Adobe InDesign Fundamentals

Available in Creative Cloud, CS6 & CS5

ITS SmartStyle Training

Getting Started with InDesign CC
- Exploring the InDesign Interface
- Customising the Interface
- Using the Navigation Controls
- Setting Working Preferences
- Creating a Document

Creating Documents
- Adding Text & Graphics
- Working with Frames
- Using Text Wrapping
- Alternative Layouts
- Content Collection

Working with Text
- Formatting Characters & Paragraphs
- Bulleted & Numbered Lists
- Creating & Applying Styles
- Text Frame Threading
- Proofing Tools

Manipulating Objects
- Applying Colour, Swatches & Gradient Effects
- Applying Fills & Strokes
- Arranging & Aligning Objects
- Working with Layers
- Transforming Objects
- Converting & Duplicating Shapes

Working with Tables
- Creating a Table
- Modifying Table Structure
- Formatting a Table
- Creating Table & Cell Styles

Finalising Documents
- Checking Documents for Errors
- Printing a Document

Course Duration: 1 Day

Price Per Delegate: £245
(Public Scheduled Course)

Price Per Course: £745
(On-Site at Customer Premises)

Suitable For:
Those who have little or no experience using Adobe InDesign, who need to create and design documents for a variety of purposes.

Learning Outcomes:
By the end of the course delegates will have gained a sound understanding of InDesign and will be able to easily publish multiple document types.

Prerequisite Skills:
Delegates attending this course must be proficient with a mouse and keyboard and be able to confidently work within a Windows environment - minimise, maximise, open, close.