames manually

## Course outline (continued)

- Threading text frames automatically

### Creating ISO Adobe PDF files

- Export PDF files for printing
- PDF/X-1a for global distribution
- Understanding the trim, art and bleed boxes

### Publishing online

- Creating online content for desktop and mobile
- Publish preferences
- Publish to HTML
- Viewing content on devices

### Managing your workspace

- Advanced zooming and navigation
- Focus selection for formatting
- Changing tools (without changing)

### Layers

- Micro layers
- Professional layers
- Multi-lingual export options
- Locking layers
- Duplicating layers

### Anchored objects

- Inline objects
- Anchoring object options
- Setting the anchor
- Applying an object style

### Next styles

- Logic of next styles
- Using next styles
- Applying next styles
- Forcing a new style

### Grep queries

- Using advanced find/change
- Using GREP queries
- Understanding logic of queries
- Saving a new query

### Frame fitting options

- Default frame fitting
- Manual frame fitting
- Applying frame fitting
- Linking frames to object styles

### Long documents

- Using table of contents
- Creating a table of contents style

- Editing a table of contents

### Spot colours

- Create new pantone swatches
- Spot or process considerations
- Creating a mixed-ink group
- Editing a mixed-ink group

### Live preflight

- Live preflight
- Defining profiles
- Importing and exporting
- Embedding profiles

### PDF export standards

- PDF/X ISO standards
- Colour transformations
- Registration marks
- Trim and bleed geometry

### Data merge

- Creating a data set
- Formatting data merge
- Merging data
- Formatting options

### Tables

- Importing data
- Creating a table
- Modifying a table
- Formatting a table

### Table and cell styles

- Creating cell styles
- Creating table styles
- Applying table styles
- Style tips and tricks

## Further information

### Our guarantee of training satisfaction

No questions, no quibbles, no problem!

Should you ever need to take your course again, just let us know.

### Requirements

- Basic knowledge of Windows or Macintosh.
- Understand how to launch an application and save files.
- For web courses you will need to have knowledge of web browsers.

### Lunch

We provide flexible lunch vouchers which can be redeemed at outlets nearby such as

- Bella Italia
- Boots
- Burger King
- Co-operative
- Eat
- Greggs
- McDonalds
- Pizza Express
- Pret A Manger
- Starbucks
- Sainsbury's
- Tesco

to name but a few.

### Support

We supply 6-months rock-solid support via email on the subject matter covered during the course.

### General information

- Courses start at 10am and finish at 5pm.
- Please arrive 30 minutes prior to the start of the course on the first day.
- We operate a casual dress code.
- We supply all computers, software and courseware, pads, pens, lunch and refreshments.

- We have both macOS and Windows computers in our training rooms.
- Bring along a USB/Flash drive so you can take away your course files.
- Following your course, we will email you an Adobe Authorised Course Completion Certificate.
- Each course comes with an 500-page Adobe Classroom training book.
- Access to a secure section of our site that offers useful tips and tricks.

# Certitec.

Adobe Authorised Training for Creatives & Professionals

## Contact Certitec

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