



InDesign CC Course Outline: Fundamentals

Duration: 2 Days

Related Courses:

Adobe® Photoshop, Adobe® Illustrator, Adobe® Acrobat

Course Overview and Objectives

The Adobe InDesign Fundamentals course introduces beginner learners to the basics of creating professional layouts for print and digital media. Participants will learn how to navigate the interface, work with text and images, apply styles, and design multi-page documents such as brochures, flyers, and magazines. This course is perfect for those looking to build a strong foundation in layout design and publishing.

Prerequisites:

An understanding of computers and operating systems

Getting to know the Workspace

- Basic Concepts & Techniques
- InDesign Interface
- Preferences & Shortcuts
- Document Navigation

Basic Documents

- Creating New Documents
- Document Setup
- Bleed & Slug Setup
- Document Presets
- Custom Page Sizes
- Adding Pages
- Single vs. Facing Pages
- Margins, Columns, Grids, Guides & Smart Guides

Shapes and Frames

- Drawing Shapes & Frames
- Applying Fills & Strokes Settings
- Transforming Objects
- Corner Options

Page Elements

- Creating Graphic, Text Placeholder Containers
- Item Duplication
- Alignment
- Arrangement & Selections
- Applying Fills, Strokes to Frames & Type
- Custom Strokes
- Transforming Objects

Colours, Swatches and Gradients

- Colours, Swatches, Tints & Gradients
- Select Colours Using The Colour Picker
- Load & Save Swatches
- Using The Swatches Panel

Working With Graphics

- Placing Graphics
- Content grabber
- Adobe Stock
- Links Panel
- Fast Frame Fitting

Working with type

- Creating Text and Text Frames
- Importing Text (Word, Excel, Pdf, Other)
- Threading Text & Splitting Text
- Spelling
- Auto Correct
- Applying Bullets & Numbering
- Span or Split Columns
- Character Formatting (Tracking, Kerning, Sizing, Leading, Case Position, Skew, Scale & Underline)
- Paragraph Formatting (Alignment, Indenting, Drop Cap & Paragraph Spacing)
- Tabs & Indents
- Font Activation

Using Effects

- Applying Transparency Effects & Blending Modes
- Applying Effects eg. Drop Shadows and Feathering
- Editing Effects

Saving and Exporting

- Difference between Document & Template
- Saving Files (copy, revert, version)
- Export File Formats (PDF, graphic formats)
- PDF Presets, Online PDFs and Print Ready PDFs

Creative Cloud Design Resources

- Adobe InDesign Guider Guide
- Adobe InDesign Online Tutorials