

# ADOBE INDESIGN

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## Adobe InDesign

Adobe InDesign CC is a **page design and layout app** used by graphic designers and businesses in creating, preflighting, and publishing documents for print and digital media.

Adobe InDesign CC software works seamlessly with Adobe Photoshop and Adobe Illustrator, providing a single **integrated-design environment** that doesn't interrupt your creative process. This course provides a thorough overview of the interface, tools, features, and tips for page layout and design using InDesign.

## Course objective

This Adobe InDesign CC training by Infinite Skills is an indispensable resource for anyone wanting to learn this powerful, often intimidating page layout and design program. This computer software training program is designed to teach the absolute beginner how to use the industry standard Adobe InDesign CC software.

This course teaches you how to use Adobe InDesign CC, covering topics ranging from setting up your workspace, to using grids, the new layers panel in CC, working with text, paragraph formatting, creating and using styles, and combining text and objects.

## Course Outline

### 1. Essential Skills Working with InDesign Tools and Panels

- a) The InDesign workspace
- b) The document window
- c) Using guides
- d) Viewing modes
- e) Saving your workspace
- f) Working with the Control panel
- g) Navigating through a document

### 2. Master Pages

- a) Planning your document
- b) Creating a custom-sized document
- c) Formatting master pages
- d) Using text variables
- e) Adding layout pages
- f) Placing formatted text
- g) Adding images & text to master pages

### 3. Text and Type

- a) Creating a text frame
- b) Changing character attributes
- c) Changing paragraph attributes
- d) Finding and changing text
- e) Checking and correcting spelling
- f) Using the Glyphs panel
- g) Creating Glyph sets
- h) Flowing text and threading text between frames

### 4. Styles

- a) Defining and applying paragraph styles
- b) Defining and applying character styles
- c) Updating and loading styles from another document
- d) Organizing styles into groups
- e) Creating and applying object styles

### 5. Graphics

- a) How InDesign handles graphics
- b) Locating missing images
- c) The Links panel and Link badge
- d) Creating a graphic frame
- e) Adding graphics
- f) Repositioning graphics Fitting graphics to frames
- g) Placing multiple graphics
- h) Wrapping text around graphics
- i) Importing layered Photoshop files

### 6. Tables

- a) Creating a table
- b) Copying and pasting table content
- c) Adding text to tables
- d) Converting tables and text
- e) Importing a table
- f) Editing table options
- g) Using cells
- h) Merging cells
- i) Defining columns and rows
- j) Using graphics in cells

### 7. Using Color

- a) Applying color to text and frames
- b) Creating and saving a new swatch
- c) Applying Live Corner Effects
- d) Applying strokes to text
- e) Creating a tint reduction



- f) Working with gradients
- g) Using the Eyedropper
- h) Updating and editing colors
- i) Using and saving spot colors

## **8. Pre-flight, Printing and PDFS**

- a) Package inventory
- b) Actual vs. effective resolution
- c) Preflight checks
- d) Packaging your document
- e) Package options
- f) Creating a PDF
- g) Adobe PDF Presets
- h) PDF Export Options
- i) Separation preview
- j) Printing a proof

