

Introduction to Adobe InDesign

Course Summary

Description

This course provides an introduction to Adobe InDesign.

Topics

- Navigating within InDesign
- Creating and Formatting Text
- Working with Layers
- Adding Graphics
- Working with Color
- Working with Master Pages
- Formatting with Styles
- Creating and Editing Tables
- Output and PDF Exporting
- Working with Long Documents
- Converting Quark Documents
- Pre-flighting and Packaging

Audience

This course is designed for those wanting an introduction to Adobe InDesign.

Prerequisites

There are no prerequisites for this course.

Duration

Two days

Introduction to Adobe InDesign

Course Outline

- I. Introducing the Workspace**
 - A. Looking at the workspace
 - B. Working with panels
 - C. Customizing the workspace
 - D. Changing the magnification of a document
 - E. Navigating through a document
 - F. Using context menus
 - G. Using panel menus
 - H. Modifying Interface preferences
 - I. Exploring on your own
- II. Getting to Know Indesign**
 - A. Viewing guides
 - B. Pre-flighting as you work
 - C. Adding text
 - D. Working with styles
 - E. Working with graphics
 - F. Working with objects
 - G. Working with object styles
 - H. Viewing the document in Presentation mode
 - I. Exploring on your own
- III. Setting Up A Document and Working With Pages**
 - A. Creating and saving custom document settings
 - B. Creating a new document
 - C. Switching between open InDesign documents
 - D. Working with master pages
 - E. Applying master pages to document pages
 - F. Adding new document pages
 - G. Rearranging and deleting document pages
 - H. Changing the size of pages
 - I. Adding sections to change page numbering
 - J. Overriding master page items on document pages and placing text and graphics
 - K. Viewing the completed spread
 - L. Exploring on your own
- IV. Working with Objects**
 - A. Working with layers
 - B. Creating and modifying text frames
 - C. Creating and modifying graphics frames
 - D. Adding metadata captions to graphics frames
 - E. Placing and linking graphics frames
 - F. Changing the shape of a frame
 - G. Wrapping text around a graphic
 - H. Modifying the shape of frames
 - I. Transforming and aligning objects
 - J. Selecting and modifying grouped objects
 - K. Creating a QR code
 - L. Finishing up
 - M. Exploring on your own
- V. Flowing Text**
 - A. Flowing text into an existing frame
 - B. Flowing text manually
 - C. Creating text frames while flowing text
 - D. Creating threaded frames automatically
 - E. Flowing text automatically
 - F. Applying paragraph styles to text
 - G. Adjusting columns
 - H. Adding a jump line page number
 - I. Exploring on your own
- VI. Editing Text**
 - A. Finding and changing a missing font
 - B. Entering and importing text
 - C. Finding and changing text and formatting
 - D. Checking spelling
 - E. Editing text by dragging and dropping
 - F. Using the Story Editor
 - G. Tracking changes
 - H. Exploring on your own
- VII. Working with Typography**
 - A. Working with fonts, type styles, and glyphs
 - B. Fine-tuning columns
 - C. Changing paragraph alignment
 - D. Creating a drop cap
 - E. Adjusting letter and word spacing
 - F. Adjusting line breaks
 - G. Setting tabs
 - H. Adding a rule above a paragraph
 - I. Working with paragraph shading
 - J. Exploring on your own

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Course Outline (cont'd)

VIII. Working with Color

- A. Managing color
- B. Defining printing requirements
- C. Creating colors
- D. Applying colors
- E. Working with tint swatches
- F. Working with gradients
- G. Working with color groups
- H. Exploring on your own

IX. Working with Styles

- A. Creating and applying paragraph styles
- B. Creating and applying character styles
- C. Nesting character styles inside paragraph styles
- D. Creating and applying object styles
- E. Creating and applying table and cell styles
- F. Globally updating styles
- G. Loading styles from another document
- H. Exploring on your own

X. Importing and Modifying Graphics

- A. Adding graphics from other programs
- B. Comparing vector and bitmap graphics
- C. Managing links to imported files
- D. Updating revised graphics
- E. Adjusting display quality
- F. Working with clipping paths
- G. Working with alpha channels
- H. Importing native Adobe graphics files
- I. Using an InDesign library to manage objects
- J. Using Adobe Bridge to import graphics

XI. Creating Tables

- A. Creating a table
- B. Converting text to a table
- C. Changing rows and columns
- D. Formatting a table
- E. Adding graphics to table cells
- F. Creating a header row
- G. Creating and applying table and cell styles
- H. Exploring on your own

XII. Working with Transparency

- A. Importing and colorizing a grayscale image
- B. Applying transparency settings
- C. Adding transparency effects to imported vector and bitmap graphics
- D. Importing and adjusting Illustrator files that use transparency
- E. Applying transparency settings to text
- F. Working with effects
- G. Exploring on your own

XIII. Printing and Exporting

- A. Pre-flighting files
- B. Packaging files
- C. Creating an Adobe PDF proof
- D. Previewing separations
- E. Previewing how transparency effects will be flattened
- F. Previewing the page
- G. Printing a laser or inkjet proof
- H. Using the Ink Manager
- I. Exploring on your own

XIV. Creating Adobe Pdf Files with Form Fields

- A. Adding form fields
- B. Exporting an interactive Adobe PDF file
- C. Exploring on your own

XV. Creating a Fixed Layout Epub

- A. Creating a new document for fixed-layout export
- B. Adding animation
- C. Adjusting the timing of animations
- D. Adding multimedia and interactive elements
- E. Exporting an EPUB file
- F. Exploring on your own