

Adobe InDesign CC Intro



Overview

Giving your documents a well-designed, professional look will put you a step ahead in the marketplace cluttered with all kinds of communications. Paragraph and character styles that allow you to format pages of text uniformly, layout features that help you to build alternate size configurations of your document, and various panels that enable you to easily customize both text and graphics; Adobe® InDesign® CC has all the tools you need to elevate the look of your document and get it out to the people who need to see it, whether it be in print or on the web.

Audience

This course is intended for students who want to use the basic tools and features of InDesign for creating professional page layouts and designs.

Duration 1 Day

Price \$350.00

Course objectives

In this course, you will use Adobe InDesign CC to create and deliver professional looking printed and interactive documents. You will:

- Navigate the InDesign interface.
- Create a new document.
- Customize a document using color, swatches, gradients, and styles.
- Manage page elements.
- Add tables.
- Prepare documents for deployment.

Course Content

Explore the InDesign Environment

- Understand the InDesign Workspace
- Use Templates
- Choose Layout Options
- Use Document Rulers
- Use Margin and Column Guides
- Use Ruler Guides
- Change the Magnification
- Use Zoom and Hand Tools
- Use Power Zoom
- Rotate a View
- Save Documents

Designing a Document

- Create Text Frames
- Type, Select, Move and Delete Text
- Use the Character and Paragraph Panels
- Style Text
- Set Alignment and Indents
- Flow Text
- Set Text Frame Options
- Insert Special Text Characters – bullets/glyphs
- Use Search and Replace, Spell check, Autocorrect, Find Font

Customizing a Document

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

Work with Page Elements

- Add, Delete, Reorder Pages
- Adjust Layouts
- Add Page Numbers
- Use the Pages Panel
- Apply a Master Page
- Use the Layers Panel

Adding Tables

- Create a Table
- Modify a Table
- Format a Table
- Create Table and Cell Styles

Finalizing Documents

- Check for Problems using PreFlight
- Print a Document
- Package Files
- Prepare PDF for Web Distribution
- Export PDF Files for Printing