## Introduction to Adobe InDesign Training

### Mastering the InDesign Interface and Workspace

- Introduction to Adobe InDesign software
- Managing workspaces
- Using panels, tools, and menus
- Managing guides and display modes

### Creating an InDesign Document

- Setting up formats and margins
- Organizing pages
- Creating multi-column documents

# **Handling and Managing Frames**

- Vector frames
- Image frames
- Text frames
- Placement, alignment, and transformation of frames
- Editing frame containers and content
- Managing frame outlines

### Managing Paragraphs in InDesign

- Text formatting using the control bar
- Placing and managing text
- Hyphenation management
- Using paragraph styles
- Text on a path
- Linking and managing text frame options
- Spell checking

# Creating and Managing Tables in InDesign

- Creating tables
- Importing tables from Word and Excel
- Formatting cells, rows, and columns

## Working with Images

- Using Bridge and Mini Bridge
- Importing and managing images
- Using the Links panel
- Placement, clipping paths, and cropping
- Wrapping text around images

• Image coloring

## Managing Color in InDesign

- Creating and editing colors
- Using the Swatches panel
- Swatch libraries
- Creating gradients
- Managing CMYK (four-color) separations

## **Document Preflight and Verification**

- Preflighting the document
- Checking fonts and images
- Overprint preview and separation preview
- Packaging files
- Proofing and exporting
- Managing print preset settings
- Exporting to PDF for print
- Exporting to other formats (Web, SWF, etc.)

#### **Fundamentals Review**

- Setting up document and software preferences
- Advanced ICC profile management
- Optimizing workflow
- Working with template files

## **Advanced Layout Techniques**

- Creating and managing master pages
- Managing long documents
- Using sections and chapters
- Automatic frame linking
- Creating books
- Vertical alignment and layer management

#### **Advanced Text Functions**

- Text spanning multiple columns
- Using bullets and numbering
- Anchoring objects within text
- Managing tabs and spaces
- Using text variables and special characters

### **Advanced Text Style Management**

- The importance of text styles
- Automatic numbered lists
- Creating nested styles
- Introduction to GREP styles
- Importing styles from Word documents
- Book synchronization

• Creating tables of contents and footnotes

## Managing Images and Metadata

- Grid-based image import
- Creating and managing dynamic captions
- Using image metadata effectively

#### Advanced Color and Table Management

- Managing tints, transparency, and overprinting
- Overprint and trapping settings
- Advanced table layouts
- Import options and applying table and cell styles

### Structuring Documents and Managing Metadata

- Creating tables of contents
- Managing indexes
- Working with Indexmatic
- Creating bookmarks
- Managing interactive buttons

### Finalizing and Publishing Documents

- Designing book back covers
- Creating preflight profiles
- Quality control before printing
- Exporting for print (PDF)
- Exporting for web and other interactive formats (SWF)
- Printing and final proofing

#### Recommended Follow-Up Training

Training: InDesign with AI — From Text to Image | Doussou Formation

Nous contacter: Doussou Formation

Email: info@doussou-formation.com

http://doussou-formation.com

