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Learning Style: Virtual Classroom

Technology: Adobe

Difficulty: Beginner

Course Duration: 2 Days

Adobe InDesign Part 1



About This Course:

From brochures and flyers to newsletters, reports, and magazines, Adobe InDesign is the industry-standard tool for professional page layout. This course gives you the core skills to design polished, consistent layouts for print and digital distribution.

You'll start with a thorough tour of the InDesign workspace, including its tools, panels, the Properties and Control panels, and how to customize and save

workspaces. You'll learn to navigate documents, change magnification, and use layout aids as you work. A quick hands-on project then introduces the full InDesign workflow, from typing and importing text to placing graphics, applying styles, and checking for production issues with the Preflight panel.

Course Objectives:

- Navigate and customize the InDesign workspace, tools, and panels
- Set up new documents, set document defaults, and save document presets
- Create and apply parent pages, and add, rearrange, delete, and resize pages
- Create sections, specify page numbering, and prepare artwork that bleeds to the edge of the page
- Work with layers, and create and edit text frames and graphics frames
- Import, crop, move, and scale graphics, and wrap text around objects
- Select, modify, and align multiple objects
- Create color swatches and apply color to objects, strokes, and text
- Import and flow text across columns and pages, and control column breaks
- Find and change text and formatting, and check and correct spelling
- Adjust text spacing, change fonts and type styles, insert special characters, and add drop caps
- Create, apply, and globally update paragraph and character styles, and load styles from other documents
- Check for production issues with the Preflight panel
- Create PDF proofs and press-ready PDFs, and save PDF presets
- Package InDesign files to send to a printer

Audience:

- Beginners who want to learn page layout with Adobe InDesign
- Self-taught InDesign users who want to fill gaps in their knowledge
- Graphic designers and production artists

Prerequisites:

- There are no formal prerequisites, and no prior InDesign experience is needed

Course Outline:

Module 1: Introducing the Workspace

- Opening documents and selecting tools
- Using the Properties and Control panels
- Managing document windows and panels
- Customizing and saving the workspace
- Changing document magnification and navigating pages
- Using context menus and panel menus
- Modifying interface preferences

Module 2: Getting to Know InDesign

- Viewing layout guides and aids
- Adding and formatting text
- Importing text and threading text frames
- Importing graphics
- Moving, rotating, filling and outlining objects
- Automating formatting with paragraph, character and object styles
- Checking production issues with the Preflight panel
- Previewing documents in Presentation mode

Module 3: Setting Up a Document and Working with Pages

- Creating documents and setting document defaults
- Saving custom document presets
- Creating and applying parent pages
- Adding, rearranging and deleting pages
- Changing page sizes
- Creating sections and configuring page numbering
- Designing document page layouts
- Preparing artwork for edge-to-edge printing
- Rotating document pages

Module 4: Working with Objects

- Working with layers
- Creating and editing text and graphic frames
- Importing graphics into frames
- Cropping, moving and scaling graphics
- Wrapping text around objects and graphics
- Modifying and aligning objects
- Selecting and modifying multiple objects

Module 5: Managing Color

- Creating color swatches
- Applying colors to objects, strokes and text
- Understanding color use in document design

Module 6: Flowing Text

- Importing and flowing text into existing frames
- Automatically resizing text frames
- Linking text frames across columns and pages
- Cleaning up text by removing unnecessary paragraph returns
- Applying paragraph styles
- Controlling column breaks
- Creating jump lines to indicate continuing articles

Module 7: Editing Text

- Entering and importing text
- Finding and changing text and formatting
- Checking spelling in documents
- Editing spelling dictionaries
- Automatically correcting misspelled words

Module 8: Working with Typography

- Adjusting vertical and horizontal text spacing
- Changing fonts and type styles
- Inserting special characters
- Creating headlines spanning multiple columns
- Adjusting line and column breaks
- Adding and formatting drop caps
- Improving line breaks and text flow

Module 9: Working with Styles

- Creating and applying paragraph styles
- Creating and applying character styles
- Updating styles globally
- Loading styles from another document

Module 10: Printing and Exporting

- Previewing pages before output
- Creating an Adobe PDF proof
- Creating press-ready PDFs
- Saving and applying PDF presets
- Packaging project files and linked assets for delivery to a printer