

Adobe InDesign – Basic Course

Course code: INDE

The course is intended for regular users who want to learn how to work with Adobe InDesign. Participants will understand the basic typographic rules and get acquainted with the procedures used in the typesetting of simple documents, publications and printed matter.

Who is the course for

The course is intended for regular users who want to learn how to work with Adobe InDesign.

What we teach you

- basic typographic concepts
- control InDesign
- create simpler documents
- create text and graphic frames
- work with paragraphs and characters
- work with tables
- define colors
- import texts and graphics
- print and export the document

Required skills

Basics of computer work.

Course outline

Basic concepts

- vectors and bitmaps
- typographic units
- font
- paragraph

Program control

- working environment
- application preferences
- keyboard shortcuts
- rulers, guides, document grids
- display modes
- layers

Creating documents

- create a new document
- document properties
- pages and spreads
- page designs

Working with text and typesetting

- text frames
- concatenation of text frames
- text editing
- inserting spaces, special characters
- delimiters
- text flow

GOPAS Praha

Kodaňská 1441/46
101 00 Praha 10
Tel.: +420 234 064 900-3
info@gopas.cz

GOPAS Brno

Nové sady 996/25
602 00 Brno
Tel.: +420 542 422 111
info@gopas.cz

GOPAS Bratislava

Dr. Vladimíra Clementisa 10
Bratislava, 821 02
Tel.: +421 248 282 701-2
info@gopas.sk



Copyright © 2020 GOPAS, a.s.,
All rights reserved

Adobe InDesign – Basic Course

- glyphs
- Open Type options

Text formatting

- local character formatting
- local paragraph formatting
- character styles
- paragraph styles
- tabs

Colors in InDesign

- color mixing
- swatches
- fill
- stroke

Graphics and effects

- import and export formats
- drawing in InDesign
- transformation and duplication of objects
- transparency
- effects (shadows, blends, bevel and embossing...)

Combination of graphics and text

- text wrapping
- clipping path

Tables

- table creation
- table import
- table formatting and editing

Outputs from InDesign

- Preparing for printing
- Export to pdf

GOPAS Praha

Kodaňská 1441/46
101 00 Praha 10
Tel.: +420 234 064 900-3
info@gopas.cz

GOPAS Brno

Nové sady 996/25
602 00 Brno
Tel.: +420 542 422 111
info@gopas.cz

GOPAS Bratislava

Dr. Vladimíra Clementisa 10
Bratislava, 821 02
Tel.: +421 248 282 701-2
info@gopas.sk



Copyright © 2020 GOPAS, a.s.,
All rights reserved