



What's in InDesign Level 1:

Adobe InDesign Software speaks the language of professional designers, delivering unparalleled creative freedom, productivity, and precision for designing superb pages. It works seamlessly with Adobe Photoshop and Adobe Illustrator, providing a single integrated design environment that doesn't interrupt your creative process. InDesign even opens QuarkXPress and Adobe PageMaker files, so you can bring your work with you as you enter a new world of design possibilities.

Target Audience:

Individuals looking to gain experience and knowledge in Adobe InDesign

Prerequisites:

Basic computer skills

Duration:

14 hours



Topics Covered in InDesign Level 1:

Introducing the Workspace

- Looking at the workspace
- Working with panels
- Customizing the workspace
- Changing the magnification of a document
- Navigating through a document
- Using context menus
- Using panel menus
- Modifying interface preferences

Getting to Know InDesign

- Viewing guides
- Adding text
- Working with styles
- Working with graphics
- Working with objects
- Working with object styles
- Preflighting as you work
- Viewing the document in Presentation mode

Setting Up a Document and Working with Pages

- Creating a new document
- Creating and saving custom document settings
- Creating a new document from a preset
- Working with master pages
- Applying master pages to document pages

- Adding new document pages
- Rearranging and deleting document pages
- Changing the size of pages within one InDesign document
- Adding sections to change page numbering
- Overriding master page items and placing text and graphics
- Printing to the edge of the paper: Using the bleed guides
- Viewing the completed spread

Working with Objects

- Introducing layers
- Working with layers
- Creating and modifying text frames
- Creating and modifying graphics frames
- Adding metadata captions to graphics frames
- Wrapping text around a graphic
- Transforming the shape of frames
- Transforming and aligning objects
- Selecting and modifying grouped objects
- Flowing type along a path
- Drawing lines and modifying arrowheads

Working with Color

- Managing color
- Defining printing requirements
- Creating colors
- Applying colors
- Working with tint swatches
- Working with gradients
- Working with color groups

Flowing Text

- Flowing text into an existing frame
- Flowing text manually
- Creating text frames while flowing text
- Creating threaded frames automatically
- Flowing text automatically
- Using Find/Change to delete extra paragraph returns
- Applying paragraph styles to text
- Adjusting columns
- Using the baseline grid to align text
- Adding a jump line page number

Editing Text

- Entering and importing text
- Finding and changing text and formatting
- Checking spelling
- Editing text by dragging and dropping
- Using the Story Editor
- Tracking changes



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Topics Covered in InDesign Level 2:

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Target Audience

Individuals looking to gain experience and knowledge in Adobe InDesign

Prerequisites:

Adobe InDesign Level 1

Duration

14 hours



Topics Covered in InDesign Level 2:

Working with Typography

- Adjusting vertical spacing
- Working with fonts, type styles, and glyphs
- Working with columns
- Changing paragraph alignment
- Creating a drop cap
- Adjusting letter and word spacing
- Adjusting line breaks
- Setting tabs
- Working with paragraph shading and rules

Working with Styles

- Creating and applying paragraph styles
- Creating and applying character styles
- Nesting character styles inside paragraph styles
- Creating and applying object styles
- Creating and applying table and cell styles
- Globally updating styles
- Loading styles from another document

Creating Tables

- Working with tables
- Converting text to a table
- Changing rows and columns
- Formatting a table
- Adding graphics to table cells
- Creating a header row
- Creating and applying table and cell styles

Importing and Modifying Graphics

- Adding graphics from other programs
- Comparing vector and bitmap graphics
- Managing links to imported files
- Updating revised graphics
- Adjusting display quality
- Importing and sizing graphics
- Editing placed pictures
- Working with dropped backgrounds
- Importing native Adobe graphic files
- Using subject-aware text wrap
- Filling type with a graphic
- Using an InDesign library to manage objects

Working with Transparency

- Creating a background graphic
- Applying transparency settings
- Adding transparency effects to imported vector and bitmap graphics
- Importing and adjusting Illustrator files that use transparency
- Applying transparency settings to text
- Working with effects

Printing and Exporting

- Preflighting files
- Previewing separations

- Managing colors
- Previewing transparency effects
- Previewing the pages
- Creating an Adobe PDF proof
- Creating a press-ready PDF and saving a PDF preset
- Printing a proof and saving a print preset
- Packaging files
- Exporting graphics for the web and other digital destinations

Creating Adobe PDF Files with Form Fields

- Setting up a workspace for forms
- Adding form fields
- Setting the tab order of the fields
- Adding a button to submit the form
- Exporting an interactive Adobe PDF file
- Testing your form in Acrobat Reader

Creating a Fixed-Layout EPUB

- Creating a new document for fixed-layout export
- EPUB: Fixed-layout versus reflowable
- Adding animation
- Buttons
- Adding multimedia and interactive elements
- Exporting a fixed-layout EPUB file
- InDesign Publish Online