# Certitec.
Adobe Authorised Training for Creatives & Professionals

**AUTHORISED** Training Centre

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# InDesign Masterclass + Adobe Certified - 5 days
## Beginner course

For those that are new to InDesign and looking to work their way up to Adobe Certification in just 5 days of training, this course is for you. You'll be designing brochures and lots more in no time. Imagine creating documents of many types, from single page advertisements and flyers to complex documents all under the expert guidance of our Adobe Certified InDesign Instructor. This course is a combination of our InDesign 2-day Introduction and InDesign 2-day Advanced courses. On the last day, you will take the Adobe Certified Associate (ACA) entry level certification exam.

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

### Overview
This class provides the user with all the training required to be confident using Adobe InDesign for designing newsletters, brochures, flyers and presentations with the last day put aside to become Adobe Certified (ACA).

### Become Adobe Certified with Certitec

### Download the Certitec ACA Accelerator app to help pass your exam!
This course comes with our ACA Accelerator app which provides all the information you require to increase your chances of passing the ACA exam. It comes with exam tips-and-tricks, expert advice on how to take the exam and 70 simulator questions with live feedback - all inside the one app which becomes available for download 5-days prior to your course.

### View real-life delegate feedback on Adobe certification
See feedback from people who have become Adobe certified.

### 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

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Level: **Beginner**
Duration: **5 days**
Cost: **£949 +VAT**

Claim: **£100 FlexiCredit**
Exam included: **Yes**

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
11-15 March 2019
3-7 June 2019
15-19 July 2019
2-6 September 2019

## Cardiff
18-22 March 2019
13-17 May 2019
8-12 July 2019
2-6 September 2019

## Bristol
18-22 March 2019
13-17 May 2019
8-12 July 2019
2-6 September 2019

For more dates, see our website

## Related Courses
InDesign Masterclass
InDesign Introduction
Photoshop Masterclass + Adobe Certified
Illustrator Masterclass + Adobe Certified

- Advanced layer control
- Managing long documents
- Next and nested styles
- Frame Fitting options
- In-line graphics
- Anchored Objects
- 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

**Validate your new accreditation with digital badges and boost job prospects**

Acclaim partners with the organisations that issue recognition, the people who earn it, and the employers who hire them. This means that when you become Adobe Certified - Acclaim can promote your new accreditation to social media channels such as Facebook, Twitter, LinkedIn so people and job prospects can see your qualification is from a verified source.

# 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

## What will you learn?
The morning of the course covers areas such as project building, accessibility in your content creation and usability.

## What is the format of the day?
You will take your Adobe certified exam in the afternoon.

## What else do I need to know?
Should you fail the exam, Certitec provides one free re-take on the day. Further exam testing is available at our London Covent Garden and Cardiff venues at £99 per exam.

# Course outline (continued)

# 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
- Nandos
- 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 startof 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 Apple OSX Lion and Windows 7 systems.
- 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 either on-line assets (electronic book/PDF or movies) to download or a high-quality Visual Quickstart 500-page training book. We are migrating most course assets to on-line downloads during 2012.
- Access to a secure section of our site that offers useful tips and tricks.

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