InDesign Essentials

This introductory course is designed for individuals who are new to Adobe InDesign and want to learn the fundamentals of this powerful design and layout software. This course provides a solid foundation in Adobe InDesign, empowering participants to create stunning and professional-grade documents with confidence, for both print and screen.

Upon successful completion of this course, participants will be able to

- **InDesign Interface Basics**
    - Start workspaces.
    - Recognise key elements of the interface and file types.
    - Manage preferences, panels and workspaces.
    - Work with tools and control panels.

- **Navigation**
    - Control the pasteboard, context menu, zooming and scrolling.

- **Document Essentials**
    - Add and navigate pages and tabs.
    - Control display performance.
    - Create and save documents.
    - Implement best practice workflows.

- **Document Setup**
    - Set page margins, columns, bleeds and guides.

- **Working with Text & Graphics**
    - Add text and graphics.
    - Resize frames.
    - Import images
    - Create and manipulate shapes.
    - Stack and group objects.
    - Thread text frames.
    - Format text (characters & paragraphs).

- **Export documents.**