

## InDesign Essentials - 1 day Beginner course

Our 1-day Essentials course is perfect for those that want to test the water with InDesign. You'll learn about basic text and image placement whilst building a structured document and get to understand what does what. This course is ideal for people wishing to edit existing content or build simple new documents. In this, one of our signature courses, you will work with some of the tools and features to create eye-catching printed documents using Adobe InDesign. 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

Our InDesign Essentials course will be just perfect for those wishing to either create simple flyers or small newsletters and also how to successfully edit existing content.

### 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 training on how to use the basics of the application in the best manner. Ideally suited for people wanting to edit existing InDesign documents or those wishing to create very simple newsletters or flyers.

### What is this 'Essentials' course?

We do find some people like to just know the very basics since they might be undertaking small projects or just making amends to existing content. This 'Essentials' course is effectively day one of our two day Introduction course.

### 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
- Share formatting and appearance attributes with styles
- Manage linked files and missing fonts
- Use Master pages
- Create colours in CMYK
- Output to Adobe PDF for print or presentation

Level: **Beginner**  
Duration: **1 day**  
Cost: **£299 +VAT**



Claim: **£60 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 July 2019  
31 July 2019  
5 August 2019  
10 August 2019 (weekend)

### Cardiff

8 July 2019  
5 August 2019  
2 September 2019  
30 September 2019

### Bristol

8 July 2019  
5 August 2019  
2 September 2019  
30 September 2019

For more dates, see our website

### Related Courses

InDesign Introduction  
InDesign Masterclass + Adobe Certified  
InDesign Masterclass

## 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

## 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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