Adobe InDesign CC Course Outline: Beginners

Duration: 16 Hours.

Prerequisites:

Getting to know the Workspace

- ■ Indesign interface
- ■ Preferences & shortcuts
- ■ Basic concepts and techniques
- ■ Document navigation
- ■ Smart cursors
- ■ Tool hints panel

Basic Documents

- ■ Create new document
- ■ Document setup
- ■ Bleed and slug setup
- ■ Document presets
- ■ Multiple page sizes and custom page sizes
- ■ Adding pages
- ■ Basic page numbering
- ■ Targeting pages
- ■ Spread view rotation
- ■ Margins, columns, grids, guides and smart guides
- ■ Column setup and rules
- ■ Smart dimensions and smart spacing

Saving & Exporting

- ■ Browsing bridge and mini Bridge
- ■ Difference between document & template
- ■ Saving file (copy, revert, version)
- ■ Export file formats (PDF, graphic formats)
- ■ Publish online

Page Elements

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

Colors, Swatches, and Gradients

- ■ Colors, swatches, tints and gradients
- ■ Select colors using the color picker
- ■ Load and save swatches using the swatches panel
- ■ Exchanging swatches between applications

Shapes & Frames

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

Bezier Shapes

- ■ Bezier paths {pen tools}
- ■ Editing paths
- ■ Compound paths
- ■ Clipping paths

Working with graphics

- ■ Placing and manipulating graphics
- ■ Integration with Adobe Photoshop, Illustrator, PDF and Animate
- ■ Placing multiple files
- ■ Adobe Stock
- ■ Links panel

- ■ Fast frame fitting
- ■ Content grabber
- ■ Live distribute
- ■ Gap tool
- ■ Grid place enhancements
- ■ Live captions from metadata

Master Pages & Templates

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

Organizing your work with Layers

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

Using Effects

- ■ Applying Transparency Effects and Blending Modes
- ■ Applying Effects e.g. 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

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, and justification
- ■ Inline graphics
- ■ Creating character & paragraph styles
- ■ Local overrides in styles
- ■ Importing and redefining styles

Using Tables

- ■ Creating tables
- ■ Formatting tables
- ■ Importing tables from Excel
- ■ Creating and 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
- ■ Color separation print settings

Adobe Mobile Apps

- ■ Adobe Comp CC
- ■ Adobe Capture CC