

Adobe InDesign - Course Notes 2022 (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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