



Adobe InDesign - Beyond the Basics

Introduction

This 1-day workshop help existing users of Adobe InDesign become more productive. Although there are specific topics listed opposite, the aim is to spend as much time as possible focusing on specific issues you have using Adobe InDesign.

General information

- ▶ As an Adobe Authorised Training Centre (AATC), Armada meets the demanding standards specified by Adobe, ensuring a high standard of training.
- ▶ The trainer for this course is an Adobe Certified Instructor (ACI) for InDesign.
- ▶ Hands-on exercises familiarise delegates with the concepts and operations.

Who should attend?

Adobe InDesign – Beyond The Basics training is aimed at existing users of Adobe InDesign.

Duration

One day.

Courseware and certification

Delegates receive comprehensive Adobe courseware to refer to throughout the course, and to use as a refresher following the course. Delegates are issued with a certificate confirming they have attended and successfully completed the course.

What version of InDesign is covered?

As an *on-demand* course (for your group), *Adobe InDesign – Beyond the Basics* training can be based on any recent version of InDesign. This course is appropriate for Windows and Mac users alike.

Further information and cost

Adobe InDesign – Beyond The Basics training is run *on-demand*, meaning that the course can be run on a date and at a location that suits you, which may be our training centre in Bromsgrove (close to Birmingham and the M5/M6/M40/M42 motorway network) or your venue.

For further details and cost, please see: www.armada.co.uk/courseindesign.htm.

Course outline

▶ Part 1: Adobe Bridge

- Organize, browse, locate, and view creative assets.
- Centralise access to project files, applications, and settings.
- Tag files with metadata and other labels for easy searching.

▶ Part 2: Work area

- Controlling workspaces and explorer.
- Using and modifying keyboard shortcuts to help editing sessions.

▶ Part 3: Typesetting

In-depth look at text control to help copyfitting and preventing orphans, including:

- Using and controlling baseline grids.
- Tracking and kerning.
- Hyphenation and justification.
- Special characters and white spaces using open type fonts.

▶ Part 4: Style sheets

- Overview of styling.
- Nesting character styles inside paragraphs.
- Applying sequential styles to multiple paragraphs.
- Dealing with overrides.
- Styling objects.
- Using Quick Apply.

▶ Part 5: Drawing

- Drawing and modifying existing shapes with the Pen tool.
- Creating compound paths and shapes.
- Creating paths from text outlines to produce creative effects.

▶ Part 6: Images

- Importing and sizing images.
- Controlling image positioning.
- Anchoring techniques.
- Text wrap.

▶ Part 7: Tips and tricks

Mixture of topics according to delegates' requests, covering, for example:

- The eye dropper.
- Scissors and gradient tools.
- Using step and repeat.
- Controlling guides and grids.
- Dragging and dropping text.
- Pre-written scripts.