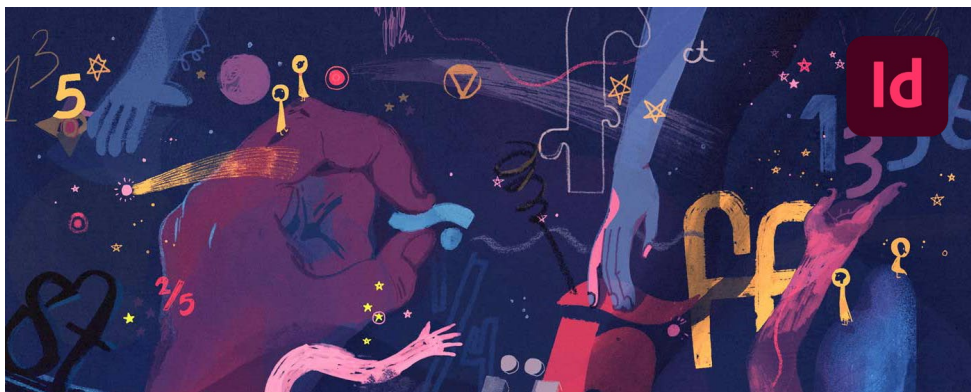# Introduction to InDesign

Training course outline

Adobe InDesign is the industry-standard tool for laying out pages for print.

Introduction to InDesign training provides a thorough grounding in InDesign, teaching key techniques for creating effective page layouts.

Course summary

Provides a thorough grounding in page layout skills using Adobe InDesign. You'll master and become confident using InDesign's key tools and features for creating effective page layouts quickly. Sessions include:

- Setting up new documents.
- Shapes.
- Frames and placeholders.
- Textual content
- Formatting text.
- Working with styles.
- Placing images.
- Using layers
- Creating special effects.
- Tables.
- Preflighting.

Duration

Two days.

Who should attend?

Newcomers to InDesign and novice InDesign users.

In-class or live online

You can attend in-person at our centres, or participate live online from your place of work or home.

To read about our approach to online training, see armada.co.uk/liveonline.

General information

Courses are hosted by highly experienced instructors with vast experience of using the application professionally.

Whilst attending training at our centres, you'll have the use of a computer running licensed Adobe Creative Cloud software to practice the techniques taught. You can choose to use a Windows computer or Mac.

Refreshments and lunch are provided.

Course fees can be paid by card or bank transfer. We accept purchase orders from UK-registered companies and public sector organisations.

Course materials and certificate

You'll receive:

- A comprehensive training guide and practice files.
- An e-certificate (PDF) confirming successful course completion.

Method of delivery

Training is designed for the busy professional, being short and intensive and combining lecture and demonstration. Practical exercises carried out under guidance help you learn the techniques taught.

You have ample opportunity to discuss specific requirements with the trainer.

After course support

Following training, you're entitled to 30 days' email support from your trainer.

Further information

See armada.co.uk/course/id.

Course syllabus

See over.

Follow-on course

Advanced InDesign (1 day). See armada.co.uk/course/advid for details.

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Course syllabus

Topics	Sub-topics
The work area	Using toolbox, panels and menus Opening, saving and closing files Navigation Customising the work area Preferences and defaults File export
Setting up new documents	Creating new documents Setting up parent pages Using ruler guides, smart guides and grids
Text	Inserting text Placing text - incl. file formats Threading text - flowing text Import options - what can be imported Entering special characters Using Find/Change Spell checking - incl. languages
Colour	Colour theory - RGB/CMYK/Spot colours Applying colour Colour swatches Gradients Filling and stroking shapes and transforming objects Eyedropper tool
Typography	Formatting text Size/leading/tracking/kerning/indents/spaces…
Stylesheets	Formatting Paragraphs Character, Paragraph and Object styles Importing and deleting styles

Topics	Sub-topics
Working with images	Placing images Using the content collector tool Modifying graphic frames and their contents Using the spacing tool Creating in-line frames Wrapping text around objects and managing links.
Pages	Parent pages - creating 'page templates' Auto page numbering
Layers	Creating, locking, hiding, printing
Effects and styling	Transparency Feathering
Bullets and Numbers	Bulleted and numbered lists Customising Bullets and Numbers
Tabs	Setting up Tabs
Tables	Creating and editing tables Adding content and formatting tables Cell and table styles
Libraries	Creating assets for use in InDesign and across Creative Cloud
Preflighting, packaging and outputting	Managing Links Using the preflight command to check the integrity of a document Using the Package command Exporting to PDF
Online features	Publish online feature Publish on Behance
Mobile apps	Adobe Capture

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