www.logicalimagination.com
800.657.1494

InDesign CC Introduction

Course #: AID-100 **Duration:** 2 days

Prerequisites

None.

Details

Adobe InDesign allows you to create well-designed, professional documents and publications. This course covers the "Print & Digital Media Publication Using Adobe InDesign CC" objectives to help students prepare for the Adobe Certified Associate (ACA) exam. This course is also designed to cover the Adobe Certified Expert (ACE) exam objectives.

In this course, you learn to create professional documents and print layouts, to place text and graphics, use objects, work with master pages, use layers, create tables, create custom colors, print documents and export documents to PDF.

Software Needed

Adobe InDesign CC

Outline

InDesign CC Introduction

- **Getting Started with InDesign**
  - What is Adobe InDesign?
  - Starting InDesign
  - The Start Workspace
  - The InDesign Workspace
  - Understanding Workspaces
  - Opening Files
  - Closing Files
  - Examining the Document Window
  - Navigating a Document
  - Zooming
  - Using Power Zoom
  - Exiting InDesign
- **Creating Basic Documents**
  - Creating a New Document
  - Preset Options
  - Measuring in InDesign
  - Saving Files
  - Understanding Guides
  - Adding Text Frames

- Using Placeholder Text
- Placing Text
- Manipulating Text Frames
- Text Frame Options
- Working with Columns
- Threading Text
- Displaying Hidden Characters
- Inserting Special Characters
- Inserting Glyphs

- **Working with Graphics**
  - Working with Graphics
  - Creating Graphic Frames
  - Placing Images in Graphic Frames
  - Understanding Frame Fitting Options
  - Using the Content Grabber
  - Wrapping Text

- **Formatting Text**
  - Formatting Characters
  - Formatting Paragraphs
  - Control Panel Menu
  - Creating Bulleted or Numbered Lists
  - Paragraph Rules (Lines)
  - Justification
  - Drop Capitals
  - Hyphenation
  - Keep Options
  - Using the Eye Dropper Tool

- **Working with Objects**
  - Drawing Multiple Objects as a Grid
  - Drawing Tools
  - Rounding Corners
  - Transforming Objects
  - Moving Objects
  - Scaling Objects
  - Rotating Objects
  - Using the Transform Panel
  - Using Color
  - Using Step and Repeat
  - Aligning Objects
  - Distributing Objects
  - Using the Gap Tool
  - Grouping and Ungrouping Objects

- **Tabs and Tables**
  - Presenting Columnar Data
  - Creating Tabs
  - Editing Tabs
  - Creating Tables
  - Importing Tables
  - Formatting Tables

- **Styles**
  - Text Styles
  - Character Styles
  - Creating Character Styles
  - Editing Character Styles
  - Paragraph Styles
  - Creating Paragraph Styles
  - Editing Paragraph Styles
  - Object Styles
  - Creating Object Styles
  - Editing Object Styles
  - Copying Styles from Document to Document

- **Building Multi-Page Documents**
  - Working with Multi-Page Documents
  - Inserting Pages
  - Page Sizes
  - Deleting Pages
  - Rearranging Pages
  - Rotating a Spread
- **Using Master Pages**
  - Using Master Pages
  - Applying Master Pages
  - Deleting Master Pages
  - Hiding Master Page Items
  - Overriding Master Page Items
  - Editing an Existing Master Page
  - Creating a New Master Page
  - Renaming Master Pages
  - Inserting Page Numbers
- **Working with Layers**
  - Working with Layers
  - Creating and Renaming a Layer
  - Layer Options
  - Duplicating a Layer
  - Deleting Layers
  - Showing and Hiding Layers
  - Locking Layers and Objects
  - Moving Objects between Layers
  - Importing Images with Layers
- **Finalizing a Document**
  - Finding Fonts
  - Checking Spelling
  - Using Find and Change
  - Using Preflight
  - Printing Files
  - Exporting Files
  - Packaging Files