

# Adobe InDesign Level 1

2 Day Course

## Day 1

### Morning

- InDesign Interface
- Document Setup
- Character Format - Tracking/Kerning...
- Paragraph Format - Leading/Hyphens/DropCap/Glyphs/Bullets/Tabs...
- Paragraph Styles
- Character Styles
- Columns

### Afternoon

- Images/Wrap/Clipping Path/Opacity/Gradient Feather
- Framing Boxes
- Inset Spacing & Vertical Alignment
- Applying Colour
- Creating Colours
- Sampling Colours
- Applying Gradients
- Basic Shapes
- Real Page Example

## Day 2

### Morning

- Pages Panel
- Master Pages
- Page Numbering
- Section Breaks
- Multiple Masters
- Booklet Command
- Different Document Types/Layouts
- Templates
- Checking Errors
- Checking Links
- Package
- Convert to PDF
- Convert to JPEG

### Afternoon

- Pathfinder
- Effects
- Object Styles
- Tables
- Libraries
- Interactive PDF - Hyperlinks/Buttons