



Indesign CC Course Outline





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Duration: 3 Days

Related Courses:

Illustrator, Photoshop, Acrobat
Adapt InDesign page layouts for different page sizes, devices, and orientations more efficiently—without sacrificing pixel-perfect control over design and typography. Integrate with Adobe Digital Publishing Suite* to publish to tablets easily.

Pre Requisites:
Basic computer skills.

InDesign CC Basic to Intermediate Course Outline

Introduction to

- InDesign tools
- The InDesign workspace
- The document window
- Using guides
- Viewing modes
- Working with panels
- The Tools panel
- Managing panels
- Working with the Control panel
- Saving your workspace
- Navigating through an InDesign document
- Using the Pages panel
- Changing the magnification of your document
- Working with type
- Entering and formatting type
- Placing and formatting type
- Flowing type
- Using styles
- Applying paragraph styles
- Applying character styles
- Applying object styles
- Working with graphics
- Placing graphics
- Positioning graphics within a frame
- Applying text wrap
- Understanding layers
- Applying effects

Building Documents with Master Pages

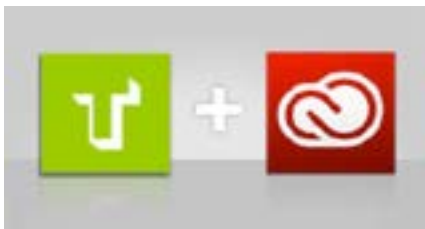
- Creating custom page sizes
- Creating a new custom-sized document
- Creating and formatting master pages
- Adding automatic page numbering
- Basing master pages on other master pages
- Overriding master page items
- Adding layout pages
- Adding images and text to the master frames
- Applying master pages to multiple pages

Working with Text and Type

- Adding text to your document
- Creating a text frame
- Changing character attributes
- Changing font and type styles
- Adjusting size
- Adjusting line spacing
- Adjusting character spacing:



Improved HTML Publishing
- Be more creative with enhanced HTML5 support using the updated Toolkit for CreateJS, which includes new functionality for buttons, hit areas, and motion curves.

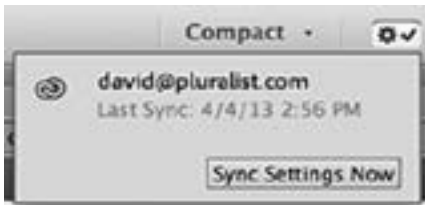


New Sync Fonts - part of Creative Cloud — will change the way you work with type. Quickly find the perfect font from the growing library of Adobe® Typekit® fonts, sync it to your system, and have it immediately available for use.

- kerning and tracking
- Using a baseline shift
- Changing paragraph attributes
- Horizontally aligning text
- Changing the spacing before and after paragraphs
- Using tabs
- Adding rules above or below paragraphs
- Changing text color
- Creating drop caps
- Checking and correcting spelling
- Finding and changing text and text attributes
- Adding words to the dictionary
- Checking spelling as you type
- Automatically correcting spelling
- Editing text using the Story Editor
- Drag-and-drop text editing
- Special characters and glyphs
- Using the Glyphs panel and glyph sets
- Text frame options
- Adjusting text inset
- Vertically aligning text
- Importing text
- Flowing text manually
- Threading text between frames
- Using semi-autoflow to link several text frames
- Changing the number of columns in a text frame
- Baseline grid
- Viewing and changing the baseline grid
- Adding story jumps
- Using styles to format text
- Creating a headline and applying a style
- Redefining styles
- Type on a path
- Importing text from Microsoft Word
- Missing fonts
- Finding and fixing missing fonts

Working with Styles

- Style types
- Paragraph styles
- Applying a paragraph style
- Character styles
- Defining a character style
- Applying a character style
- Using nested styles
- Globally updating styles
- Loading styles from another document
- Quick Apply
- Organizing styles into groups
- Object styles



New Sync Settings - Work the way you like on any of your computers — Mac or PC. Synchronize your workspace settings to Creative Cloud — including Illustrator preferences, presets, brushes, and libraries — so they go where you go.

- Defining an object style
- Applying an object style
- Changing an object style

Working with Graphics

- Understanding how InDesign handles graphics
- Locating missing images
- Working with the Links panel
- Customizing the Links panel
- Adding graphics to your layout
- Fitting an image within an existing frame
- Auto Fitting
- Using Adobe Bridge to import graphics
- Placing multiple graphics using Mini Bridge
- Using object styles for images
- Wrapping text around images
- Wrapping text around the bounding box
- Using graphics with clipping paths and alpha channels
- Removing an image background using InDesign
- Using anchored objects
- Advanced importing
- Importing layered Photoshop files
- Importing InDesign layouts as graphics



New Simplified Interface - Focus clearly on your content with a streamlined user interface. Dialog boxes and panels are more intuitive and easier to navigate. Choose between a light or dark user interface.

Working with Tables

- Creating a table
- Creating new tables
- Copying and pasting table information
- Converting text to a table and a table to text
- Importing a table
- Editing tables and table options
- Changing row height
- Editing the border
- Formatting rows and columns
- Using fills
- Formatting cells and text
- Resetting the cell styles within a table
- Text alignment and inset within a cell
- Formatting text within a cell and saving paragraph styles
- Formatting text in tables by column
- Working with tables in Story Editor
- Merging cells
- Defining a header cell
- Setting column and row dimensions
- Setting a fixed row height
- Setting column width
- Using graphics in tables
- Placing graphics in cells
- Cell styles and table styles
- Cell styles
- Applying cell styles



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Pre Requisites:
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- Creating table styles
- Applying table styles

Using Color in Your Documents

- Applying colors to frames and text
- Applying color to text
- Applying color to frames
- Applying Live Corner Effects
- Creating and saving a new swatch
- Applying strokes to text
- Creating a tint reduction
- Making a dashed stroke
- Creating and saving gradients
- Linear gradients
- Saving a gradient
- Adjusting fill opacity
- Radial gradient
- Adjusting the direction of a radial gradient
- One-click edits
- Using the Eyedropper tool to copy frame attributes

Applying colors to multiple objects

- Updating and editing colors
- Using and saving spot colors
- Colorizing a grayscale image

Using Effects

- Creative effects
- Applying opacity to objects
- Apply effects to stroke or fill only
- Drop shadow
- Adjusting effects for objects
- Bevel and Emboss
- Object styles with effects
- Using Find/Change to apply object styles
- Basic Feather
- The Gradient Feather tool
- Converting text to a path
- Applying blending modes to objects
- Working with imported files that use transparency
- Applying an alpha channel selection
- Applying a path selection

Whats New

- Mini Bridge
- Draw multiple frames in a grid
- Live Corner Effects
- Multiple Page Sizes
- The Gap tool
- Content Grabber
- Improved Transformations
- Spanning and Splitting paragraphs
- Interactive Elements
- NEW Faster performance
- NEW Modern UI
- NEW HiDPI and Retina display support
- NEW Sync Fonts
- NEW Instant font preview
- NEW Font favorites
- NEW QR Code Creator

* Please note that we offer free electronic support to clients on content covered on our courses.