



Adobe InDesign CC Course Overview

Adobe InDesign CC

Course Duration:

14 Hours / 2 Days

1 What's new in CC/CS6

- Alternate Layouts
- Liquid Layouts
- Linked Content
- Digital Publishing
- Interactivity

2 Inside the InDesign Interface

- Understanding Global and Local Control
- Exploring the Document Window
- Working with Panels and Docks
- Working with Windows
- Working with Views

3 Creating, Opening, and Saving Documents

- Setting Up a New Publication
- Creating new documents
- Opening Documents and Templates
- Saving Documents and Templates
- Export formats for whole documents

4 Working with Pages

- Working with Multipage Documents
- Adding pages
- Changing pages' sizes
- Deleting pages
- Copying and moving pages
- Working across documents

- Starting documents on a left page
- Controlling page shuffling
- Creating gatefold spreads
- Working with page numbers
- Dividing a document into sections

5 Working with Layers

- Creating layers
- Working with individual objects on layers
- Manipulating entire layers

6 Creating Layout Standards

- Creating and Applying Master Pages
- The Pages panel
- Creating a new master page
- Importing a master page
- Laying out a master page
- Applying a master page to document pages
- Modifying master items on document pages

7 Using Templates

- Creating templates
- Modifying templates
- Creating documents from templates

8 Working with Styles

- Creating styles
- Modifying styles
- Applying styles
- Managing styles
- Using style groups
- Understanding predefined styles
- Unapplying a style

9 Using Ruler Guides and Grids

- Ruler guides
- Creating a set of guides

automatically

- Working with column guides
- Working with the baseline grid
- Working with the document grid
- Snapping to guides

10 Defining Colors, Tints, and Gradients

- Defining Color Terms
- Identifying methods of color printing
- Mixing spot and process colors
- Converting spot color to process color
- Working with Color Models
- Creating colors the ideal way: The Swatches panel
- Using Kuler to add to your color swatches
- Creating tints
- Mixing color swatches to create more colors
- Working with Gradients
- Creating unnamed gradients
- Adjusting gradient angle and location
- Applying Colors, Tints, and Gradients

11 Object Fundamentals

- Adding Frames, Shapes, and Lines
- Creating a Text Frame
- Creating a Graphics Frame
- Converting Frames for Specific Content
- Drawing Straight Lines

12 Manipulating Objects

- Selecting Objects
- Selecting objects
- Selecting overlapping objects

- Selecting multiple objects
- Deselecting objects
- Moving Objects
- Creating Copies of Object
- Deleting Objects
- Preventing Objects from Printing
- Hiding Objects
- Aligning and Distributing Objects
- Working with the Align panel
- Working with live distribution
- Working with smart guides
- Working with smart spacing and measurements
- Using the Gap Tool

13 Transforming Objects

- Resizing and Scaling Objects
- Scaling methods
- Performing Other Transformations
- Rotating objects
- Flipping objects
- Using the Free Transform tool

- Repeating Transformations
- Replacing Object Attributes

14 Applying Effects to Objects

- Working with Strokes
- Creating stroke styles
- Applying Corner Options
- Applying Lighting Effects
- Using the Effects panel and related controls
- Applying transparency
- Applying drop shadows and inner shadows
- Applying feathering
- Applying outer and inner glows



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- Applying beveling and embossing
 - Applying satin effects
- 15 Orchestrating Objects**
- Stacking Objects
 - Combining Objects into a Group
 - Using groups within groups
 - Selecting objects within groups
 - Ungrouping
 - Locking Objects
 - Creating Inline Frames
 - Wrapping Text around Objects
 - Using the Text Wrap panel
 - Setting text-wrap
 - Changing the shape of a text wrap
- 16 Defining and Applying Object Styles**
- Creating object styles
 - Applying object styles
 - Managing Links
 - Menu options for managing links
 - Menu options for managing link information
 - Panel Options dialog box
- 17 Graphics Fundamentals**
- Importing Graphics
 - Repairing Graphics Files
 - Graphics embedded in text files
 - Issues with vector files
 - Issues with bitmap formats
 - Web-oriented bitmap formats
 - Using import options
 - Import options for vector file formats
 - Using other ways to import graphics
- 18 Fitting Graphics and Frames Together**
- Fitting Graphics within Their Frames
 - Resizing a graphic's frame
 - Moving a graphic in its frame
 - Using an irregular frame
 - Figuring Out the Fitting Commands
 - Working with Clipping Paths
 - Creating a clipping path in InDesign
- 19 Drawing Free-form Shapes and Curved Paths**
- Drawing Lines with the Pen Tool
 - Drawing Free-Form Shapes
 - Joining Paths
 - Working with Compound Paths
 - Examples of compound paths in use
- 20 Text Fundamentals**
- Using the Type tool
 - Pasting text
 - Dragging and dropping text
 - Importing text with the Place dialog box
 - Import options for Microsoft Word and RTF files
 - Import options for text-only files
 - Import options for Microsoft Excel files
 - Import options for Tagged Text files
 - Flowing Text through a Document
 - Working with Text Frames
 - Creating text frames on master pages
- 21 Specifying Character and Paragraph Attributes**
- Drawing additional text frames
 - Threading Text Frames
 - Threading frames and adding pages automatically
 - Breaking and rerouting threads
 - Adjusting Columns
 - Managing Other Text Frame Behaviors
 - Using the Story Editor
 - Correcting Spelling Mistakes
 - Searching and replacing text
 - Searching and replacing formatting
 - Changing fonts globally
 - Working with Notes
- 22 Setting Up Tabs and Tables**
- Setting character attributes
 - Setting paragraph attributes
 - Adding Automatic Bullets and Numbered Lists
 - End-of-Story Markers
 - Making text follow a path
 - Using the Glyphs panel
 - Using the Tabs Panel
 - Tab ruler
 - Creating a table
 - Working with cells
 - Using table and cell styles
 - Converting Tabs to Tables
 - Working with Footnotes
 - Creating Tables of Contents
- 23 Document Package and Output**
- Final preflighting before you package
 - Putting the package together
 - Setting Up Booklets
 - Printing Documents
 - The Setup pane
 - The Marks and Bleed pane
 - The Output pane
 - The Graphics pane
 - The Color Management pane
 - The Advanced pane
 - The Summary pane
 - Exporting to Interactive PDFs and E-Books
 - Exporting e-books