

INDESIGN TRAINING: COMPLETE 4-DAY COURSE

Introduction to Adobe InDesign Training

- Overview of the software and its professional use cases
- Exploring the interface, tools, and work panels
- Customizing the workspace for an efficient workflow
- Setting document and software preferences

Creating and Structuring a Document

- Defining format, margins, and automatic pagination
- Creating multi-column layouts and organizing pages
- Using guides, grids, and display modes
- Mastering simple and advanced master pages

Working with Frames

- Creating and managing text, image, and vector frames
- Threading, aligning, resizing, and modifying frames
- Controlling content, containers, and outlines

Mastering Text and Typography

- Text formatting via the control panel
- Paragraph, character, and GREP styles
- Text on a path, anchored objects, and text variables
- Managing columns, tabs, hyphenation, and text wrap
- Spellcheck and advanced find/replace functions

Styling and Automation

- Using and nesting text and object styles
- Importing styles from Word and syncing across books
- Creating automated bullet and numbered lists
- Automatically generating tables of contents and footnotes

Creating and Managing Tables

- Creating tables directly or importing from Excel/Word
- Applying table and cell styles
- Visually integrating tables into your layout

Images and Media

- Importing and placing images (manually or with grid placement)

- Managing visuals with the Links panel
- Clipping, cropping, text wrapping, and dynamic captions
- Using embedded image metadata

Colors, Swatches, and Gradients

- Creating, editing, and organizing custom colors
- Using swatches and libraries (Pantone, CMYK, RGB)
- Applying transparency, overprint, and trapping settings

Structuring Long Documents

- Working with sections, chapters, and threaded frames
- Creating InDesign books and managing layers
- Generating bookmarks, indexes, and interactive buttons (Indexmatic)

Preparing Documents for Print and Web

- Preflight checks, font and image verification
- Previewing separations and packaging files
- Creating preflight and export profiles
- Exporting to PDF, SWF, or interactive web formats
- Print setup, proofing, and full cover design

Recommended Complementary Training

[InDesign with AI – From Text to Image](#)

: Learn how to integrate artificial intelligence into your creative workflow using Adobe Firefly.

For official resources and additional learning materials, visit the

[Adobe InDesign User Guide](#)

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