



# Introduction to Adobe InDesign training course

## Introduction

Adobe InDesign takes page design to a new level, combining extraordinary production power and creative freedom with innovative cross-media support. Through its tight integration with Adobe Photoshop®, Illustrator®, and Acrobat®, InDesign lets you produce pages quickly and output them reliably.

Our *Introduction to Adobe InDesign* training course provides a comprehensive introduction to the powerful capabilities of this product.

## General information

- ▶ As an Adobe Authorised Training Centre (AATC), Armada meets the demanding standards specified by Adobe, ensuring a high standard of training.
- ▶ This course is based on Adobe's official *Introduction to Adobe InDesign* training course.
- ▶ The trainer for this course is an Adobe Certified Instructor (ACI) for InDesign.
- ▶ Hands-on exercises familiarise delegates with the concepts and operations.

## Who should attend?

*Introduction to Adobe InDesign* training is aimed at:

- New and novice users.
- Anyone wishing to migrate from similar packages.

## Duration

Two days.

## Courseware and certification

Delegates receive comprehensive Adobe courseware to refer to throughout the course, and to use as a refresher following the course. Delegates are issued with a certificate confirming they have attended and successfully completed the course.

## Further information and cost

*Introduction to Adobe InDesign* training is run *on-demand*, meaning that the course can be run on a date and at a location that suits you, which may be our training centre in Bromsgrove (close to Birmingham and the M5/M6/M40/M42 motorway network) or your venue.

For further details and cost, please see:  
[www.armada.co.uk/courseindesign.htm](http://www.armada.co.uk/courseindesign.htm).

## Course outline

- ▶ **Part 1: Introducing InDesign**  
What InDesign can do, the work area, toolbox and palettes, opening files and navigation techniques, saving and closing files, file export and snippets.
- ▶ **Part 2: Setting up new InDesign documents**  
Creating new documents and setting up guides, grids and master pages
- ▶ **Part 3: Shapes, frames and placeholders**  
Drawing and editing shapes and frames, filling objects with colour and gradients, stroking shapes and transforming objects.
- ▶ **Part 4: Textual content**  
Creating text frames, entering text and special characters, importing (placing) text from other sources, using the Story editor, text frame options, using Find/Change, the Spell checker and using autocorrect.
- ▶ **Part 5: Formatting text**  
Using the character and paragraph palettes to format text. Using drop caps and optical margin alignment.
- ▶ **Part 6: Working with styles**  
Defining character, paragraph and object styles, nested styles, removing styles from text, assigning keyboard shortcuts, importing and deleting styles.
- ▶ **Part 7: Placing images**  
Adding images, modifying graphic frames and their contents, creating in-line frames, wrapping text around objects and managing links.
- ▶ **Part 8: Using layers**  
Using layers to group and separate objects, using the layers palette to create, move, copy, merge and delete layers.
- ▶ **Part 9: Creating special effects in InDesign**  
Creating and handling transparency, feathering, drop shadows, corner effects, using the Pen tool, creating compound paths and text outlines.
- ▶ **Part 10: Tables**  
Creating tables and adding content, formatting and editing tables, breaking tables across frames, adding strokes and fills.
- ▶ **Part 11: Object libraries**  
Working with an object library, changing the library display, cataloging objects.
- ▶ **Part 12: Preflighting, packaging and printing**  
Using the preflight command and options to check the integrity of a document, using the package command and the print menu.