

# InDesign Fundamentals

## Course Outline

### Course Objective

InDesign Fundamentals by Trainetix is designed to guide you through an introduction of Adobe InDesign. Included will be topics covering the InDesign interface and how to use the tools and panels, and how to customize and save workspaces.

You will be instructed in creating text and graphic and how to set up documents including master pages, guides, grids and placeholders. You will also learn how to format text and paragraphs, and how to create and apply Paragraph and Character Styles.

Upon completion of this class you should be able to create color and professional looking documents.

### Agenda

1. What is Access
  - a. The Access environment
  - b. Access objects
  - c. Opening an Access database
  - d. Opening a Table
  
2. Introducing the Workspace
  - a. Looking at the workspace
  - b. Working with panels
  - c. Customizing the workspace
  - d. Navigating through a document
  - e. Using context menus
  - f. Using panel menus
  - g. Modifying interface preferences

3. Getting to Know InDesign
  - a. Viewing guides
  - b. Preflighting as you work
  - c. Adding text
  - d. Working with styles
  - e. Working with graphics
  - f. Working with objects
  - g. Working with object styles
  - h. Viewing the document in Presentation mode
4. Setting up a Document and Working with Pages
  - a. Creating and saving custom document settings
  - b. Creating a new document
  - c. Switching between open InDesign documents
  - d. Working with master pages
  - e. Applying master pages to document pages
  - f. Adding new document pages
  - g. Rearranging and deleting document pages
  - h. Changing the size of pages
  - i. Adding sections to change page numbering
  - j. Overriding master page items and placing text and graphics
  - k. Printing to the edge of the paper: using the bleed guides
  - l. Viewing the completed spread
5. Working with Objects
  - a. Working with layers
  - b. Creating and modifying text frames
  - c. Creating and modifying graphics frames
  - d. Wrapping text around a graphic
  - e. Transforming and aligning objects
  - f. Selecting and modifying grouped objects
  - g. Drawing lines and modifying arrowheads
6. Flowing Text
  - a. Flowing text into an existing frame
  - b. Flowing text manually
  - c. Applying paragraph styles to text
  - d. Adjusting columns
  - e. Adding a jump line page number
7. Editing Text
  - a. Entering and importing text
  - b. Finding and changing text and formatting
  - c. Checking spelling

- d.
- 8. Working with Typography
  - a. Adjusting vertical spacing
  - b. Working with fonts, type styles, and glyphs
  - c. Fine-tuning columns
  - d. Changing paragraph alignment
  - e. Creating a drop cap
  - f. Adjusting letter and word spacing
  - g. Adjusting line breaks
- 9. Getting Started with Colors
  - a. Managing color
  - b. Defining printing requirements
  - c. Creating colors
  - d. Applying colors
- 10. Working with Styles
  - a. Creating and applying paragraph styles
  - b. Creating and applying character styles
  - c. Globally updating styles
  - d. Loading styles from another document
- 11. Printing and Exporting
  - a. Previewing the page
  - b. Creating an Adobe PDF proof
  - c. Creating a Press-Ready PDF and saving a PDF preset
  - d. Packaging files

**Course Length:** 2 Day

**Prerequisite:** Windows and Mouse Skills