

ADOBE INDESIGN – INTRODUCTION TO INTERMEDIATE



Corporate IT Course

LEARNING OUTCOMES

- Confidently navigate the InDesign workspace, using key tools and panels to streamline your workflow and design process.
- Create visually engaging layouts for both print and digital media, and export them as professional, high-quality PDF files.
- Enhance your designs with creative effects such as shadows, glows, and transparency for added depth and polish.
- Apply paragraph and character styles to maintain consistent formatting and a professional look throughout your documents.
- Use colours, swatches, and gradients effectively to bring vibrancy and cohesion to your designs.
- Manage transparency and incorporate tables to organise content clearly and efficiently.
- Prepare and package your files correctly for print or digital distribution, ensuring a smooth hand-off to clients or service providers.

COURSE OVERVIEW

This two-day course introduces you to Adobe InDesign and its powerful tools for creating professional designs for print and digital use. Aimed at graphic designers, creative professionals, publishers, and marketing teams, the course teaches you how to work with text, images, and vector graphics, apply consistent styling, and streamline your workflow through integration with Photoshop, Illustrator, and Acrobat. You'll need basic PC or Mac skills, but by the end, you'll be confident creating polished, professional layouts efficiently and creatively.

TOPICS COVERED IN THIS COURSE

Getting Started in InDesign

Learn to navigate and customise your workspace, create new documents, and use essential tools like zoom, preview, and control panels to work efficiently.

Managing and Formatting Text

Add, edit, and format text using professional tools. Explore paragraph and character settings, threading text, and working with special symbols for clean, consistent typography.

Handling Images

Place, resize, and crop images with ease. Apply text wraps, manage links, and understand resolution and file types to keep layouts sharp and print ready.

Colours, Swatches, and Gradients

Work confidently with colour—create and apply swatches, gradients, and strokes while understanding CMYK, RGB, and Pantone systems for accurate results.

Objects

Create and arrange shapes, align and distribute objects, and apply styles and effects to add polish and consistency to your layouts.

Paragraph and Character Styles

Set up and apply paragraph and character styles to ensure your text looks consistent across all pages while saving time on formatting.

Parent Pages

Use Parent Pages to control page layouts, add automatic numbering, and manage repeated design elements for a smooth and efficient workflow.

Preparing a Document for Printing

Run preflight checks, package files, and export PDFs to professional standards, ensuring your final design is print-ready and error-free.