# Adobe INDESIGN Introduction

*Adobe InDesign introduces new and enhanced productivity and collaboration features. Integrate interactivity, animation, sound, and video in documents and presentations to attract, engage, and inform your audience. Take advantage of intuitive tools that simplify object selection and editing. Streamline file management by including mixed page sizes in a single file.*

## Course Description
The course is designed with a balance of hands on practical exercises, demonstrations and reviews.

The InDesign Introductory course starts from the program basics and quickly builds knowledge and confidence in how to navigate the application and use the tools to create layouts from single pages to complex multi-page documents. Artwork is created from scratch. Delegates will investigate ways to create creative layouts and production techniques.

## Who should attend?
This course is most suited to those delegates with no or little experience of InDesign who wish to gain a good working knowledge of the application within two days. The course content listed below indicates what is covered in the course and this should cover most aspects, whether for personal development plans or just greater understanding of the application. The course is suitable for most jobs where professional page layout skills are required.

This training course is bespoke, giving you the opportunity to tailor the content to your exact requirements. If you need a starting point, use the course outline below as a guide. The important thing to remember is that it's your course - tell us your goals and we'll help you achieve them.

Should you wish to take your knowledge to a more advanced level, we recommend our bespoke advanced course for InDesign or some of our other Print Design Courses.

The course runs from 9.30 am to approximately 4.30 pm.

**Introduction**
New Document set up
Application Window/Toolbox and Workspace
Setting Preferences
Navigation
Mini Bridge

**Setting up a New Document**
Margins, columns
Bleed and Slug

Document Presets

**Typography (Styling/ formatting text)**
Anatomy of Type
Inputting/Editing Type
Placing Text
Placing Micosoft Word / Excel files
Threading Text
Selecting / Changing Text Frames

Story Editor
Paragraph and Character Formatting
Paragraph and Character Style Sheets
Span / Split columns
Running text on a Path
Glyphs
Tabulation
Paragraph Rules

# Adobe INDESIGN Introduction

Hyphenation
Linking Text
Multiple columns/Threading frames
Text Wrapping
Text Frame options
Inline Graphics (graphics within text)

**Editing Files**
Using Find/Change
Spell checking
Content collector
Working with Images
Placing Images / Multiple Images
Dividing Images into Frames on Placement
Scaling, Rotating and Transforming
Working with Cutout Images
Round Trip edit
Eye-drop Tool

**Pages / layout**
Master Pages
Alternative layout
Nested Master Pages
Pages Tool
Multiple Page Sizes
Page Numbering
Smart Guides
Gap tool
Object Styles
Live Corners

**Colour**
Colour groups,
Colour Theme tool,
Colour Theory
Strokes, Fills & Gradients
Creating / Loading Colour Swatches
Effects / Opacity

**Tables**
Creating Tables
Importing Table Data

**File Management**
Checking font and picture usage
Live Preflight checks (Preparing to print)
Packaging

**Collaborative Working**
Placing InDesign files within InDesign Files

**Output**
Export IDML
Creating PDF files
Package
Printing

"A highly professional company run by knowledgeable, friendly people"

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# Adobe INDESIGN Advanced

*Adobe InDesign introduces new and enhanced productivity and collaboration features. Integrate interactivity, animation, sound, and video in documents and presentations to attract, engage, and inform your audience. Take advantage of intuitive tools that simplify object selection and editing. Streamline file management by including mixed page sizes in a single file.*

## Course Description

Our Advanced Adobe InDesign training course is run as a bespoke course, giving you the opportunity to tailor the course to your exact requirements. To provide a start point, we'd recommend you use the suggested course outline as a guide.

As an intermediate user you already have a good working knowledge of the software and are able to create layouts from single pages to complex multi-page documents. You now need to build on that foundation, perhaps in response to a direct project requirement or to benefit production - for example, to be able to collate and manage more complex documents, use a single source to output a range of options - PDFs, web or tablet, produce better documents for print.  Artwork is created from scratch. Delegates will investigate ways to create creative layouts and production techniques.

Should you wish to further develop your knowledge, you might be interested in our other Print Design Courses. The course runs from 9.30 am to approximately 4.30 pm.

