

# Adobe InDesign

Basic



 Duration: 1 day

 Ideal Group Size: 6-8 people

## Course overview

In our Adobe InDesign Basics course your delegates will discover and begin to master the most regularly used features of InDesign. By the end of the course they will be able to confidently navigate the software and create documents including brochures, flyers and electronic documents.

## Topics covered

### Fundamentals

- Quick tour
- Navigating the interface
- Setting up pages
- Customisation
- Exporting files
- Open, save and close files
- Toolbox and menus
- Palettes

### Drawing

- Draw and edit shapes and frames
- Create tints and gradients
- Colour swatches
- Fill and stroke shapes
- About paths
- The pen tool
- The scissor tool
- Compound paths
- Corner effects
- The stroke palette

### Images

- Importing images
- Scaling and moving
- Text wrapping
- Spacing tool
- In-line frames
- Manage links
- Modifying graphic frames
- Vector graphics
- Preparing for import

### Colour and special effects

- Introduction to colour
- Swatch palette
- Swatch library
- Colour types
- About tints
- Working with gradients
- Toolbox colour controls
- Trapping
- Transparency
- Feathering and drop shadows

## Delivery methodology (Face-to-face or virtual delivery available)

### Small groups

Ideally 6-8 delegates to maximise engagement and interaction levels.

### One-to-one

We also provide one-to-one 90 minute individual support workshops.

### Tailored sessions

Talk to us about designing bespoke workshops for your team!

## Related courses

- Adobe Acrobat – Basic
- Adobe Illustrator – Basic
- Adobe Photoshop – Basic
- Adobe Photoshop – Social Media Graphics

Futureproof

IT Training

info@futureproof-training.co.uk | +44 (0) 1623 409 824 | futureproof-training.co.uk