

# Adobe INDESIGN Introduction



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*Adobe InDesign introduces new and enhanced productivity and collaboration features. Integrate interactivity, animation, sound, and video in documents and presentations to attract, engage, and inform your audience. Take advantage of intuitive tools that simplify object selection and editing. Streamline file management by including mixed page sizes in a single file.*

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## Course Description

The course is designed with a balance of hands on practical exercises, demonstrations and reviews.

The InDesign Introductory course starts from the program basics and quickly builds knowledge and confidence in how to navigate the application and use the tools to create layouts from single pages to complex multi-page documents. Artwork is created from scratch. Delegates will investigate ways to create creative layouts and production techniques.

## Who should attend?

This course is most suited to those delegates with no or little experience of InDesign who wish to gain a good working knowledge of the application within two days. The course content listed below indicates what is covered in the course and this should cover most aspects, whether for personal development plans or just greater understanding of the application. The course is suitable for most jobs where professional page layout skills are required.

This training course is bespoke, giving you the opportunity to tailor the content to your exact requirements. If you need a starting point, use the course outline below as a guide. The important thing to remember is that it's your course - tell us your goals and we'll help you achieve them.

Should you wish to take your knowledge to a more advanced level, we recommend our bespoke advanced course for InDesign or some of our other Print Design Courses.

The course runs from 9.30 am to approximately 4.30 pm.

### Introduction

New Document set up  
Application Window/Toolbox and Workspace  
Setting Preferences  
Navigation  
Mini Bridge  
Properties Panel

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### Setting up a New Document

Margins, columns  
Bleed and Slug  
Document Presets

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### Typography (Styling/ formatting text)

Anatomy of Type  
Inputting/Editing Type  
Placing Text

Placing Microsoft Word / Excel files  
Threading Text  
Selecting / Changing Text Frames  
Story Editor  
Paragraph and Character Formatting  
Paragraph and Character Style Sheets  
Span / Split columns  
Running text on a Path

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# Adobe INDESIGN Introduction

Our bespoke onsite courses run from 9:30am to 4:30pm with an hour for lunch. The trainer will arrive in time to check and help with your set up. If you need to amend these timings just let us know in advance and we will work around what suits you.

Glyphs  
Tabulation  
Paragraph Rules  
Hyphenation  
Linking Text  
Multiple columns / Threading frames  
Text Wrapping  
Text Frame options  
Inline Graphics (graphics within text)  
Font filtering

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## Editing Files

Using Find/Change  
Spell checking  
Content collector  
Working with Images  
Placing Images / Multiple Images  
Dividing Images into Frames on Placement  
Scaling, Rotating and Transforming  
Working with Cutout Images  
Round Trip edit  
Eye-drop Tool  
Object Styles

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## Pages / layout

Master Pages  
Alternative layout  
Nested Master Pages  
Pages Tool  
Multiple Page Sizes  
Page Numbering

Smart Guides  
Gap tool  
Object Styles  
Content-Aware Fit  
Live Corners

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## Colour

Colour groups,  
Colour Theme tool,  
Colour Theory  
Strokes, Fills & Gradients  
Creating / Loading Colour Swatches  
Effects / Opacity

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## Tables

Creating Tables  
Importing Table Data

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## File Management

Checking font and picture usage  
Live Preflight checks (Preparing to print)  
Packaging  
Adobe Stock search

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## Collaborative Working

Placing InDesign files within InDesign Files  
Creative Cloud Libraries capabilities

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## Output

Export IDML  
Creating PDF files  
Package  
Printing

# Adobe INDESIGN Advanced



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## Course Description

Our Advanced Adobe InDesign training course is run as a bespoke course, giving you the opportunity to tailor the course to your exact requirements. To provide a start point, we'd recommend you use the suggested course outline as a guide.

As an intermediate user you already have a good working knowledge of the software and are able to create layouts from single pages to complex multi-page documents. You now need to build on that foundation, perhaps in response to a direct project requirement or to benefit production - for example, to be able to collate and manage more complex documents, use a single source to output a range of options - PDFs, web or tablet, produce better documents for print. Delegates will investigate ways to create creative layouts and production techniques.

Should you wish to further develop your knowledge, you might be interested in our other Print Design Courses.

