

Course duration

- 3 days

Course Benefits

- Understand the InDesign workspace.
- Create basic page elements.
- Place images and text.
- Learn about typography and formatting text.
- Learn to manage fonts.
- Understand and work with InDesign templates.
- Learn about styles, and how they impact productivity.
- Use Master Pages to create design consistency.
- Learn how to work with tables.
- Learn about color management.
- Learn to define bulleted and numbered lists.
- Learn to control hyphenation.
- Learn to preflight files before output.
- Understand PDF options.
- Learn to package an InDesign file for hand-off.

Available Delivery Methods

Public Class

Public expert-led online training from the convenience of your home, office or anywhere with an internet connection. Guaranteed to run .

Private Class

Private classes are delivered for groups at your offices or a location of your choice.

Self-Paced

Learn at your own pace with 24/7 access to an On-Demand course.

Course Outline

1. Getting to Know the Environment
 1. Menus and Navigation
 2. Panels

3. Tools
4. Workspaces
5. Rulers and Guides
6. File Management
7. Display Performance
8. Exercise: InDesign Environment
2. Creating a Project
 1. Creating a Project
 2. Adding Page Elements
 3. Edit Elements with Control Panel
 4. Exercise: Create a New Project
 5. Duplication
 6. Arrange Objects
 7. Exercise: Arrange Objects
 8. Complex Objects
 9. Edit Complex Objects
 10. Exercise: Complex Objects
 11. Text Objects
 12. Placing Text
 13. Exercise: Working with Text
 14. Print Preview
 15. Working with Multiple Pages
3. Working with Graphics
 1. Workplace Setup
 2. Working with Color
 3. Exercise: New Color Project
 4. Working with Gradients
 5. Abstract Frames
 6. Anchored Objects
 7. Exercise: Gradients and Frames
 8. Organizing with Layers
 9. Working with Effects
 10. Object Styles
 11. Exercise: Special Features
 12. Working with Video
4. Working with Text
 1. Text Placeholders
 2. Import Text from Word
 3. Text Threading
 4. Frame Breaks
 5. Exercise: Place Text
 6. Missing Fonts
 7. Typography
 8. Character Formatting
 9. Paragraph Formatting
 10. Text Wrap
 11. Text Alignment

12. Exercise: Building a Page Layout
13. Type on a Path
14. Glyphs Panel
15. Exercise: Advanced Text
5. Master Pages
 1. Working with Master pages
 2. Creating Master Pages
 3. Working with Position
 4. Exercise: New Master Pages
 5. Import/Export Master Pages
 6. Setting Defaults
 7. Master Page Tools
 8. Flow of Text on Master Pages
 9. Set Defaults for Text Frames
 10. Set Page Numbers
 11. Exercise: Edit Master Pages
6. Working with Templates
 1. Create a Project from a Template
 2. Replace and Fix Missing Objects
 3. Using the Links Panel
 4. Exercise: New Project from a Template
 5. Create Structure Using Master Pages
 6. Place Files
 7. Exercise: Add Content and Master Pages
 8. Working with Styles
 9. Bullet and Number Lists
 10. Place and Create Tables
 11. Exercise: Work with Styles and Objects
 12. Save as a Template
7. Advanced Techniques
 1. Types of Variables
 2. Hyperlinks
 3. Exercise: Variables and Hyperlinks
 4. Object Stacking Order
 5. Find/Change Options
 6. InDesign Libraries
 7. Exercise: Libraries
 8. Forms
 9. Exercise: Forms
8. Printing and Proofing a Project
 1. Spell Check
 2. Convert Text to Outline
 3. Save and Package
 4. PDF Bookmarks
 5. Exercise: Proof and Send
 6. Table of Contents
 7. Exercise: Table of Contents

- 8. Printing
- 9. Save as PDF
- 10. Save as EPUB
- 11. Exercise: Printing Variations
- 9. Design Principles
 - 1. Page Layout Principles
 - 2. Terminology
- 10. Designing for Web
 - 1. New Document Setup
 - 2. Create Buttons with Actions
 - 3. Adding Animation
 - 4. Export to HTML

Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.

Follow-on Courses

- [Advanced InDesign Creative Cloud \(CC\) Training](#)