

Adobe InDesign CC - Part 1

Overview

This course 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.

Course Objectives

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

Students 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 Outline

1 - Getting Started with InDesign

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

2 - Designing a Document

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

3 - Customizing a Document

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

4 - Working with Page Elements

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

5 - Building Tables

Create and Modify a New Table
Format a Table

6 - Preparing a Document for Delivery

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