

# Adobe® Certified Associate Print & Digital Media Publication using InDesign CC (2018)

ASSOCIATE

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## Course structure\*

This course provides the user with all the training required to be confident in using Adobe InDesign - the industry leading page design and layout tool, to create various documents, ranging from single page flyers, to more complex multi page brochures and presentations. By taking this course, users will not only gain a good working knowledge of the InDesign program but will also have the opportunity to regain ACA accreditation status to validate their skills.

## Who is course for?

This course is aimed at Individuals looking to:

- Learn the Adobe InDesign program in a professional way
- Refresh their knowledge of the Adobe InDesign program
- Gain Adobe Certified Associate (ACA) status
- Interested in Publishing, Formatting Text, Graphic Design/ Layout and Page Design

## What will I learn?

### The workspace

Navigate your way through the workspace  
Use key tools and commands  
Use menus, panel menus, and context menus  
Customise the workspace

### Setting up a document and working with pages

Create a new document  
Manage document pages  
Adjust the document setup  
Use guides, grids and rulers

### Putting text on a page

Placing and typing text  
Character and paragraph formatting  
Flow text through frames  
Text frame options  
Creating bulleted and numbered lists  
Tracking, kerning and leading  
Special characters and glyphs  
Wrapping text around a graphic

### Working with images

Importing images  
Scale, crop and reposition images  
Modify graphic frames  
Create and add bleed  
Work with display options  
Manage linked files

### Working with Colour

Create colour and gradient swatches  
Apply colour to fills and stokes  
Use the eyedropper and color theme tools  
Spot and process colour

### Working with long documents

Automate your workflow with master pages  
Use paragraph and character styles to ensure consistency  
Build a table of contents

### Effects and Objects

Rotating, scaling, and aligning objects  
Applying drop shadows and other effects  
Selecting and modifying objects in a group  
Creating object styles

### Tabs and Tables

Creating a table  
Modifying a table  
Formatting and styling tables

### Interactivity

Interactive options  
Page transitions  
Object states  
Adding media  
Include animation

### Preparing a Document for Delivery

Resolve any errors in a document  
Package a document  
Export files for printing or interactivity

**\*The Structure will change in reaction to students needs.**

**Everything in the course content will be covered.**

#### Breaks

There will be a 20 minute half way through each part.

#### Level of Knowledge

You will need a good level of IT literacy and be confident in using a computer. These courses run at a fast pace, to enable student to study for the Qualifications. Please also make sure you are able to revise each week.

#### Learning Resources

You will have access to online learning resources.  
Information will be provided at the beginning of the course.

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