



InDesign CC: Essentials

Adobe InDesign CC is a professional page layout application that gives you pixel-perfect control over design and typography. In this course, you will be trained to create elegant and engaging pages with features including Live Preflight, comprehensive styles, and sophisticated text-handling capabilities. New tools make adapting layouts for myriad printed page and screen sizes more efficient. This course is suitable for anyone who wishes to learn the magic behind commercial multi-page printed documents.

Target Audience: New & Basic Users **Prerequisite:** None

Duration 2 Days

Hours 9am to 6pm

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Introducing The Workspace

- Looking at the new InDesign CC workspace
- Understanding the Application bar and Control panels
- Working with panels
- Customizing the workspace
- Navigating through a document
- Changing the magnification of a document
- Understanding the new Sync setting

Illustrations

- Drawing lines & shapes
- Drawing multiple objects as a grid
- Using smart guides
- Creating different corner appearances
- Transforming shapes
- Distributing objects using Live distribute

Colors

- Creating & applying colors with the Color & Swatches panels
- Working with gradients
- Applying colors to text & objects
- Managing swatches with the new color groups

Page Layout

- Document window overview
- Creating a new document with the new Preview option
- Selecting pages & spreads from the pages panel
- Switching between opened InDesign documents
- Working with master pages
- Applying master pages to document pages
- Overriding master page items on document pages
- Creating paginations
- Setting up text and image placeholders in master pages
- Adding, deleting and moving document pages
- Adding sections to change page numbering
- Placing text and graphic frames on document pages
- Creating a document with different page sizes
- Using columns, margins, bleed, slug and guides
- Rotating the page/spread view

Transparency And Effects

- Applying transparency settings & blending modes
- Working with effects

Graphics Handling

- Working with layers
- Creating & modifying text & graphic frames
- Adding metadata captions to graphic frames
- Placing & linking graphics frames
- Using the Content Collector & Placer tools
- Wrapping text around a graphic
- Aligning objects
- Spacing images with the Gap tool
- Selecting & modifying grouped objects

Table Layout

- Creating tables
- Selecting elements of a table
- Managing rows, columns & tables
- Moving columns & rows using the new drag & drop approach
- Formatting a table
- Working with header & footer rows
- Creating & using table & cell styles



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Text Handling

- Text selection
- Viewing non-printing characters
- Working with text frames
- Threading text frames manually & automatically
- Resizing text frames automatically
- Finding and changing a missing font
- Learning about the new font search and filter
- Using the new instant font preview feature
- Adding fonts to the new Font Favorites feature
- Entering and importing text
- Using the enhanced Search to change and format text
- Checking spelling
- Adding glyphs
- Adjusting vertical spacing
- Accessing typographic controls in InDesign
- Changing fonts and type styles
- Fine-tuning columns
- Changing paragraph alignment
- Creating a drop cap
- Applying hanging punctuation
- Adjusting letter and word spacing
- Setting tabs and indentations
- Performing word or character count
- Using bullets and numbering
- Creating and applying paragraph & character styles

Final Output

- About digital printing
- Preventing missing fonts with document installed fonts
- Detecting printing problems with Live Preflight
- Defining preflight profiles
- Using the improved Packaging command to prepare files for commercial printing
- Creating an Adobe PDF file with the proper method
- Previewing how transparency effects will be flattened