



Adobe InDesign CC

Level 1



Topics Covered:

Starting With InDesign

- Understanding InDesign
- Starting Adobe InDesign in Windows 8
- The Welcome Experience
- The InDesign Workspace
- Understanding Workspaces
- Opening an Existing Document
- Closing a Document
- Exiting InDesign

Setting Up a Document

- Understanding Document Presets
- Adjusting the Units of Measure
- Creating a Document Preset
- Creating a New Document
- Using New Document Preview
- Saving a New Document

Working With a Workspace

- The Tools Panel
- Using Selection Tools
- Displaying and Hiding Rulers
- Working With Workspaces
- Creating a Custom Workspace
- Understanding Panels
- Displaying and Hiding Panels
- Floating and Docking Panels
- Working With the Status Bar

Navigating InDesign

- Understanding Screen Views
- Changing Screen Views
- Using the Hand and Zoom Tools
- Using Shortcut Menus
- Using Keyboard Shortcuts
- Working With Tabbed Documents
- Arranging Multiple Documents

Working With Pages

- Inserting Pages
- Navigating Pages
- Understanding Master Pages
- Creating Master Pages
- Creating Ruler Guides
- Locking Guides
- Viewing and Hiding the Grid
- Adjusting Column Guides
- Setting Document Bleed and Slug
- Inserting Auto Page Numbering
- Applying a Master Page
- Deleting Pages

Working With Text

- Understanding Text
- Applying a Type Style
- Changing Font Size and Leading
- Changing the Vertical Text Alignment
- Threading Text Frames
- Importing Text From Microsoft Word

- Adjusting Kerning
- Adjusting Tracking
- Editing Text in Place
- Editing Text With the Story Editor

Paragraph Formatting

- Understanding the Paragraph Panel
- Applying Space Before and After Paragraphs
- Applying an Indent
- Applying a First Line Indent
- Understanding Tabs
- Setting Drop Caps
- Creating a Bulleted List

Working With Styles

- Understanding Styles
- Understanding Styles Panels
- Creating Character Styles
- Applying Character Styles
- Creating Paragraph Styles
- Creating a Style From Existing Formatting
- Applying Paragraph Styles
- Editing Styles

Frames and Shapes

- Understanding Frames
- Creating Frames and Shapes
- Transforming Shapes
- Duplicating Objects
- Arranging Objects
- Grouping Objects
- Placing Graphics

Working With Colour

- Understanding Colour
- Stroke and Fill
- Understanding the Colour Panel
- Applying a Fill Colour
- Applying a Stroke Colour
- Selecting Colours Using the Eyedropper
- Selecting Colours Using the Swatches Panel
- Adding Colours to the Swatches Panel
- Creating a Gradient

Formatting Objects

- Applying Effects
- Applying Corner Effects
- Applying Transparency
- Applying a Gradient to an Object
- The Find/Change Dialog Box

Exporting

- Exporting to PDF
- Packaging a Document