**Overview**
Understanding Vector Graphics

**Pen Tool**
Creating Paths
Combining different shapes
Importing Paths

**Formatting Type**
Importing Word Styles
Dictionary Management
Story Editor
Nested Styles
Lists
Bullets and Numbering

Using Glyphs / Ligatures
Nested Line Styles

**Long Documents**
Indexing
Table of Contents
Arrange documents to create a book
Cross Referencing

**PDF's**
Importing multi-page PDF's
Creating Hyperlinks and Bookmarks
Importing Movies

**Creating Web Pages**

Exporting for Dreamweaver
Exporting as Flash
Exporting to a PDF
Setting up an online document
Convert a print document for online use

**Document Attributes**
Adding Meta-Data
Share Swatches between
Applications
Setting Preferences

**Printing**
Flattener Preview
Trap Presets

## Course Description

Our ePub with InDesign course is structured to enable InDesign users to create reflowable and fixed layouts (InDesign CC 2015 and above) ePub format books for viewing on tablets, smartphones and computers alike.

In this course we go through the process of setting up the source files, formatting content correctly for eBook readers, and exporting and validating the ePub in both re-flowing, fixed layout formats and Online hosted files.

This training course is bespoke, giving you the opportunity to tailor the content to your exact requirements. If you need a starting point, use the course outline below as a guide. The important thing to remember is that it's your course - tell us your goals and we'll help you achieve them.

This will then allow you to understand how to create searchable, text based documents that can be used for brochures, reports, product manuals, research documents, novels, children's picture books, and content that needs to be shared by colleagues and customers on all devices that read eBooks in the ePub and Fixed layout formats.

Please note, that a prerequisite of the course is that you can already use InDesign.
The course runs from 9.30 am to approximately 4.30 pm.

Overview on how epubs work
Fixed layout and re-flowing epub

Setting up the necessary tools for ePub publishing

ePub (re-flowing)
Controlling the flow of documents
Anchoring content into the text flow
Using the articles panel

Techniques for managing sections and chapters

ePub (fixed layout)
Preview panel
Typography (ligatures, spacing, uni-code)

Adding Multimedia
Video
Animation
Slide shows

Buttons
Hyperlinks
Adobe Animate Files

Managing images in ePub
Creating a cover image
Image export options

Creating a table of contents suitable for ePub
Using object output settings
Setting metadata
Exporting epubs
Validating ePubs
Distribution considerations

Publish Online (ePub)
Web dashboard
File management

ePub Interactivity Preview
Testing

## Course Description
Our Adobe InDesign Interactive PDF course is designed to take you to the next level by building on the existing knowledge of InDesign to create interactive documents for delivery via email and web download.

In today's climate it's becoming more important to communicate with customers and clients electronically for high design value content that displays on computers, laptops, smart phones and tablet devices.

## Who should attend?
Our InDesign Interactive PDF training course is run as a bespoke course and is aimed at those with an existing understanding of Adobe InDesign (our 2 day InDesign Introductory course as a minimum).

This training course is bespoke, giving you the opportunity to tailor the content to your exact requirements. If you need a starting point, use the course outline below as a guide. The important thing to remember is that it's your course - tell us your goals and we'll help you achieve them.

The course is likely to be of interest to those wishing to create electronic media such as eBrochures, eNewsletters and content for electronic distribution using the (Acrobat) PDF format straight from InDesign. We cover the considerations and issues that arise with the push of these medias (video, sound, animation and interaction) to people viewing content on a variety of devices, desktop and handheld alike.

To provide a starting point, we'd recommend you use the suggested course outline as a guide. Should you wish to further develop your knowledge, you might be interested in our other Digital Publishing Courses. The course runs from 9.30 am to approximately 4.30 pm.

**Introduction**
Planning an interactive PDF for use on multiple devices
Compression and file sizes
Document sizes and ratios
Platform considerations

**Interaction**
Hyperlinks
Bookmarks
Buttons

**Media**
Controlling Video
Working with sound

**Flash** (Desktop only playback)
Creating animated Flash content
Controlling animation timing

**Controlling document and page properties**
Page transitions
Full screen display
Open options
Meta data
Acrobat layers
Exporting page turning Flash content
Interactive PDF without Flash

**Creating Forms**
Form actions and buttons

**Previewing and testing**

## Course Description

Our bespoke Adobe InDesign DPS Tablets & Smartphones course is based around the use of the Adobe Digital Publishing Suite and InDesign. Together they allow you to build an APP to get your customers more engaged with your content and brand. The app can deliver innovative reading experiences, web content, high-impact advertising and dynamic content like videos and slide shows to leading tablet devices and smartphones.

