Adobe InDesign CC: Comprehensive Essentials of InDesign
Level 1 Course Outline

Digital Training & Designs, Inc.

Prerequisites:

Basic computer and mouse skills

Who Should Attend:

This course for designers looking to use Adobe's powerful page layout application.

Course Duration:

3 days. Class time is 9:00 am – 4:30 pm.

There is an hour for lunch, and two scheduled breaks during the day. Students provide their own lunch.

Related Training:

- Adobe InDesign CC Level 2: Advanced Techniques
- Adobe Photoshop CC Level 1 & Level 2
- Adobe Illustrator CC Level 1 & Level 2

Adobe InDesign CC: Comprehensive Essentials of InDesign

This course introduces Adobe InDesign CC, a design and page layout tool for creative professionals. In this three-day class you will learn the basics of page layout, how to create text and import text and graphics. You'll understand how text wraps around graphics and how to link text from one page to another. Production shortcuts are discussed and exercises are used extensively to reinforce the skills learned.

Instructor:

Our instructor, Joan Hilbert has a Bachelor of Science degree in Computer Science, and a Master of Arts degree in Training and Learning Technologies. In her 16+ years of training at Digital Training & Designs, she has taught a variety of classes but currently teaches Adobe Dreamweaver, Cascading Style Sheets, Adobe FrameMaker, Adobe InDesign, and Adobe Acrobat. She also helped write the Dreamweaver Fundamentals Authorized Curriculum for Macromedia. Joan is Adobe certified to teach Adobe Acrobat, Adobe FrameMaker, Adobe Dreamweaver and Dynamic Dreamweaver. In June of 2008 Joan was ranked as one of the top five Adobe trainers worldwide.

Workspace

- Exploring The Interface
- Customizing and Saving the Workspace
- Using the Control Panel and the Floating Panels
- Understanding the Pages Panel

Documents

- Employing Rulers and Guides
- Activating Display Performance
- Previewing Documents
- Examining the Pre-flighting Panel
- Saving Files
- Printing Files
- Setting Preferences
- Generating Document Setup Presets
- Defining Bleed and Slug Areas
- Using Library Elements in a Project
- Using Find and Change to Quickly Edit a Document
- Printing a Booklet
- Creating a PDF Document
- Packaging Jobs for Output or Handoff
- Utilizing Master Pages

Objects

- Creating And Manipulating Frames
- Selecting Objects
- Filling and Stroking Objects
- Making Lines and Shapes
- Moving Objects Using Methods Such As Nudge
- Exploring Proxy Positioning
- Applying Corner Effects
- Aligning Strokes Around Frames
- Redefining the Content of Any Frame
- Aligning And Distributing Object
- Grouping Objects
- Understanding Stacking Order
- Using Text Wrap
- Introducing the Use of Transparent Objects

Images

- Placing images
- Cutting, Copying, Pasting images
- Sizing and Cropping images
- Linking and Embedding Graphics
- Explaining and Identifying Image Resolution

Color

- Differentiating Uses for Spot And Process Color
- Working With the Swatches Panel
- Loading Swatches for Color Libraries
- Employing Tints
- Creating Gradient Fills
- Mixing CMYK Colors

This outline is flexible and may change to accommodate student skills and interests.

Type

- Recognizing Serif and Sans Serif Fonts
- Using Picas and Points
- Applying Character And Paragraph Formatting
- Recognizing, Finding And Replacing Substituted Fonts
- Incorporating Text Frame Options
- Formatting Character and Paragraph Styles
- Flowing Text Between frames and onto Multiple Pages
- Linking and Unlinking Frames
- Checking Spelling
- Applying Special Effects to Frames and Text
- Using Columns
- Working With Tracking/Kerning
- Creating Drop Caps
- Utilizing Paragraph Rules
- Loading Styles from Existing Documents
- Using Glyph Characters in a Project
- Identifying and Controlling Widows And Orphans

Tabs And Tables

- Utilizing the Tabs Ruler
- Understanding Various Tab Alignments and Their Uses
- Creating Tables
- Comparing the Use of Tabs and Tables
- Inserting Tables
- Converting Text to Tables
- Filling and Stroking Table Cells
- Formatting Text Within a Table
- Selecting Tables, Rows, Columns, and Cells
- Creating Tabs Within a Cell
- Merging, Splitting Cells
- Distributing Rows and Columns

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