InDesign CC Level 1 for Windows

Course ID#: 0500-100-CC-W

21 Hrs

Course Content

Course Description:
Creative professionals seeking the fastest, easiest, most comprehensive way to learn InDesign CC choose the Adobe InDesign CC course. Your instructor will walk you through 16 project-based lessons that teach students the key techniques for working with InDesign CC.

Students learn what they need to know to create engaging page layouts using InDesign CC. This completely revised CC course covers the new tools for adding PDF form fields, linking content, and creating alternative layouts for digital publishing. This thorough, Adobe InDesign CC course is ideal for beginning users who want to master the key features of this program. Students who already have some experience with InDesign can improve their skills and learn InDesign's newest features. Students will learn the features of Adobe software quickly and easily.

Prerequisites:
A working knowledge of your computer and its operating system.

Topics:

Introducing the Workspace
- Looking at the workspace
- Working with panels
- Customizing the workspace
- Navigating through a document
- Using context menus
- Modifying Interface preferences

Getting to know InDesign:
- Preflighting as you work
- Viewing Guides
- Adding Text
- Working with Styles
- Working with Graphics
- Working with Objects
- Working with Object Styles
- Viewing the Document in Presentation Mode

Setting up a Document and Working with Pages:
- 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
- Placing Text and Graphics on Document Pages
- Overriding Master Page Items on Document Pages
- Viewing the Completed Spread

Working with Objects:
- 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 the 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

Flowing Text:
- 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

Editing Text:
- 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

Working with Typography:
- 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

Working with Color:
- Managing Color
- Defining Printing Requirements
- Creating and Applying Colors
- Working with Gradients
- Creating a Tint
- Creating a Spot Color
- Using Advanced Gradient Techniques

Working with Styles:
- Creating and Applying Paragraph Styles
- Creating and Applying Character Syles
- Nesting Character Styles Insid Paragraph Styles
- Creating and Applying Object Styles

- Creating and Applying Table and Cell Styles
- Globally Updating Styles
- Loading Styles from another Document

Importing and Modifying Graphics:
- 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

Creating Tables:
- Converting Text to a Table
- Changing Rows and Columns
- Formatting a Table
- Creating a Header Row
- Adding Graphics to Table Cells
- Creating and Applying Table and Cell Styles

Working with Transparency:
- 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

Printing and Exporting:
- 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 Inc Manager

Creating Adobe PDF Files with Form Fields:
- Adding Form Fields
- Exporting an Interactive Adobe PDF File

Creating and Exporting an eBook:
- Completing the Booklet
- Choosing the content of an ebook
- Adding Metadata
- Exporting an EPUB File

Creating an iPad Publication:
- Creating a New Digital Publication
- Adding Interactive Elements