

## InDesign Introduction - 2 days

### Beginner course

If you're new to InDesign and looking to create a variety of professional marketing materials, our 2-day Introduction course will definitely put you in the position to do that. Arrive with ideas and leave with new skills. In this, our signature course, you will work with many of the tools and features to create eye-catching printed documents and also publish online with the touch of a button 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

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 2 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

Level: **Beginner**  
Duration: **2 days**  
Cost: **£399 +VAT**



Claim: **£70 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

19-20 January 2019 (weekend)  
28-29 January 2019  
11-12 February 2019  
13-14 February 2019

#### Cardiff

21-22 January 2019  
18-19 February 2019  
18-19 March 2019  
8-9 April 2019

#### Bristol

18-19 February 2019  
18-19 March 2019  
8-9 April 2019  
13-14 May 2019

For more dates, see our website

#### Related Courses

InDesign Masterclass + Adobe Certified  
InDesign Masterclass  
Masterclass Design 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

### 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

## 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 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 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.

# Certitec.

Adobe Authorised Training for Creatives & Professionals

## Contact Certitec

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