



# 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 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 wish to learn the magic behind commercial multi-page printed documents.

**Target Audience:** New & Basic Users **Prerequisite:** Basic I.T. skill

**Duration** 2 Days

**Hours** 9am to 6pm

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## Introducing The Workspace

- Looking at the InDesign CC workspace
- Understanding the Control panel
- Working with panels
- Customizing the workspace
- Navigating through a document
- Changing the magnification of a document
- Knowing the difference between facing and non-facing pages
- Selecting pages and spreads

## Illustrations

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

## Page Setup

- Introduction to Pica & Point units
- Document window overview
- Creating a new document with the Preview option
- Using columns, margins, bleed, slug and guides
- Selecting pages & spreads from the pages panel
- Creating & working with master pages
- Creating guides for aligning objects
- Applying master pages to document pages
- Overriding master page items on document pages
- Creating paginations
- Adding, deleting and moving document pages

## Transparency And Effects

- Applying transparency settings
- Understanding blending modes
- Creating special graphic effects
- Editing and removing effects

## Graphics Handling

- Working with layers
- Creating & modifying graphic frames
- Placing graphics with individual frames & as grids of frames
- Resizing & moving images within frames
- Wrapping text around a graphic
- Aligning objects with the Align panel
- Selecting & modifying grouped objects

## Table Layout

- Creating tables
- Selecting elements of a table
- Importing data from Excel files
- Managing rows, columns & tables
- Merging & resizing cells
- Formatting a table
- Working with header & footer rows



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### Text Handling

- Entering and importing text
- Using the different text selection techniques
- Changing font families & styles
- Learning about font search
- Changing paragraph alignment
- Adjusting paragraph vertical spacing
- Applying hanging punctuation
- Creating a drop cap
- Adding end of article marker using glyphs
- Adjusting letter and word spacing
- Accessing typographic controls in InDesign
- Performing word or character count
- Creating bullet & number lists
- Customising bullet & number lists
- Finding and changing a missing font
- Using the enhanced Search to change and format text
- Checking spelling
- Activating the Dynamic Spelling feature
- Creating, applying and changing paragraph and character styles

### Managing Text Frames

- Viewing non-printing characters
- Working with text frames
- Creating placeholder text
- Reflowing text using threaded text frames
- Viewing text thread
- Resizing text frames
- Creating multiple columns with text frames
- Eliminating typography orphans & widows
- Adjusting text position and vertical alignment within text frames

### Colors

- Understanding process & spot colors
- Creating, applying and editing colors with the Color and Swatches panels
- Working with linear & radial gradients
- Applying colors to text & objects

### Final Output

- Preventing missing fonts in InDesign files with document installed fonts
- Using the Packaging command to prepare InDesign files for handling over and/or commercial printing
- Creating an Adobe PDF file with different file sizes and quality