This training course is bespoke, giving you the opportunity to tailor the content to your exact requirements. If you need a starting point, use the course outline below as a guide. The important thing to remember is that it's your course - tell us your goals and we'll help you achieve them.

Adobe DPS is a complete solution allowing anyone to create, distribute, monetise and optimise cutting-edge interactive content and publications for tablet devices. This could be an individual designer, traditional media publishers, ad agencies, or major media and brand organisations.

The course is run as a bespoke course and to provide a start point, we'd recommend using the suggested course outline as a guide.

Should you attend this course, we suggest that you bring a tablet/smartphone along with a docking cable to test your output. The device will require the latest Adobe Content Viewer downloaded from an App Store. You'lls also require an Adobe Account which is free and only takes a minute to set-up via the Adobe website.

The course runs from 9.30 am to approximately 4.30 pm.

### Introduction
The future of publishing
Course objectives
Overview of the DPS Workflow
Using Adobe IDs for the DPS
DPS pricing options
Installing the DPS tools
DPS resources

### Document Design
Digital Publishing Workspace
Digital page orientation
Smooth scrolling articles
Swipe articles horizontally
Snap to page articles
Pinch and zoom articles

### Creating Documents
Guidelines
Horizontal/Vertical orientation
Smooth scrolling articles
Documents for multiple devices
Renditions
Multiple renditions
Alternative layouts from page renditions
Liquid layout
Horizontal & vertical preview
Folder structure

### Interactivity
Creating interactive overlays
Supported/Unsupported features
Best practice

### The Folio Overlay panel
Buttons & Hyperlink Overlays
Links using the buttons panel
Links using the hyperlinks panel
Links to other articles
Web page hyperlinks
Email hyperlinks
Article hyperlinks
Slideshow Overlays
Create multi-state objects
Slideshow overlay settings
Slideshow overlay options

### Image Sequence Overlays
Create an image sequence overlay
Specify image sequence settings

# Adobe InDesign DPS

## Audio and Video Overlays

Video overlays
Audio overlays
Place an audio file into an article
Add a progressive playback skin
Placing a video poster frame

## Panorama Overlay

Place a panorama file
Specify panorama overlay settings
Overlay creator options

## Pan and Zoom Overlays

Place image into document
Pan and zoom tips
Specify pan and zoom settings

## Scrollable Frame Overlays

Scrollable frame 'pan' method
The 'Paste Into' command
Scrollable text frame 'pan' method

## Web Content Overlays

Adding web content
Insert a 'local' HTML file
Scale and interactive options

## Creating Folios

The Folio Builder panel
Filter displayed folios
Sort folios
Signing into the folio panel
Create, share and delete a folio
Create local folios

## Creating Articles

From an open InDesign document
Add layout to an article
Structuring folders
Import InDesign documents

## Managing Articles - Folio Panel

Add and change article properties
Edit and update an article
Copy an article to another folio
Rename and delete an article
Changing the order of articles

## Managing Articles - DPS Dashboard Folio Producer

DPS Single Edition features
Types of custom viewer apps
Single Folio viewer app
Using the Folio Producer
Folio Producer Editor

## Preview Folios and Articles

The Adobe Content Viewer
Create offline folios
Previewing iPad content
Previewing Android content
Previewing Playbook content

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## Course Description

This 5 day intensive course is for people new to the design process and Adobe's creative software. We'll go through Adobe InDesign, Photoshop and Illustrator individually and teach you how they work together to create perfect, final PDF files to send for print, press or for distribution online. We cover the workflows, shortcuts and professional industry-standard methods of production. We'll also talk about design theory, typography, colour harmonies and concepts for running your own design projects.

This training course is bespoke, giving you the opportunity to tailor the content to your exact requirements. If you need a starting point, use the course outline below as a guide. The important thing to remember is that it's your course - tell us your goals and we'll help you achieve them.

## Who should attend?

Designers, marketeers, and anyone pursuing a career in graphic design, or wishing to save money by bringing design in-house. No prior knowledge of the software is needed.

The course runs from 9.30 am to approximately 4.30 pm.

