

# ADOBE INDESIGN FUNDAMENTALS



(5 hours) One to One

**real animation works** (Ltd)  
Turn your Imagination Into reality

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Training provided by  
certified professionals

## Adobe InDesign Course Outline

### Navigation

- Interface
- Working with Mater Pages
- Organising and using Panels
- Customising the workspaces

### Page Layout & Design

- Panels and Preferences
- Page, printer and margin set up
- Using Layers effectively
- Guidelines
- Using Master Pages
- Page Numbering options
- Adding and deleting pages

### Working with Text

- Selecting Text
- Formatting Text
- Adding & Importing text
- Threading Text through frames
- Setting text frame properties
- Formatting characters
- Formatting paragraphs
- Spell Checking

### Working with Colour

- Creating CMYK and Spot Colours
- Applying Colours to fills and strokes
- Gradients and Patterns
- Process colour printing
- Effects & Transparency

### Creating Shapes & Paths

- Drawing basic shapes and lines
- Drawing with the pen tool
- Adjusting path segments
- Using the stroke palette

### Working with Images

- Text flow around images
- Cropping and rotating
- Scaling Images
- Placing Multiple images
- Native Photoshop and Illustrator files

### Placing Images

- Scan & Save Image in Photoshop
- Image Resolution, RGB & CMYK

### Arranging your Work

- Send to back/Bring to Front
- Group. Ungroup and group selections
- Working in Group Isolation Mode
- Cut/Copy/Paste & Paste in front/behind
- Working with Rulers, Guides and Smart Guides

### Printing and Output

- Process Colour Printing
- Font Management
- Packaging Files for Print
- Pre-flight documents
- Creating PDF's Export