

Adobe InDesign Lite

Duration: 1 Day (9am – 4.30pm)

Course Pre-Requisites: No prior InDesign knowledge is required, making this course perfect for beginners.

Resits: 1 Free Course Resit

Certificate: All attendees will receive a certificate of completion.

Course Overview:

Get a solid grounding in the essentials of Adobe InDesign with this one-day course! It's ideal for those who'll use the program occasionally to create or edit smaller documents (typically one or two pages). You'll learn how to set up new documents, work with images and text, and get your work ready for print or a PDF.

Who should attend?

- People who'll use InDesign infrequently for smaller projects.
- Those focused mainly on simple documents (one or two pages long).
- Users primarily editing existing documents rather than building them from the ground up.

Course Outcomes:

By the end of this course, you'll be able to:

- Navigate the InDesign workspace with confidence.
- Set up new documents correctly, considering things like colour modes.
- Import and work with both text and images.
- Apply basic text formatting to make your work look polished.
- Prepare files for print or create PDFs for sharing.

Training Modules Overview:

1. The InDesign Interface

- Get to know menus, panels, workspaces, and those handy shortcuts.
- Learn where to change InDesign preferences and find help resources.

2. Creating Documents

- Understand best practices for choosing color settings (RGB vs. CMYK).
- Set up new documents, including margins, columns, and bleeds (for printing).
- Work with page sizes, create presets, and use templates to save time.

3. Adding Text and Graphics

- Import text and images.
- Resize images and the frames they sit within.
- Position and group objects on your pages.

4. Working with Text Frames

- Understand how text flows between frames.
- Explore formatting options and use special characters.

5. Formatting Text

- Choose fonts, adjust size, line spacing (leading), and more.
- Apply color to both text and objects.

6. Paragraph and Character Styles

- Learn how to create and use styles to streamline your formatting workflow.

7. Using Graphics and Links

- Understand supported image file formats and how resolution impacts your work.
- Learn to manage linked images within your InDesign document.

8. Publishing

- Preflight your work to catch errors before heading to print.
- Create both low-resolution PDFs (for proofing/sharing) and high-resolution PDFs (for print).