

A **dobe InDesign Intro Course**

duration - 2 days

Introducing the Workspace

Customizing the workspace
Working with InDesign panels
InDesign tool panel overview
InDesign control panel overview

Navigating a document

InDesign zoom tool and hand tool
The InDesign screen mode options
The InDesign view options

Setting Up a Document

Creating custom document settings
Creating a new document
Working with InDesign master pages
Adding sections to change page numbering
Adding new pages

Text and Text Frames

Creating and using text frames
Selecting frames and contents
Using guides to align frames
Placing and typing text
Text frame options
Finding and changing text
Checking spelling in InDesign
Applying text effects

Flowing Text

Auto flowing text in InDesign
Semi auto flowing text
Creating threaded frames
Creating threaded frames automatically

Working with Typography

Adjusting vertical spacing
Changing fonts and type style
Fine-tuning columns
Changing paragraph alignment
Creating a drop cap
Adjusting letter and word spacing
Adding a paragraph rule

Working with Styles

Working with paragraph style sheets
Working with character style sheets
Working with object styles
Creating nested styles
Creating a table of contents
Loading Styles from Another Document

Working with Objects

Working with InDesign layers
Creating and editing text frames
Creating and editing graphics frames
Wrapping text around a graphic
Modifying frame shapes
Transforming and aligning objects
Working with clipping paths

Working with Colour

Creating and applying colours
Working with gradients
Creating a tint colour in InDesign
Creating a spot colour
Applying colours to text and objects

Editing tools

Using the pathfinder panel
Using the align panel
Using the eyedropper tool
Using the rotate tool
Using the scale tool
Using the free transform tool
Using the stroke panel

Working with Graphics

Importing and Modifying Graphics
Adding graphics from other programs
Comparing vector and bitmap graphics
Managing links to imported files
Adjusting InDesign display quality
Working with clipping paths
Working with alpha channels
Importing multi-layered Photoshop files
Using Adobe bridge to import graphics

Creating Tables

Converting text to a table
Creating and resizing tables
Formatting a table
Creating a header row

Output and Exporting

Separations panel
Preflighting files
Packaging files
Creating an Adobe PDF proof
Previewing separations
Transparency flattening preview
Previewing the page