

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.

Affiliate	Duration	Course price	ITB
Praha	3	9 900 Kč	0
Brno	3	9 900 Kč	0
Bratislava	3	435 €	0

The prices are without VAT.

Course terms

Date	Duration	Course price	Type	Course language	Location
21.01.2026	3	435 €	Online	CZ/SK	Online
09.02.2026	3	9 900 Kč	Presence	CZ/SK	GOPAS Praha
18.03.2026	3	435 €	Presence	CZ/SK	GOPAS Bratislava
18.05.2026	3	9 900 Kč	Presence	CZ/SK	GOPAS Praha
17.06.2026	3	435 €	Online	CZ/SK	Online

The prices are without VAT.

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

GOPAS Praha

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- 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
- 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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