



Adobe InDesign Training Course - Introduction

In this introductory InDesign training class you learn to create designs for print, tablets, and PDF presentations by taking advantage of a superior design environment that includes advanced typographic controls and intuitive graphic features. You will also find techniques that will help to make your publications look polished and professional.

What you'll learn in this training course

- InDesign workspace and tools
- Building documents with Master Pages
- Working with text, type and styles
- Working with graphics and colors
- Creating and importing tables and tabular data
- Preparing your documents; packaging, pre-flight, separation, proofs and PDFs

Audience for this training course

This introductory Adobe InDesign course is designed for media professionals with little to no prior knowledge of using Adobe InDesign. Advanced InDesign users with no formal training will also benefit from this class as tips, tricks, keyboard shortcuts and essential foundation skills are covered throughout this class.

Training course duration

This class is a two-days in length. It runs from 9:30 am- 4:30 pm. Lunch break is approximately from noon - 1:00 pm.

Training course curriculum

This training course uses lesson files and content from the InDesign Digital Classroom, which was written and created by our instructors. These training courses are offered by the same instructors that write this best-selling series.

Enrolling in this Adobe InDesign - Introduction training course

You can register for this training class online at agitraining.com, or by calling 781-376-6044 or 800-851-9237.

Locations for this Adobe InDesign - Introduction training course

You can attend classes at your training centers located in Boston, New York City, Philadelphia, on site at your office, or on-line. You can select the course location at the time of your registration.

Private and customized training course options

This training course can be offered as a private class for groups or individuals, and the content can be customized to meet your specific needs. You can call to speak with a training representative at 781-376-6044 or 800-851-9237 to discuss customizing this training course.

Goals and objectives for this training course

American Graphics Institute is focused on providing high-quality training courses for your professional development. We provide regularly scheduled small group courses along with private or customized training.



Adobe InDesign Training Course - Introduction topics:

Lesson 1: Essential skills

- Working with InDesign tools and panels
- The InDesign workspace
- The document window
- Using guides
- Viewing modes
- Saving your workspace
- Working with the Control panel
- Navigating through a document

Lesson 2: Master pages

- Planning your document
- Creating a custom-sized document
- Formatting master pages
- Using text variables
- Adding layout pages
- Placing formatted text
- Adding images & text to master pages

Lesson 3: Text and type

- Creating a text frame
- Changing character attributes
- Changing paragraph attributes
- Finding and changing text
- Checking and correcting spelling
- Using the Glyphs panel
- Creating Glyph sets
- Flowing text and threading text between frames

Lesson 4: Styles

- Defining and applying paragraph styles
- Defining and applying character styles
- Updating and loading styles from another document
- Organizing styles into groups
- Creating and applying object styles

Lesson 5: Graphics

- How InDesign handles graphics
- Locating missing images
- The Links panel and Link badge
- Creating a graphic frame
- Adding graphics
- Repositioning graphics
- Fitting graphics to frames
- Placing multiple graphics
- Wrapping text around graphics
- Importing layered Photoshop files

Lesson 6: Tables

- Creating a table
- Copying and pasting table content
- Adding text to tables
- Converting tables and text
- Importing a table
- Editing table options
- Using cells
- Merging cells
- Defining columns and rows
- Using graphics in cells

Lesson 7: Using color

- Applying color to text and frames
- Creating and saving a new swatch
- Applying Live Corner Effects
- Applying strokes to text
- Creating a tint reduction
- Working with gradients
- Using the Eyedropper
- Updating and editing colors
- Using and saving spot colors

Lesson 8: Pre-flight, printing and pdfs

- Package inventory
- Actual vs. effective resolution
- Preflight checks
- Packaging your document
- Package options
- Creating a PDF
- Adobe PDF Presets
- PDF Export Options
- Separation preview
- Printing a proof

Lesson 9: Additional features

- About the new features
- Content Collector
- Linked content
- Liquid Layouts
- Alternate layouts
- PDF forms
- Primary text frame
- ePub enhancements