

InDesign CC Essentials



Duration: **1 Day** Course Code: **A-82023**

This course is designed to show the tools, tips and techniques to use InDesign effectively to bring design work in-house for Posters, Flyers, Business Stationary, Advertisements, Promotional Materials and more.

Learning Outcomes

By the end of this course students will be able to create, build and edit InDesign Documents. They will gain confidence in Navigating around the InDesign Environment, understand how to set preferences and document defaults, learn how to add and Import text from other sources, add and place Graphics, and other InDesign Elements, and understand the correct use of Swatches. Learn how to Position Elements precisely using Guides and the Control. Thread Text between Text Frames and add Jump Lines, Apply both Character and Paragraph Formatting. Create and Edit Styles and both Position and Format Frame Edges, Manipulate Objects within a Group and create Layers and Assign Objects to them. Students will also learn how to prepare their finished artwork for the printer including proofs, Adjusting PDF settings and minimising commercial printer labour costs.

Prerequisites

This course is designed for students with a basic understanding or no knowledge that have a need to create and modify InDesign Documents for both printing and Electronic communication like creating PDF's.

Getting Started

- Working with different screen modes and the Environment
- Adjusting the Tools Panel
- The Mini Bridge Panel
- Identifying the components of the InDesign Interface
- Customising the InDesign Interface
- Creating Predefined Workspaces
- Keyboard Shortcuts Dialog Box
- The Menu Customisation Dialog Box

- Customising the Control Panel Dialog Box
- Applying Navigation Controls and setting Preferences

Creating InDesign Documents

- Establishing Project Requirements
- Applying Design Principles
- Symbols and Representative Graphics
- Setting Document Presets
- Adding Text to a Document
- Creating Text Frames
- The Place Dialog Box
- The Multiple-File Place Feature
- Using Text Flow Features
- Adding Graphics to a Document
- Grouping and Autofit Options
- Using the Place Gun
- Captions and Text Wrap Options
- The Info and Links Panels
- Understanding Pixels Dimensions and Resolutions

Customising a Document

- Character and Paragraph Formatting Options
- Optical Margin Alignments
- Typekit Desktop Fonts
- Rules, Bullets and Numbering
- The Paragraph Composer
- Adjusting Colours, Swatches and Gradients
- Using the Strokes Panel
- Process Colours and Printing
- Pantone Colours and the Colour Picker
- Using Tint Swatches
- Creating and Applying Styles

Working with Page Elements

- Arranging and Aligning Objects

- Changing the Stacking Order
- Using Grids and Guides
- Using Gridify
- Working with Layers
- Flattening Layers
- The Transformation Panel
- Manipulating Objects
- Threading Text Frames
- Text Overset
- The Find/Change Dialog Box
- The Story Editor
- Tracking Changes
- Creating a User Dictionary
- Adding Notes

Using Tables

- Table Creation Options
- Table Options Dialog Box
- Table Structure Modification Options
- Table and Cell Styles

Preparing Documents for Delivery

- Resolving Document Errors
- The Preflight Panel
- Marks and Bleed Settings
- Packaging a Document
- Exporting files for Printing and the Web
- Creating PDF's and Presets
- Bookmark Options

Appendix

- Adobe InDesign CC Exam Objectives and Exam Mapping

