

Adobe InDesign Essentials

1 Day Course

Morning

Morning Session

Text Formatting

- Document Setup
- Allowing for Bleed
- Typing & Inserting Text
- Glyphs (Symbol Characters)
- Character Formatting
- Paragraph Formatting
- Tabs & Indents
- Bullet Paragraphs
- Paragraph Styles

Page Layout

- Working with Columns
- Linking Text Frames
- Text Frame Options
- Adding Tables

Adding Images

- Placing Images
- Image Manipulation
- Removing Backgrounds
- Image Effects
- Text Wrapping

Afternoon

Afternoon Session

Applying Colour

- Adding Borders to Boxes
- Working with Colour
- Applying Gradients

Working with Pages

- Adding Pages
- Setting Up Master Pages
- Page Numbering
- Section Numbering

Printing the Document

- Printing the Booklet
- Creating Custom Documents

Prepare for Output

- Preparing for Print
- Preparing for Digital Distribution
- Converting to PDF