



# Adobe InDesign CC Course

Duration: 5 Days

Language: English

Course Delivery: Classroom

## Course Overview

Adobe® InDesign® CC, a powerful design and production application that offers precision, control, and seamless integration with other Adobe professional graphics software. Using InDesign, you can produce professional quality, full-color documents on high-volume color printing presses, or print to a range of output devices, such as desktop printers and high-resolution imaging devices, or export to a range of formats, including PDF and EPUB. Writers, artists, designers, and publishers can communicate to a broader audience than ever before and through an unprecedented variety of media. InDesign supports this with its seamless integration with other Creative Cloud components.

## Course Outline

### 1 Introducing the Workspace

- Getting started
- Looking at the workspace
- Working with panels
- Customizing the workspace
- Navigating through a document
- Using context menus

### 2 Getting to Know InDesign

- Getting started
- Viewing guides
- Preflighting as you work
- Adding text
- Working with styles
- Working with graphics
- Working with objects
- Working with object styles
- Viewing the document in Presentation mode

### 3 Setting Up a Document and Working with Pages

- Getting started
- Creating and saving custom document settings
- Creating a new document
- Switching between open InDesign documents
- Working with master pages
- Applying master pages to document pages
- Adding new document pages
- Rearranging and deleting document pages
- Changing the size of pages
- Adding sections to change page numbering
- Overriding master page items on document pages and placing text and graphics
- Viewing the completed spread

### 4 Working with Objects



- Getting started
- Working with layers
- Creating and modifying text frames
- Creating and modifying graphics frames
- Adding metadata captions to graphics frames
- Placing and linking graphics frames
- Changing the shape of a frame
- Wrapping text around a graphic
- Modifying the shape of frames
- Transforming and aligning objects
- Selecting and modifying grouped objects
- Creating a QR code
- Finishing up

## **5 Flowing Text**

- Getting started
- Flowing text into an existing frame
- Flowing text manually
- Creating text frames while flowing text
- Flowing text automatically
- Creating threaded frames automatically
- Resizing text frames automatically
- Adding a jump line page number

## **6 Editing Text**

- Getting started
- Finding and changing a missing font
- Entering and importing text
- Finding and changing text and formatting
- Checking spelling
- Editing text by dragging and dropping
- Using the Story Editor
- Tracking changes

## **7 Working with Typography**

- Getting started
- Adjusting vertical spacing
- Changing fonts and type styles
- Fine-tuning columns
- Changing paragraph alignment
- Creating a drop cap
- Adjusting letter and word spacing
- Adjusting line breaks
- Setting tabs
- Adding a rule above a paragraph

## **8 Working with Color**

- Getting started
- Managing color
- Synchronizing color settings in Adobe Bridge
- Specifying color settings in InDesign
- Displaying images at full resolution
- Proofing colors onscreen



- Defining printing requirements
- Creating and applying colors
- Working with gradients
- Creating a tint
- Creating a spot color
- Applying colors to text and objects
- Using advanced gradient techniques

## 9 Working with Styles

- Getting started
- Creating and applying paragraph styles
- Creating and applying character styles
- Nesting character styles inside paragraph styles
- Creating and applying object styles
- Creating and applying table and cell styles
- Globally updating styles
- Loading styles from another document

## 10 Importing and Modifying Graphics

- Getting started
- Adding graphics from other programs
- Comparing vector and bitmap graphics
- Managing links to imported files
- Updating revised graphics
- Adjusting display quality
- Working with clipping paths
- Working with alpha channels
- Importing native Adobe graphics files
- Using a library to manage objects
- Using Adobe Bridge to import graphics

## 11 Creating Tables

- Getting started
- Converting text to a table
- Formatting a table
- Creating a header row
- Adding graphics to table cells
- Creating and applying table and cell styles

## 12 Working with Transparency

- Getting started
- Importing and colorizing a grayscale image
- Applying transparency settings
- Adding transparency effects to imported vector and bitmap graphics
- Importing and adjusting Illustrator files that use transparency
- Applying transparency settings to text
- Working with effects

## 13 Printing and Exporting

- Getting started
- Preflighting files
- Packaging files
- Creating an Adobe PDF proof



- Previewing separations
- Previewing how transparency effects will be flattened
- Previewing the page
- Printing a laser or inkjet proof
- Using the Ink Manager

#### **14 Creating Adobe PDF Files with Form Fields**

- Getting started
- Adding form fields
- Exporting an interactive Adobe PDF file

#### **15 Creating and Exporting an ebook**

- Getting started
- Completing the booklet
- Choosing the content of an ebook
- Adding metadata
- Exporting an EPUB file

#### **16 Working with Long Documents**

- Getting started
- Starting a book
- Creating a running footer
- Adding a footnote
- Adding a cross-reference
- Synchronizing a book
- Generating a table of contents
- Indexing a book