

Adobe InDesign CC Introduction

Length: 1 Day

Summary: Adobe InDesign CC software works seamlessly with Adobe Photoshop and Adobe Illustrator, providing a single integrated-design environment that doesn't interrupt your creative process. This course provides an overview of the interface, tools, features, and tips for page layout and design using InDesign.

COURSE CONTENT

INTRODUCING THE WORKSPACE

- Looking at the Workspace
- Working with Panels
- Customizing the Workspace
- Navigating Through a Document
- Using Context Menus

GETTING TO KNOW INDESIGN

- Viewing Guides
- Preflighting as You Work
- Adding Text
- Working with Styles
- Working with Graphics
- Working with Objects
- Working with Object Styles
- Viewing the Document in Presentation Mode

SETTING UP A DOCUMENT AND WORKING WITH PAGES

- Creating and Saving Custom Document Settings
- Creating a New Document
- Switching Between Open InDesign Documents
- Working with Master Pages
- Applying Master Pages to Document Pages
- Adding New Document Pages
- Rearranging and Deleting Document Pages
- Changing the Size of Pages
- Adding Sections to Change Page Numbering
- Overriding Master Page Items on Document Pages and Placing Text and Graphics
- Viewing the Completed Spread

WORKING WITH OBJECTS

- Working with Layers
- Creating and Modifying Text Frames
- Creating and Modifying Graphics Frames
- Adding Metadata Captions to Graphics Frames
- Placing and Linking Graphics Frames
- Changing the Shape of a Frame
- Wrapping Text Around a Graphic
- Modifying the Shape of Frames
- Transforming and Aligning Objects
- Selecting and Modifying Grouped Objects
- Creating a QR Code
- Finishing Up

FLOWING TEXT

- Flowing Text Into an Existing Frame
- Flowing Text Manually
- Creating Text Frames While Flowing Text
- Flowing Text Automatically
- Creating Threaded Frames Automatically
- Resizing Text Frames Automatically
- Adding a Jump Line Page Number

EDITING TEXT

- Finding and Changing a Missing Font
- Entering and Importing Text
- Finding and Changing Text and Formatting
- Checking Spelling
- Editing Text by Dragging and Dropping
- Using the Story Editor
- Tracking Changes

WORKING WITH COLOR

- Managing Color
- Synchronizing Color Settings in Adobe Bridge
- Specifying Color Settings in InDesign
- Displaying Images at Full Resolution
- Proofing Colors Onscreen
- Defining Printing Requirements
- Creating and Applying Colors
- Working with Gradients
- Creating a Tint
- Creating a Spot Color
- Applying Colors to Text and Objects
- Using Advanced Gradient Techniques

WORKING WITH STYLES

- Creating and Applying Paragraph Styles
- Creating and Applying Character Styles
- Nesting Character Styles Inside Paragraph Styles
- Creating and Applying Object Styles
- Creating and Applying Table and Cell Styles
- Globally Updating Styles
- Loading Styles from Another Document

IMPORTING AND MODIFYING GRAPHICS

- Adding Graphics from Other Programs
 - Comparing Vector and Bitmap Graphics
 - Managing Links to Imported Files
 - Updating Revised Graphics
 - Adjusting Display Quality
 - Working with Clipping Paths
 - Working with Alpha Channels
 - Importing Native Adobe Graphics Files
 - Using a Library to Manage Objects
 - Using Adobe Bridge to Import Graphics
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