The course runs from 9.30 am to approximately 4.30 pm.

### Overview

Understanding Vector Graphics

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### Pen Tool

Creating Paths  
Combining different shapes  
Importing Paths

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### Formatting Type

Importing Word Styles  
Dictionary Management  
Story Editor  
Nested Styles  
Lists  
Bullets and Numbering  
OpenType enhancements  
Using Glyphs / Ligatures  
Nested Line Styles  
Typekit Marketplace  
Footnote Capabilities

Paragraph border

Footnotes in tables

Design with SVG colour fonts

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### Long Documents

Indexing  
Table of Contents  
Arrange documents to create a book  
Cross Referencing  
Layout adjustment

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### PDF's

Importing multi-page PDF's  
Creating Hyperlinks and Bookmarks  
Importing Movies  
Exporting to a iPDF  
Customise PDF forms

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### Creating HTML Pages

HTML export

### Online Documents

Online document management  
Convert a print document for online use  
Document Analytics

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### Document Attributes

Adding Meta-Data  
Share Swatches between Applications  
Setting Preferences

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### Printing

Flattener Preview  
Trap Presets

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# Adobe INDESIGN Fixed, Re-flowing & Online ePub



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## Course Description

Our ePub with InDesign course is structured to enable InDesign users to create reflowing and fixed layouts ePub format books for viewing on multiple devices both on-line and off.

In this course we go through the process of setting up the source files, formatting content correctly for eBook readers and exporting online in fixed layout format.

Adobe InDesign makes creating highly-designed, graphically-rich fixed layout ePub output easy. If you know how to use InDesign for print projects, you now have a simple path to publishing your content on-line which supports accurate positioning of text and graphics, as well as audio, video, and interactive elements. Fixed layout ePubs create a faithful reproduction of your InDesign layout in a digital on-line format.

This training course is bespoke, giving you the opportunity to tailor the content to your exact requirements. If you need a starting point, use the course outline below as a guide. The important thing to remember is that it's your course - tell us your goals and we'll help you achieve them.

Please note, that a prerequisite of the course is that you can already use InDesign.

The course runs from 9.30 am to approximately 4.30 pm.

### Overview of the ePub format

Fixed layout and re-flowing ePub  
On-line ePub  
Distribution considerations

### Setting workspace for ePub publishing

#### ePub (re-flowing)

Controlling the flow of documents  
Anchoring content into the text flow  
Using the articles panel  
Managing sections and chapters

#### On-line ePub (fixed layout)

Preview panel  
Typography

#### Adding Rich Media

Video / Audio  
Animation  
Slide shows

Buttons  
Hyperlinks  
Adobe Animate Files

#### Managing images in ePub

Creating a cover image  
Image export options

#### Document properties

Table of contents suitable for ePub  
Using object output settings  
Setting meta-data  
Document Analytics

#### Uploading

Web dashboard  
File management

#### Testing

ePub Interactivity Preview  
Online document management

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# Adobe GRAPHIC DESIGN



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## Course Description

This 5 day intensive course is for people new to the design process and Adobe's creative software. We'll go through Adobe InDesign, Photoshop and Illustrator individually and teach you how they work together to create perfect, final PDF files to send for print, press or for distribution online. We cover the workflows, shortcuts and professional industry-standard methods of production. We'll also talk about design theory, typography, colour harmonies and concepts for running your own design projects.

This training course is bespoke, giving you the opportunity to tailor the content to your exact requirements. If you need a starting point, use the course outline below as a guide. The important thing to remember is that it's your course - tell us your goals and we'll help you achieve them.

## Who should attend?

Designers, marketers, and anyone pursuing a career in graphic design, or wishing to save money by bringing design in-house. No prior knowledge of the software is needed.

The course runs from 9.30 am to approximately 4.30 pm.

### Design Concepts & Theory

Design theory,  
Grids,  
Typography,  
Colour,  
Current trends and fashions,  
Integration of software,  
Reproduction for print.

Inline graphics (within text),  
Using find/change,  
Spell checking,  
Working with images,  
Scaling, rotating & transforming,  
Working with cutout images,  
Round trip edit,  
Pages / layout,  
Master pages,  
Alternative layout,  
Nested master pages,  
Pages tool,  
Multiple page sizes,  
Page numbering,  
Smart guides,  
Colour Theme tool.

