



InDesign CC Course Outline

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Duration: 18 hours per level

Levels: ■■■ Essentials,
■■■ Intermediate, ■■■ Advanced

Related Courses:

Illustrator, Photoshop, Acrobat

Course Overview and Objectives

This course forms part of the Adobe authorized training series, developed and presented by Adobe Certified Instructors.

The coursework is designed so that you can learn at your own pace. New users will master the fundamentals and learn key publishing workflows.

This course covers many advanced features and best practices, for cross media design and publishing. Each activity provides step-by-step instructions for creating a specific outcome. Each lesson concludes with formative assessments that let you further explore the features covered, as well as a set of summative assessments.

Pre - requisites:

A working knowledge of your computer and operating system.

InDesign CC Course Outline

Levels: ■■■ Essentials ■■■ Intermediate ■■■ Advanced

Exploring at the workspace

- » Working with panels
- » Navigating through a document
- » Using context and panel menus
- » Customizing the workspace
- » Modifying interface preferences

Getting To Know InDesign

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

Setting Up A Document And Working With Pages

- » Creating a new document
- » Viewing the completed spread
- » Working with master pages
- » Adding new document pages
- » Creating and saving custom document settings
- » Creating a new document from a preset
- » Applying master pages to document pages
- » Rearranging and deleting document pages
- » Printing to the edge of the paper: using the bleed guides
- » Changing the size of pages within one InDesign document
- » Adding sections to change page numbering
- » Overriding master page items and placing text and graphics

Working With Objects

- » Working with layers
- » Creating and modifying text and graphic frames
- » Transforming the shape of frames
- » Transforming and aligning objects
- » Drawing lines and modifying arrowheads
- » Wrapping text around a graphic
- » Selecting and modifying grouped objects
- » Flowing type along a path
- » Adding metadata captions to graphics frames

Flowing Text

- » Flowing text into an existing frame
- » Flowing text manually
- » Applying paragraph styles to text
- » Adjusting columns
- » Creating text frames while flowing text



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Digital publications.

Create digital magazines, eBooks, and interactive online documents that draw people in with audio, video, slideshows, and animations.



Your team on the same page.

Design faster and smarter with tools built for collaboration. Simplify stakeholder reviews by sharing your designs to the web, or share files for feedback via PDF.



Make an impression in print.

Design everything from stationery, flyers, and posters to brochures, annual reports, magazines, and books with professional layout and typesetting tools

Flowing Text (cont)

- » Creating threaded frames automatically
- » Flowing text automatically
- » Adding a jump line page number

Editing Text

- » Entering and importing text
- » Checking spelling
- » Finding and changing text and formatting
- » Editing text by dragging and dropping
- » Tracking changes

Working With Typography

- » Working with columns
- » Changing paragraph alignment
- » Adjusting letter and word spacing
- » Working with fonts, type styles, and glyphs
- » Creating a drop cap
- » Adjusting line breaks
- » Setting tabs

Working With Colour

- » Applying colours
- » Creating colours
- » Working with tint swatches
- » Working with gradients
- » Managing colour
- » Defining printing requirements
- » Working with colour groups

Working With Styles

- » Creating and applying paragraph styles
- » Creating and applying character styles
- » Creating and applying object styles
- » Nesting character styles inside paragraph 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
- » Adjusting display quality
- » Managing links to imported files
- » Updating revised graphics
- » Importing and sizing graphics
- » Editing placed pictures
- » Working with dropped backgrounds
- » Importing native Adobe graphic files



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Share for Review

Now you can share your designs to the web in just a few clicks and manage feedback right within the Adobe InDesign.



Adobe Fonts auto-activation

Say goodbye to missing or corrupted fonts, multiple font versions and font types. InDesign now automatically finds and activates all available fonts from Adobe Fonts.



Variable fonts

Design with variable fonts — customizable typefaces that compact multiple fonts into a single file. Create different design variations using just one font

Importing and Modifying Graphics (cont)

- »» Filling type with a graphic
- »» Using an InDesign library to manage objects
- »» Exploring on your own

Creating Tables

- » Working with tables
- » Converting text to a table
- » Changing rows and columns
- » Formatting a table
- »» Adding graphics to table cells
- »» Creating a header row
- »» Creating and applying table and cell styles

Working with Transparency

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

Printing and Exporting

- » Previewing transparency effects
- » Previewing the pages
- » Managing colours
- » Creating an Adobe PDF proof
- »» Creating a press-ready PDF and saving a PDF preset
- »» Printing a proof and saving a print preset
- »» Packaging files
- »» Exporting graphics for the web and other digital destinations

Creating Adobe PDF Files With Form Fields

- »» Setting up a workspace for forms
- »» Adding form fields
- »» Adding a button to submit the form
- »» Setting the tab order of the fields
- »» Exporting an interactive Adobe PDF file
- »» Testing your form in Acrobat

Creating a Fixed Layout EPUB

- »» Creating a new document for fixed-layout export
- »» Buttons
- »» Exporting an EPUB file
- »» EPUB: Reflowable versus fixed-layout
- »» Adding animation
- »» Adding multimedia and interactive elements
- »» InDesign Publish Online