

Desktop application

# ADOBE INDESIGN LEVEL 1



## Course content

### Exploring the InDesign environment

- > Explore the InDesign interface
- > Customise the interface
- > Explore the navigation controls
- > Set general and interface preferences

### Designing documents

- > Create a document
- > Add text
- > Add graphic
- > Convert other application files to InDesign

### Enhancing documents

- > Format characters and paragraphs
- > Apply colour, swatches and gradients
- > Apply fills and strokes
- > Create and apply styles

### Working with page elements

- > Arrange objects
- > Align objects
- > Manage page elements with layers
- > Set up pages

### Managing objects

- > Transform objects
- > Edit objects
- > Thread text frames
- > Search and replace objects
- > Edit text

### Working with tables

- > Create a table
- > Modify a table structure
- > Format a table
- > Create table and cell styles

### Finalizing documents

- > Check documents for errors
- > Print a document
- > Package files
- > Export PDF files for commercial printing
- > Prepare PDF files for web distribution

## Course objectives

You will utilize Adobe InDesign to create and deliver eye-catching printed documents

## Course type

Instructor-led hands on training with all delegates using a computer.

## Course duration

One day

## Pre-requisites

This course is intended for students who want to explore the basic tools and features of InDesign for creating professional page layouts.