

## **Adobe InDesign - Course Notes 2024 (Comes with 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 including Adobe TypeKit

### **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.

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