

# Adobe InDesign CC Introduction Training (1 Day)

## Course Overview

Discover how to create stunning layouts for print and digital publications using Adobe InDesign CC. This course introduces you to the core tools and features of InDesign, empowering you to craft professional-looking documents that stand out. You'll learn how to navigate the interface, work with text and graphics, and customize your designs with color and styles.

By the end of this course, you'll know how to set up new documents, format text, add visuals, and prepare your work for both printing and online viewing. Whether you're a designer, marketer, or simply want to enhance your communication skills, this course provides a solid foundation in InDesign.

## Course Benefits

- Design and deliver professional-quality documents for print and digital use.
- Navigate the InDesign interface with proficiency.
- Create new InDesign documents tailored to your project needs.
- Customize documents effectively using color, swatches, gradients, and styles.
- Manage page elements skillfully, including arrangement, alignment, and layering.
- Incorporate tables into your layouts for structured data presentation.
- Prepare documents for deployment across various formats (print, web).

## **Course Outline**

### **Getting Started with InDesign**

- Identify Components of the InDesign Interface
- Customize the InDesign Interface
- Apply the Navigation Controls and Set Preferences

### **Designing a Document**

- Establish Project Requirements
- Apply Design Principles
- Create a New Document
- Add Text to a Document
- Add Graphics to a Document

### **Customizing a Document**

- Format Characters and Paragraphs
- Apply Colors, Swatches, and Gradients
- Create and Apply Styles

### **Working with Page Elements**

- Arrange and Align Objects
- Apply Layers
- Transform and Manipulate Objects
- Thread Text Frames
- Edit Text

### **Building Tables**

- Create and Modify a New Table
- Format a Table

### **Preparing a Document for Delivery**

- Resolve Errors in a Document
- Export Files for Printing and for the Web