

# Course: Introduction to InDesign CC

## Duration: Two day workshop



### Course covers the following topics:

- Getting Started
- Basic Documents
- Using objects
- Working with colour
- Working with paths
- Creating and formatting text
- Multi-page documents
- Masters
- Preflight and final output

*Adobe*

*InDesign*

*Captivate*

*PhotoShop*

*Illustrator*

### At completion of the course students will be able to:

Identify the InDesign environment  
Customising panels and workspaces  
Set up preferences globally  
Document defaults and navigation.  
Create document presets  
Place text and create text  
Precisely place objects using guides and the control panel  
Create and edit master pages.  
Format text and create threaded text blocks  
Setup tabs and indent settings  
Format frames and transform graphics  
Create custom colour swatches and save them to reload into other documents  
Prepare documents for digital and offset print  
Preflighting a document  
Create a final proof  
Create PDF files for output

### All students receive:

An Adobe Certified Instructor  
Comprehensive Training Manual  
Course Certificate  
Free luncheon voucher  
Unlimited Telephone Support  
Additional onsite support at a cost effective rate to suit specific

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