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 programme, but will also have the opportunity to again ACP accreditation status to validate their skills.

Who is course for?

This course is aimed at Individuals looking to:
- Learn the Adobe InDesign programme in a professional way
- Refresh their knowledge of the Adobe InDesign programme
- Gain Adobe Certified Professional (ACP) status

What will I learn?

Getting Started with Indesign
• Understand what Indesign is and it's capabilities
• Successfully navigate your way around the workspace
• Become familiar with some key tools and commands
• Open and create new and different sized documents
• Use rulers and guides
• Change document settings
• View documents in different ways

Working with text
• Create and import text into a document
• Thread text between boxes
• Edit text - character and paragraph formatting
• Understand key terminology related to typography
• Change text frame options
• Enter special characters and glyphs
• Wrap text around an object

Placing images and graphics on a page
• Check the quality of an image
• Place an image or a graphic in a document
• Understanding image boxes
• Fitting options (fit content, fill frame and autofit)
• Change the display view
• Use the links panel to check image status and location
• Transform your images

Introducing colour into your documents
• Understand the difference between colour modes
• Discover the difference between strokes and fills
• Create and save new colour and gradient swatches
• Mange colours in the swatches panel
• Apply colour to your document using a variety of tools

Working with long documents
• Create and apply character and paragraph styles
• Work with master pages to ensure consistency
• Use Indesign layers to organise elements
• Create and format various tables

Working with shapes and objects
• Draw and edit basic shapes
• Group, ungroup and name a group of objects
• Use the Pathfinder panel to manipulate shapes
• Use the Pen tool to create various shapes
• Add different effects to objects
• Create and save object styles

Interactivity in Indesign
• Add interactive elements into your document
• Create an interactive pdf
• Export and publish interactive documents
• Add Animation to your document
• Export or publish your animation online

Save, export and output your documents
• Preflight your document to check for errors
• Back save your documents
• Archive your work - the packaging process
• Export your Indesign documents in various formats

*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 Qualifcations. 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.