Lasso tools,  
Quick selection tool,  
Magic wand tool,  
Colour range,  
Refine edges - detect edge,  
Painting in Photoshop,  
Painting tools,  
Using pen & tablets,  
Tool presets,  
Creating colours, patterns & gradients,  
Creating & organising layers,  
Applying effects to layers,  
Smart objects (linking to external files),  
Distributing/aligning elements,  
Blending modes,  
Auto-aligning layers,  
Clipping masks,  
Adjustment layers,  
Transforming images / layers,  
Content aware scaling (extending backgrounds),  
File formats,  
History palette & undo/step back,  
Cropping images,

### Adobe InDesign

Inputting/editing type and placing text,  
Threading text,  
Selecting / changing text frames,  
Paragraph and character style sheets,  
Span / split columns,  
Running text on a path,  
Glyphs,  
Tabulation,  
Paragraph rules,  
Controlling hyphenation,  
Multiple columns/threading frames,  
Text wrapping,  
Text frame options

### Adobe Photoshop

Windows/palettes and menus,  
Bitmap vs vector graphics,  
Resolution/print theory,  
Colour modes,  
Creative Cloud Libraries,  
(RGB, CMYK, greyscale, duo tone),  
Making & modifying selections,  
Selection marquee tools,

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Rotating canvas,  
Image size / canvas size,  
Non destructive crop & straighten,  
Colour channels,  
Alpha channels,  
Masking,  
Creating masks from selections,  
Layer masks,  
Quick masks,  
Corrections to images,  
Properties panel,  
Image adjustment,  
Adjustments to brightness, contrast and colour,  
Adjusting/matching/replacing colours,  
Filters,  
Vanishing point,  
Field blur, iris blur & tilt-shift blur,  
Smart filters,  
Point & area type,  
Photo retouching,  
Content aware fill,  
Content aware move tool,  
Retouching tools,  
Cloning & healing tools,  
Clone stamp,  
Colour replacement,  
Patch tool,  
Healing & spot healing brush.

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## Adobe Illustrator

Creating multiple artboards,  
Creating shapes,  
Draw shapes with the shape tools,  
Draw shapes with the line tools,  
Curvature tool,  
Live Shapes,  
Select, transform & move objects,

The drawing tools,  
Draw paths with the pencil tool,  
Draw paths with the brush tool,  
Draw paths with the blob tool,  
Draw paths with the pen tool,  
Strokes and stroke profiles,  
Manipulate shapes, objects & paths,  
Modify existing shapes to create new shapes,  
Using layers,  
Managing your work with layers,  
Template layers for drawing,  
Understanding & applying colour,  
Colour fills and strokes,  
Colour swatches and libraries,  
Colour guide pallet,  
Creating & saving new colours,  
Transparency,  
Blending modes,  
Working with appearance,  
Effects,  
Appearance pallet,  
Multiple strokes and fills,  
Live trace and live paint,  
Tracing options,  
Converting to a live paint object,  
Colour a live paint object,  
Symbols,  
Painting and placement of single Symbol instances,  
Using symbols libraries,  
Sharing libraries,  
Gradients and patterns,  
Gradient strokes,  
Creating and saving patterns,  
Live patterns,  
Applying patterns,  
Adjusting gradients,  
Adjusting patterns,

Gradient and pattern libraries,  
Creating colour mesh objects,  
Creating colour & shape blends,  
Stroke and stroke options,  
Masking,  
Creating clipping masks,  
Manipulating masks,  
Create type masks and Compounds,  
Typography,  
Touch Type tool,  
Type tools,  
Linking text areas,  
Create type on a path.

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## Adobe Bridge and file management

Viewing & organising files,  
Viewing/adding meta-data,  
List, rotate, copy and delete files,  
Automating processes.

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## Adobe Creative Cloud

Managing and sharing files with your cloud,  
Approval,  
Adobe Color,  
Adobe Shape,  
Adobe Brush,  
Adobe Draw,  
Adobe Photoshop Mix,  
Adobe Photoshop Sketch,  
Share Libraries between applications,  
Setting preferences.

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## Preparing for Press

Reproduction considerations for press.

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