



MFE-IT

Reference: MFE-IND

InDesign Training Course

Design professional multi-page layout documents

Duration: 3 days | Hours: 21 h

Remote • Sessions guaranteed from 1 registrant • 60% hands-on practice

DESCRIPTION

This InDesign training teaches you to design professional layout documents: brochures, magazines, leaflets and multi-page documents. Over three highly practical days, you get to grips with frames, master pages and styles, then progress to long-document layout, image management and preparing files for print. By the end, you are able to independently produce polished, consistent documents.

LEARNING OBJECTIVES

By the end of this training course, participants will be able to:

- Get to grips with the InDesign interface and its frame-based logic
- Structure a document with master pages
- Use paragraph and character styles
- Manage text, images and text threading
- Lay out a multi-page document
- Prepare and export a print-ready file

PREREQUISITES

- Be comfortable with the computing environment
- No prior knowledge of InDesign is required

TARGET AUDIENCE

- Communication officers, assistants, freelancers, beginner graphic designers and anyone who needs to produce layout documents.

DETAILED PROGRAMME

The training alternates between theoretical input and hands-on practice (approximately 60% of the time). The modules are built around practical exercises based on real-world use cases.

Module 1 — Getting started and frames

- Interface, documents and workspace
- Text frames and image frames
- Guides, columns and grids
- Navigation and organisation

Module 2 — Text and styles

- Entering, importing and threading text
- Paragraph and character styles
- Typography and hyphenation
- Lists, tabs and tables

Module 3 — Images and master pages

- Importing and managing images (links)
- Text wrap and anchoring

- Master pages and automatic pagination
- Numbering and sections

Module 4 — Multi-page layout and export

- Building a brochure or leaflet
- Consistency and object libraries
- Preflight checks
- PDF export for print and screen

COURSE HIGHLIGHTS

- Focused on practice with around 60% guided exercises
- Option to work on your own files or projects
- Small group of 1 to 3 participants for personalised support
- Led by an expert trainer
- Certificate of completion provided

TEACHING METHODS

Format and Delivery

The training is delivered remotely via an interactive virtual classroom. It can also be delivered on-site, with content customised to match the needs of your professional project. The theory/practice split is approximately 40%/60%.

MFE-IT Ultra-Personalised Format

Each session accommodates between 1 and 3 participants, ensuring highly individualised support. A preliminary interview allows us to tailor the content to each participant's profile. Inter-company sessions are guaranteed from just 1 registrant (no risk of postponement except in cases of force majeure).

Skills Assessment

Throughout the training, the trainer assesses participant progress through multiple-choice questions, role-playing exercises and hands-on work. At the end, a certificate of achievement is issued to each participant.

Post-Training Support

For one month following the training, each participant can contact MFE-IT trainers with questions about implementing acquired knowledge. A response is provided by email or telephone within 48 working hours.

Accessibility

MFE-IT is committed to welcoming people with disabilities. Contact: contact@mfe-it.com.

PRACTICAL INFORMATION

Trainer Resources

- Structured demonstrations aligned with the detailed programme
- Exercise briefs and solutions throughout the training
- A ready-to-use technical environment for practical workshops

- Trainer validation of acquired knowledge at the end of each workshop
- Digital reference documents

Certification and Validation

At the end of the training, a certificate is sent by email specifying the objectives, nature, duration and assessment results. A completion certificate can also be provided on request.

Benefits for Participants

- Train from your workplace or home, with no travel required
- Benefit from an expert trainer-consultant on the subject
- Enjoy an ultra-personalised format (1 to 3 participants)
- Continue training even in the event of unforeseen circumstances

Benefits for the Organisation

- Optimise the training budget by reducing travel and accommodation costs
- Offer quality training to all employees, regardless of location
- Reduce absence time linked to travel
- Support team upskilling in all contexts