



**Aspect Training**

Telephone: [0208 942 5724](tel:02089425724)

Email: [info@aspecttraining.co.uk](mailto:info@aspecttraining.co.uk)

YOUR COURSE, YOUR WAY - MORE EFFECTIVE IT TRAINING

## **InDesign Introduction / Intermediate**

**Duration: 2 days**

### **Overview:**

Aspect's InDesign introduction / Intermediate training course allows you to learn about the tools and features available in Adobe InDesign which take desktop publishing and design to a new level combining extraordinary production power and creative freedom with tight integration with Adobe Photoshop, Illustrator and Acrobat software. You will learn to create simple documents and prepare them for print or export as a PDF. Topics in this training course include learning the work area, working with text and graphics, creating simple vector based graphics, and the basics of design.

Through this training course, you can join the growing ranks of creative professionals discovering new levels of creative freedom and productivity using Adobe InDesign software. Tightly integrated with the Adobe applications you use most, InDesign delivers faster production workflows and a more fluid creative environment for designing professional layouts with sophisticated graphics and typography.

### **Prerequisites:**

There are no prerequisites for this course.

---

### **Topics:**

#### **1 - Managing the Adobe InDesign Environment**

Preferences

Customize Your Workspace

Set General Preferences

Manage Document Presets

Workspace and Window arrangement

#### **2 - Designing Documents**

Create a New Document

Alter a Document's Layout

Create the Structure of a Document

Develop Master Pages

Manage Text and Graphic Placement

Develop Layers

#### **3 - Managing and Formatting Text**

Add Text

Edit Text

Spell Check Text

Thread Text

Find/ Change

Change Text Threads

Format Characters

Format Paragraphs

Numbering paragraphs

Text variables

Manage Styles

Style Groups

Quick Apply

Text Wrap

Text on a path

Rules

The Glyphs panel

#### **4 - Objects**

Arranging, Aligning and Distributing

Transforming Objects

Duplicating

Rotating

Scaling

Skewing

Mirroring

The Transform Again commands

Object Styles

InDesign Snippets

Links Panel

#### **5 - Utilising Colours, Swatches, and Gradients**

Utilise Colour

Utilise Swatches

Apply Fills, Gradients, and Strokes

#### **6 - Managing Transparency**

Apply Transparency

Apply Transparency Flatteners Presets

## **7 - Graphics**

File Types

Importing options

Image Frames simple, compound and custom

Fitting images Control Palette and shortcuts

Inline graphics

Clipping Paths, Alpha channels

Importing InDesign documents

## **8 - Pen & Bezier tools**

Path tools in InDesign

## **9 - Effects**

Inner Shadow

Bevel and Emboss

Gradient Feather

Inner Glow and Outer Glow

## **10 - Tabs and Tables**

Create a Table

Modify a Table

Format a Table

Table Styles

## **11 - Libraries**

Using InDesign libraries

## **12 - Preparing for Handoff to a Service Provider**

Check Documents for Problems

Print a Document

Package Files

Preview Output

Print, Separation, Flattening

Print options

PostScript, preflighting and Packaging

## **13 - Creating Acrobat PDF Files**

Prepare PDF Files for Web Distribution

Manage PDF Presets

---

Copyright 2025 - Aspect Training