

# InDesign

## What is Adobe® InDesign®?

Adobe® InDesign® is today's industry-standard desktop publishing (DTP) or page layout software. InDesign integrates seamlessly with the rest of the Adobe® software such as Photoshop®, Illustrator®, Acrobat®, and Dreamweaver®.

It offers extensive options to create richer and more dynamic documents.

## Who should take Ardito's Adobe® InDesign® courses?

Participants of Ardito's InDesign courses must be, at least, familiar with any design software, preferably Adobe® Photoshop® because of InDesign's tight integration with this image manipulation program. However, those new to the principles of design and its tools are very much welcome to discover this powerful program.

InDesign is aimed for graphic designers, marketing and promotions professionals, public relations for corporate identity, documentations specialists, or those assigned to develop campaign materials or manage long documents.

## What are the expected outputs from the students?

- Develop a brochure, poster, flyer, leaflet, or any marketing material of choice
- Organise long documents and apply cascading styles for easy management
- Create a merged data based on an external database (i.e. spreadsheet table)
- Merge separate documents into one (i.e. book) and create the table of contents automatically
- Export a project both for online (web) and offline (print) use

Conceptualise. Create.  
**Bring ideas to life.**

# InDesign Introduction

Duration: 2 Days

## Course Description

Regardless of creative design experience, participants of this one day course will start to learn the principles of publications design and the publishing workflow. In this course, the student will learn to navigate his/her way within the InDesign environment; learn about the tools and features that make this program robust; and prepare projects for printing.

## Course Outline

Introduction to InDesign

Getting Started: The Set Up Shop

- Performance checklist

- Setting default units for measurements

- Customising guides and grids

- Deciding on document type and size

- Setting columns and margins

- Specifying bleeds and slugs

Understanding the Interface

The Toolbox

- Selection, path, type, frame and shape, image manipulation, and navigation tools

Opening and Creating your first InDesign Project

- Managing pages

- Adding text and graphics

- Importing external files

- Threading text

Enhancing your document

- Basic Character and Paragraph Formatting

- Applying colours and customising swatches

Working with Layers

Tables in InDesign

Finalising Documents for Print



# InDesign Intermediate

Duration: 2 Days

## Course Description

This two day intermediate course will take participants to a whole new level of publications design as it will not only cover advanced image incorporation but dynamic content management using cascading styles as well. Moreover, this course will delve into some automation features making the InDesign workflow a breeze.

## Course Outline

Using Advanced Styling

- Manage Style Overrides

- Base one style on another

- Import Styles

Merging Data

Handling page elements and graphics

Duplicating elements

Managing libraries and snippets

Developing Bezier Paths

- Draw custom paths and shapes

- Create a clipping path

- Create type outlines

- Create compound paths

Advanced Text Management

Managing Long Documents

- Create a book

- Create Table of Contents

- Add and Edit Hyperlinks

- Add Section Headings

Importing Layered Files

Adjusting Print Settings

**ardito**  
corporate training

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**E** [admin@ardito.co.nz](mailto:admin@ardito.co.nz)

**W** [www.ardito.co.nz](http://www.ardito.co.nz)

**HAMILTON**  
427 Victoria Street  
Hamilton CBD

**M 021 364 337**

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