

## **Adobe InDesign - Course Notes 2020 (Also an intro to Photoshop if needed)**

### **InDesign Training 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

### **Text frames in InDesign**

- 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 bulleted and numbered lists
- Setting rules and drop caps

### **Kerning and Tracking in InDesign**

- Text Frame Options
- Paragraph Rules
- Hyphenation & Justification
- Spanning, Splitting and balancing columns

### **Applying Styles in InDesign**

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

### **Working with Images in InDesign**

- Importing graphics
- Bridge & Mini Bridge
- 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

### **Document Management in InDesign**

- 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

Training is one-to-one from an industry expert, at your own pace.

**Request a call-back at:** [hello@adobe.london](mailto:hello@adobe.london)