

# Introduction to InDesign Creative Cloud

(3 Day)

## Course Description

Adobe InDesign is a robust desktop publishing program designed for laying out posters, flyers, brochures, magazines, newspapers, presentations, books, and eBooks. In this course, students learn to work with the many tools and utilities available in InDesign and to understand the workflow principles needed to make the most of the software.

## Course Benefits

- Understand the InDesign workspace.
- Create basic page elements.
- Place images and text.
- Learn about typography and formatting text.
- Learn to manage fonts.
- Understand and work with InDesign templates.
- Learn about styles, and how they impact productivity.
- Use Parent Pages to create design consistency.
- Learn how to work with tables.
- Learn about color management.
- Learn to define bulleted and numbered lists.
- Learn to control hyphenation.
- Learn to preflight files before output.
- Understand PDF options.
- Learn to package an InDesign file for hand-off.

## Course Outline

### Getting to Know the Environment

- Menus and Navigation
- Panels
- Navigation and Panels
- Tools
- Workspaces
- Rulers and Guides
- Workspaces and Guides
- File Management
- Display Performance
- Display
- InDesign Environment

### Creating a Project

- Creating a Project
- New Document
- Adding Page Elements
- Edit Elements with Control Panel
- Add and Edit Objects
- Create a New Project
- Duplication
- Arrange Objects
- Duplicate and Arrange
- Arrange Objects
- Complex Objects
- Edit Complex Objects
- Working with Complex Objects
- Complex Objects
- Text Objects
- Placing Text
- Text
- Working with Text
- Print Preview
- Working with Multiple Pages
- Pages

### Working with Graphics

- Workplace Setup
- Working with Color
- Color
- New Color Project
- Working with Gradients
- Gradients

- Abstract Frames
- Pencil Tool
- Anchored Objects
- Anchors
- Gradients and Frames
- Organizing with Layers
- Layers
- Working with Effects
- Object Styles
- Object Styles and Effects
- Special Features
- Working with Video
- Video

### Working with Text

- Text Placeholders
- Import Text from Word
- Text Threading
- Keyboard Shortcuts
- Place Text in Frames
- Place Text
- Missing Fonts
- Typography
- Character Formatting
- Paragraph Formatting
- Fonts and Formatting
- Text Wrap
- Text Alignment
- Text Wrap and Alignment
- Building a Page Layout
- Type on a Path
- Typing on a Path
- Glyphs Panel
- Advanced Text
- Frame Breaks

### Parent Pages

- Working with Parent Pages
- Creating Parent Pages
- Working with Position
- Parent Pages
- New Parent Pages
- Import/Export Parent Pages

- Setting Defaults
- Parent Page Tools
- Working with Parent Page Options
- Flow of Text on Parent Pages
- Set Defaults for Text Frames
- Set Page Numbers
- Frames and Page Numbers
- Edit Parent Pages

### **Working with Templates**

- Create a Project from a Template
- Replace and Fix Missing Objects
- Using the Links Panel
- Templates and Links
- New Project from a Template
- Create Structure Using Parent Pages
- Place Files
- Parent Pages and Place Files
- Add Content and Parent Pages
- Working with Styles
- Bullet and Number Lists
- Styles
- Place and Create Tables
- Tables
- Work with Styles and Objects
- Save as a Template

### **Advanced Techniques**

- Types of Variables
- Variables
- Hyperlinks
- Using Hyperlinks
- Variables and Hyperlinks
- Object Stacking Order
- Find/Change Options
- Stacking Order and Find Options
- InDesign Libraries
- Create a Library
- Libraries
- Forms
- Working with Forms
- Forms

### **Printing and Proofing a Project**

- Spell Check
- Convert Text to Outline
- Text to Outline
- Save and Package
- PDF Bookmarks
- Using PDF Bookmarks
- Proof and Send
- Table of Contents
- Using a Table of Contents
- Table of Contents
- Printing
- Save as PDF
- Printing and PDF
- Printing Variations
- Save as EPUB

### **Layouts**

- Alternate Layouts
- Terminology
- Design Principles in InDesign

### **Creating eBooks**

- Create Buttons with Actions
- Buttons with Actions
- Adding Animation
- Animation
- Export to EPUB
- Designing for the Web with InDesign
- Export to HTML
- New Web Document
- New Document Setup