



# ADOBE INDESIGN



## BEGINNER TRAINING COURSE

LEVEL

01

**OFFICIAL ADOBE TRAINING COURSE**  
TRAINED BY APPROVED INSTRUCTORS

### Course Description

This course provides you with the precise control over typography and essential knowledge of the built-in creative software tools for designing and publishing documents for print, online, or to mobile devices. Adobe InDesign is part of the Adobe Creative Suite and is aimed at graphic designers and marketers alike.

### Course Information

Duration:	2-3 days
Time:	9:30am – 4:30pm
Location:	T2 Train Suite or On-site training available throughout the UK
Courseware:	Adobe InDesign manual recommended for use during the course
Qualifications:	T2 Train Ltd certificate on successful completion

Before attending this course, delegates should have a working knowledge of:

- Microsoft® Windows® XP/Vista/7
- Understanding of design and media sectors.

### Course Availability

Scheduled on a quarterly basis and arranged as and when required.

Course topics and duration may be modified by the instructor based upon the knowledge and skill levels of the course participants. Maximum 8 delegates per course. All courses come with a freshly chef prepared buffet lunch and refreshments.

### Book Now to Reserve Your Place!

For further information and group training dates, contact our training team by calling **01909 512193** or email **info@t2train.com**



**T2 Train Ltd**

Worksop Turbine, Coach Close, Shireoaks, Nottinghamshire S81 8AP

**t: +44 (0)1909 512193 e: info@t2train.com w: www.t2train.com**





# COURSE CONTENT



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01

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### Software Introduction

- Define and save workspaces
- Preferences
- Opening and saving files
- Navigating documents
- Preferences

### Managing Documents

- Creating a new document
- Working with presets
- Margins, columns, gutter, bleed, slug
- Editing document layout
- Working with layers
- Master pages
- Nested master pages
- Pages and Gap tool
- Page numbering
- Smart guides

### Images

- Placing single or multiple Images
- The Links Panel
- Selecting frames
- Adjusting frame fitting options
- Working with grouped content
- Rotating and re-sizing content
- Smart Guides
- Transforming and duplicating objects
- Arranging, aligning and distributing

### Objects

- Working with shapes and line tool
- Object Styles
- Snippets and object libraries
- Swatches, Strokes, Fills & Gradients
- Creating / Loading Colour
- Saving and Sharing Colour Libraries
- Transparency and effects

### Text & Typography

- Point and area type
- Importing copy
- Editing text frames
- Character and paragraph formatting
- Type styles
- Thread Text
- Change Text Threads

### Tables

- Create and Modify a table
- Format a Table
- Table Styles

### Edit, Review and Output

- Packages
- Using Find/Change
- Spell checking
- Live pre-flight
- Creating PDF files for web and print

