



**silicon
beach**
TRAINING

t: 01273 622272 e: info@siliconbeachtraining.co.uk w: www.siliconbeachtraining.co.uk

Adobe InDesign

Duration: 2 days

Price: £445 + vat

Prerequisites

Delegates must be confident with PC or Mac environments.

We recommend you briefly familiarise yourself with InDesign before attending by downloading the trial version.

Testimonials

"I just wanted to say thanks again for the training course, in InDesign."

"I've spent a few hours designing my first document. I'm absolutely delighted to find that I've remembered what I need to know."

"As far as I'm concerned, this is down to the hands-on nature of the course which is a great way to learn."

**Kate Naylor - Sutton
Winson Insurance and
Risk Managers Ltd.**

The Adobe InDesign training course is suitable for those with no previous experience of the software or those who are self taught. Familiarity with the operating system and the keyboard is a course prerequisite.

You will learn how to produce documentation from design concept right through to output. You will gain a comprehensive understanding of features and processes involved in producing effective documentation.

Objectives

After this Adobe InDesign training course, delegates will be able to:

- Create and edit InDesign documents to a professional standard
- Create and use master pages and style sheets
- Add and manipulate images with text running around
- Prepare InDesign documents for print or PDF creation

Course Content

Introduction

- Introduction to the interface
- Creating and saving workspaces
- Overview of the toolbox
- Document setup
- Specifying page attributes
- Setting margins and columns
- Adjusting document setup
- Setting preferences
- Using ruler guides
- Using x and y references
- Locking a point in the proxy box
- Showing hidden characters
- Creating shapes
- Resizing, repositioning & rotating



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Acrobat: 1 day

Illustrator: 2 days

Photoshop: 2 days

Advanced Photoshop: 2 days

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Text frames

- Specifying frame options
- Text frame properties
- Frame alignment options
- Fitting content to a frame
- Changing a frames content
- Locking and unlocking
- Grouping and ungrouping
- Magnification and views
- Placing text files
- Linking and unlinking text frames
- Introduction to typography

Typographic terms

- Typeface, style and size
- Leading and spacing
- Formatting paragraphs
- Creating bullated and numbered lists
- Setting rules and drop caps
- Learning and Tracking
- Text Frame Options
- Paragraph Rules
- Hyphenation
- Justification
- Spanning, Splitting and balancing columns

Styles

- Applying style sheets
- Modifying style sheets
- When to use paragraph or character styles
- Creating Object Styles

Working with Images

- Importing graphics
- Bridge & Mini Bridge
- Images formats
- Resizing graphics
- Use of the gap tool
- Use of auto fit
- Link to files
- Editing and updating original files
- Placing multiple images at once
- Checking resolution and colourspace

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Document

- Layout techniques
- Setting a text wrap
- Duplicating objects
- Step & repeat
- Duplicating objects in multiple grid
- Using arrangement options
- Master pages
- Creating different size pages within same document
- Creating, applying and modifying master pages
- Inserting automatic page numbering
- Working with colour
- Using the colour panel
- Applying colour to objects and text
- Stroke and fill options
- Swatches panel
- Specifying a pantone colour
- Spot and process colour
- Customising the swatches Panel
- Gradient panel
- Using the gradient tool
- Creating graduated blends
- Adding and deleting colours
- Using effects

Output

- Preparing documents for print
- Saving InDesign files
- Printing InDesign files
- Creating PDF files for print and web



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