



InDesign CC Course Outline: Beginners & Intermediate

Duration: 3 Days

Related Courses:

Adobe® Photoshop, Adobe® Illustrator, Adobe® Acrobat

Course Overview and Objectives

Adobe InDesign CC is a robust and easy-to-use design and layout program. You will learn how to create documents of many types, from single-page advertisements to complex multi-page colour publications. You will create text frames and also use master pages and guides to design a document's layout. Learn how to wrap text around graphics, apply transparency effects to graphics, and create sophisticated tables. Finally, prepare documents for hand-off to commercial printers and create Acrobat PDF files.

Prerequisites:

An understanding of computers and operating systems

Getting to know the Workspace

- InDesign interface
- Preferences & shortcuts
- Basic concepts & techniques
- Document navigation
- Smart cursors
- Tool hints panel

Basic Documents

- Creating new documents
- Document setup
- Bleed & slug setup
- Document presets
- Multiple page sizes & custom page sizes
- Adding pages
- Basic page numbering
- Targeting pages
- Spread view rotation
- Margins, columns, grids, guides & smart guides
- Column setup & rules
- Smart dimensions & smart spacing
- Detect damage done & recover
- Locate colours in documents

Saving and Exporting

- Browsing bridge & mini Bridge
- Difference between document & template
- Saving files (copy, revert, version)

- Export file formats (PDF, graphic formats)
- Publish online

Page Elements

- Create and use graphic, text placeholders & containers
- Item duplication
- Alignment
- Arrangement & selections
- Find & change
- Applying fills, strokes to frames & type
- Custom strokes
- Quick apply
- Object styles

Colours, Swatches and Gradients

- Colours, swatches, tints & gradients
- Select colours using the colour picker
- Load & save swatches using the swatches panel
- Exchanging swatches between applications

Shapes and Frames

- Drawing shapes & frames
- Applying fills & strokes settings
- Pathfinder & compound paths
- Path manipulation
- Modifying & resizing objects
- Corner options
- Converting shapes
- Duplicating objects into a grid

Bézier Shapes

- Bézier paths (pen tools)
- Editing paths
- Compound paths
- Clipping paths

Working with graphics

- Placing & manipulating graphics
- Integration with Adobe Photoshop, Illustrator, PDF & Animate
- Placing multiple files
- Adobe Stock
- Links panel
- Fast frame fitting
- Content grabber
- Live distribute
- Cap tool

- Grid place enhancements
- Live captions from metadata

Master Pages and Templates

- Difference between masters & templates
- Creating & applying masters
- Basing master pages on existing master pages
- Applying master pages to multiple document pages
- Overriding master page items

Organising your work with Layers

- Creating layers
- Viewing & locking layers
- Stacking & rearranging layers
- Selecting, copying, merging & flattening layers

Using Effects

- Applying Transparency Effects & Blending Modes
- Applying Effects eg. Drop Shadows and Feathering
- Editing Effects

Working with type

- Creating text & text frames
- Importing text (word, excel, PDF, other)
- Threading text & splitting text
- Changing text threads
- Word count facility
- Spelling
- Auto correct
- Manage text

Typography

- Open type fonts
- Glyphs panel
- Special characters, inserting white spaces & breaks
- Text wrap
- Type on path
- Auto page numbering
- Bullets & numbering
- Span or split columns
- Balanced columns
- Vertical justification
- Adobe Fonts
- Intelligent subject detection

Formatting Type

- Character formatting (tracking, kerning, sizing, leading, case position, skew, scale & underline)
- Paragraph formatting (alignment, indenting, drop cap & paragraph spacing)
- Story editor vs. Story panel

- Tabs & Indents
- Composition, hyphenation & justification
- Inline graphics
- Creating character & paragraph styles
- Local overrides in styles
- Importing & redefining styles
- Font activation

Using Tables

- Creating tables
- Formatting tables
- Importing tables from Excel
- Creating & applying named ranges
- Table Fills & Strokes

Creating Acrobat PDF Files

- PDF files for online consumption
- PDF presets
- PDF files for print

PDF Comments

- Importing PDF comments
- PDF comments panel overview
- Filter comments

Output and the Print Dialogue Box

- Exploring the print setup options
- Output preview
- Print presets
- Colour separation print settings

Adobe Mobile Apps

- Adobe Comp CC
- Adobe Capture CC

Tweaking Preferences

Adobe Stock

Creative Cloud design productivity tips

Creative Cloud design resources

HSB support