**Design Concepts & Theory**
Design theory,
Grids,
Typography,
Colour,
Current trends and fashions,
Integration of software,
Reproduction for print.

**Adobe InDesign**
Inputting/editing type and placing text,
Threading text,
Selecting / changing text frames,
Paragraph and character style sheets,
Span / split columns,
Running text on a path,
Glyphs,
Tabulation,
Paragraph rules,
Controlling hyphenation,
Multiple columns/threading frames,
Text wrapping,
Text frame options

Inline graphics (within text),
Using find/change,
Spell checking,
Working with images,
Scaling, rotating & transforming,
Working with cutout images,
Round trip edit,
Pages / layout,
Master pages,
Alternative layout,
Nested master pages,
Pages tool,
Multiple page sizes,
Page numbering,
Smart guides,
Colour Theme tool.

**Adobe Photoshop**
Windows/palettes and menus,
Bitmap vs vector graphics,
Resolution/print theory,
Colour modes,
Creative Cloud Libraries,
(RGB, CMYK, greyscale, duo tone),
Making & modifying selections,
Selection marquee tools,

Lasso tools,
Quick selection tool,
Magic wand tool,
Colour range,
Refine edges - detect edge,
Painting in Photoshop,
Painting tools,
Using pen & tablets,
Tool presets,
Creating colours, patterns & gradients,
Creating & organising layers,
Applying effects to layers,
Smart objects (linking to external files),
Distributing/aligning elements,
Blending modes,
Auto-aligning layers,
Clipping masks,
Adjustment layers,
Transforming images / layers,
Content aware scaling (extending backgrounds),
File formats,
History palette & undo/step back,
Cropping images,

# Adobe GRAPHIC DESIGN

Rotating canvas,
Image size / canvas size,
Non destructive crop & straighten,
Colour channels,
Alpha channels,
Masking,
Creating masks from selections,
Layer masks,
Quick masks,
Corrections to images,
Properties panel,
Image adjustment,
Adjustments to brightness, contrast and colour,
Adjusting/matching/replacing colours,
Filters,
Vanishing point,
Field blur, iris blur & tilt-shift blur,
Smart filters,
Point & area type,
Photo retouching,
Content aware fill,
Content aware move tool,
Retouching tools,
Cloning & healing tools,
Clone stamp,
Colour replacement,
Patch tool,
Healing & spot healing brush.

## Adobe Illustrator
Creating multiple artboards,
Creating shapes,
Draw shapes with the shape tools,
Draw shapes with the line tools,
Curvature tool,
Live Shapes,
Select, transform & move objects,

The drawing tools,
Draw paths with the pencil tool,
Draw paths with the brush tool,
Draw paths with the blob tool,
Draw paths with the pen tool,
Strokes and stroke profiles,
Manipulate shapes, objects & paths,
Modify existing shapes to create new shapes,
Using layers,
Managing your work with layers,
Template layers for drawing,
Understanding & applying colour,
Colour fills and strokes,
Colour swatches and libraries,
Colour guide pallet,
Creating & saving new colours,
Transparency,
Blending modes,
Working with appearance,
Effects,
Appearance pallet,
Multiple strokes and fills,
Live trace and live paint,
Tracing options,
Converting to a live paint object,
Colour a live paint object,
Symbols,
Painting and placement of single Symbol instances,
Using symbols libraries,
Sharing libraries,
Gradients and patterns,
Gradient strokes,
Creating and saving patterns,
Live patterns,
Applying patterns,
Adjusting gradients,
Adjusting patterns,

Gradient and pattern libraries,
Creating colour mesh objects,
Creating colour & shape blends,
Stroke and stroke options,
Masking,
Creating clipping masks,
Manipulating masks,
Create type masks and Compounds,
Typography,
Touch Type tool,
Type tools,
Linking text areas,
Create type on a path.

## Adobe Bridge and file management
Viewing & organising files,
Viewing/adding meta-data,
List, rotate, copy and delete files,
Automating processes.

## Adobe Creative Cloud
Managing and sharing files with your cloud,
Approval,
Adobe Color,
Adobe Shape,
Adobe Brush,
Adobe Draw,
Adobe Photoshop Mix,
Adobe Photoshop Sketch,
Share Libraries between applications,
Setting preferences.

## Preparing for Press
Reproduction considerations for press.

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