InDesign Introduction (2 days)

1. **Getting Started with InDesign**
   - Placing InDesign in the design workflow
   - Navigating the interface and customising workspaces
   - Opening and editing existing documents
   - Setting up new documents for print, web, and mobile

2. **Typography and Text Design**
   - Adding and formatting text
   - Importing text from Word and RTF files
   - Creating and managing reusable type styles
   - Editing efficiently with multilingual spell-check, Find/Change, and Story Editor
   - Managing overset text

3. **Images and Visual Elements**
   - Placing images and graphics from multiple formats
   - Scaling, fitting, cropping, and transforming images and graphics
   - Tracking image resolution and links
   - Wrapping text neatly around images and graphics
   - Generating original images from text prompts
   - Editing image content with Generative Fill
   - Reframing images with Generative Expand

4. **Colour and Design**
   - Creating and saving swatches
   - Understanding RGB vs CMYK for professional output
   - Extracting harmonious colour themes from images
   - Creating and applying gradients
   - Applying transparency to text and images
   - Enhancing designs with drop shadows and visual effects

5. **Layout Essentials**
   - Using rulers, guides, and smart guides for precision placement
   - Aligning and transforming objects
   - Organising with layers for easier document editing
   - Standardising layouts with Parent pages
   - Adding automated page numbering
   - Managing multiple pages with ease
   - Flowing text smoothly across columns and pages

6. **Creative Cloud Libraries**
   - Building reusable libraries of colours, graphics, and text styles
   - Sharing assets across InDesign, Illustrator, and Photoshop
   - Streamlining teamwork with Creative Cloud Libraries

7. **Exporting and Publishing**
   - Creating print-ready PDFs with preflight checks
   - Exporting JPGs, PNGs, and PDFs for web and social media
   - Publishing documents online for easy sharing and presentation
   - Collaborating with Share for Review

8. **Q&A**