



THE UNIVERSITY OF
SYDNEY

Adobe InDesign Course: Level 1

*Centre for
Continuing Education*



Adobe InDesign Course: Level 1



This two-day Adobe InDesign training course will have you designing a variety of layouts for both print and digital publishing. You will be guided step-by-step through the basics of the software, in order to create your own print and digital material.

Intended audience

Suitable for anyone wanting to learn the basics of graphic production to create layouts for print media.



Course duration

2 sessions, 14 hours total



Time

9:30am – 4:30pm



Format

Face-to-face
or
Online in real-time



Dates

Browse available
[course dates](#)

Prerequisites

This introductory course assumes little or no knowledge of the software.



Upon completion

Every participant receives a University of Sydney certificate of completion.



Outcomes

By the end of this course, you should be able to:

- discuss how the application can be used and start working with it
- set up and create a new document
- work with and modify elements of a workspace
- use basic navigation
- understand the frame tools
- work with text
- work with layers
- understand colour and how to use it
- work with linked graphics and images
- work with pages
- ensure documents are ready to print
- package and export options
- use the Help menu and access online help resources.



Content

InDesign Interface

- Introduction
- Workflow at a Glance
- Start Workspace
- Workspaces
- Reset Workspaces
- Navigation - Zooming
- Screen Modes [W]
- Display Performance

New Document

- New Document
- Templates
- Document Settings
- Preference Settings
- Adjust Document Size
- Adjust Document Layout
- Layout Margins and Columns
- Custom Document Preset
- Different Page Sizes within a Single Document

InDesign Frame Types

- Text Frame (Type Tool)
- Rectangle Frame Tool (Placeholder)
- Rectangle Tool (Shape)

Typography

- Character Formatting
- Select Text
- Placing Text (Import Microsoft Word file)
- Find and Replace Fonts
- Properties Panel
- Paragraph Formatting
- Overset Text
- Hyphenate
- Paragraph Settings Overview
- Text Frame Options - Centre Text within a Frame
- Character and Paragraph Spacing
- Text Threading
- Automatic Text Threading
- Text on a Path
- QR Code
- Glyphs & Special Characters
- Number of Columns



Graphics & Images

- Placing Images & Graphics
- Fitting options
- Content Grabber
- Transform Images
- Align and Distribute
- The Gap Tool
- Paste Into
- Text Wrap
- Clipping Path
- Links
- Layers
- Group Layers

Shapes and Objects Shapes

- Pathfinder Tool
- Rounded Corners
- Stroke
- Stroke Type Example

Colour & Transparency

- Apply Fill and Stroke Colour
- Swatches Panel
- Custom Colours
- Colour Picker
- Tint Swatch
- Gradient Tool
- Gradient Feather
- Colour Theme Tool
- Transparency & Effects
- CC Libraries

Pages

- Pages Panel Overview
- Insert New Pages
- Parent Pages vs Document pages
- Create Parent Page Items
- Apply Parent to Pages
- Delete Pages
- Override a Parent Page Item
- Parent Item on Top
- Restore Parent Page Items
- Automatic Page Numbering
- Rearrange Pages

Save and Export

- Save InDesign Document
- Save a InDesign Template
- Preflight
- Package Files
- Export to a PDF for Printing
- Export JPG and PNG File Formats for the Web
- Keyboard Shortcuts Keyboard Shortcut list



“Highly practical, extremely easy to follow, very knowledgeable and great trainer. So many of these skills will be valuable in everyday work and make us more productive.”

Trevor Tye



“This course is amazing! The tutor is an extremely knowledgeable facilitator and I came away from this course confident in my abilities to use Adobe InDesign.”

Karina Cheah



Delivery Style

Face-to-face classes

These classes run in a classroom and you will need to bring your own device with Adobe InDesign installed.

Online classes

You will need your own device with Adobe InDesign installed. We also recommend using a computer with a larger screen, or two screens/devices. A small laptop screen provides limited space, and it can be difficult to manage following the facilitator's screen and using your own software.

Materials

Course materials are provided electronically, including a booklet and exercise files.

Before the course

You will need an Adobe Creative Cloud account to participate. If you don't have an existing account, you [can purchase an Adobe Creative Cloud account here](#). Please bring your account login details with you to class.

Recommended operating system: Windows or Mac

Recommended software: latest version of Adobe InDesign

Download the **BETA** version through your Creative Cloud to access the AI features.



Organisational training and development

This course can be delivered as a private session for groups, and tailored to meet the needs of your business. Contact us to discuss our range of organisational training solutions.

Learn more



THE UNIVERSITY OF
SYDNEY

We recognise and pay respect to the Elders and communities – past, present, and emerging – of the lands that the University of Sydney's campuses stand on. For thousands of years they have shared and exchanged knowledges across innumerable generations for the benefit of all.

Empower ambition,
inspire leadership

For more information

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