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# **Adobe InDesign Introduction / Intermediate**

**Duration: 2 Days**

## **Overview:**

Aspect's InDesign introduction / Intermediate training course allows you to learn about the tools and features available in Adobe InDesign which take desktop publishing and design to a new level combining extraordinary production power and creative freedom with tight integration with Adobe Photoshop, Illustrator and Acrobat software. You will learn to create simple documents and prepare them for print or export as a PDF. Topics in this training course include learning the work area, working with text and graphics, creating simple vector based graphics, and the basics of design.

Through this training course, you can join the growing ranks of creative professionals discovering new levels of creative freedom and productivity using Adobe InDesign software. Tightly integrated with the Adobe applications you use most, InDesign delivers faster production workflows and a more fluid creative environment for designing professional layouts with sophisticated graphics and typography.

Upon successful completion of this course, delegates will be able to:

- Manage the InDesign environment
- Design documents and manage text
- Utilise colours, swatches, and gradients
- Manage transparency and utilise tables
- Prepare for handoff to a service provider
- Create Acrobat PDF files

## **Prerequisites:**

There are no prerequisites for this course.

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## **Course Topics:**

### **Managing the Adobe InDesign Environment**

Preferences  
Customize Your Workspace  
Set General Preferences  
Manage Document Presets  
Workspace and Window arrangement

### **Designing Documents**

Create a New Document  
Alter a Document's Layout  
Create the Structure of a Document  
Develop Master Pages  
Manage Text and Graphic Placement  
Develop Layers

### **Managing and Formatting Text**

Add Text  
Edit Text  
Spell Check Text  
Thread Text  
Find/ Change  
Change Text Threads  
Format Characters  
Format Paragraphs  
Numbering paragraphs  
Text variables  
Manage Styles  
Style Groups  
Quick Apply  
Text Wrap  
Text on a path  
Rules  
The Glyphs panel

### **Objects**

Arranging, Aligning and Distributing  
Transforming Objects  
Duplicating  
Rotating  
Scaling  
Skewing  
Mirroring  
The Transform Again commands  
Object Styles  
InDesign Snippets  
Links Panel

### **Utilising Colours, Swatches, and Gradients**

Utilise Colour  
Utilise Swatches  
Apply Fills, Gradients, and Strokes

### **Managing Transparency**

Apply Transparency  
Apply Transparency Flatten Presets

### **Graphics**

File Types  
Importing options  
Image Frames simple, compound and custom  
Fitting images Control Palette and shortcuts  
Inline graphics  
Clipping Paths, Alpha channels  
Importing InDesign documents

### **Pen & Bezier tools**

Path tools in InDesign

### **Effects**

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

### **Tabs and Tables**

Create a Table  
Modify a Table  
Format a Table  
Table Styles

### **Libraries**

Using InDesign libraries

### **Preparing for Handoff to a Service Provider**

Check Documents for Problems  
Print a Document  
Package Files  
Preview Output  
Print, Separation, Flattening  
Print options

PostScript, preflighting and Packaging

### **Creating Acrobat PDF Files**

Prepare PDF Files for Web Distribution  
Manage PDF Presets