

# 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

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- 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

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