

Adobe InDesign CC

1. Introducing the Workspace

- Getting started
- Looking at the workspace
- Working with panels
- Customizing the workspace
- Navigating through a document
- Using context menus
- Using Panel Menus
- Modifying interface preferences
- Exploring on your own

2. Getting to Know InDesign

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

3. Setting Up a Document and Working with Pages

- Creating and saving custom document settings
- Creating a new document
- Switching between open InDesign documents
- Working with master pages
- Applying master pages to document pages
- Adding new document pages
- Rearranging and deleting document pages

- Changing the size of pages
- Adding sections to change page numbering
- Overriding master page items on document pages
- and placing text and graphics
- Viewing the completed spread
- Exploring on your own

4. Working with Objects

- Working with layers
- Creating and modifying text frames
- Creating and modifying graphics frames
- Adding metadata captions to graphics frames
- Placing and linking graphics frames
- Changing the shape of a frame
- Wrapping text around a graphic
- Modifying the shape of frames
- Transforming and aligning objects
- Selecting and modifying grouped objects
- Creating a QR code
- Finishing up
- Exploring on your own

5. Flowing Text

- Flowing text into an existing frame
- Flowing text manually
- Creating text frames while flowing text
- Flowing text automatically
- Creating threaded frames automatically
- Resizing text frames automatically
- Adding a jump line page number
- Exploring on your own

6. Editing Text

- Finding and changing a missing font
- Entering and importing text
- Finding and changing text and formatting
- Checking spelling
- Editing text by dragging and dropping

- Using the Story Editor
- Tracking changes
- Exploring on your own

7. Working with Typography

- Adjusting vertical spacing
- Changing fonts and type styles
- Fine-tuning columns
- Changing paragraph alignment
- Creating a drop cap
- Adjusting letter and word spacing
- Adjusting line breaks
- Setting tabs
- Adding a rule above a paragraph
- Working with paragraph shading
- Exploring on your own

8. Working with Color

- Managing color
- Defining printing requirements
- Creating color
- Applying colors
- Working with tint swatches
- Working with gradients
- Working with color groups
- Exploring on your own

9. 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
- Exploring on your own

10. 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
- Working with clipping paths
- Working with alpha channels
- Importing native Adobe graphics files
- Using a library to manage objects
- Using Adobe Bridge to import graphics
- Exploring on your own

11. Creating Tables

- Creating a table
- Converting text to a table
- Changing rows and columns
- Formatting a table
- Creating a header row
- Adding graphics to table cells
- Creating and applying table and cell styles
- Exploring on your own

12. Working with Transparency

- Importing and colorizing a grayscale image
- 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
- Exploring on your own

13. Printing and Exporting

- Packaging files
- Creating an Adobe PDF proof

- Previewing separations
- Previewing how transparency effects will be flattened
- Previewing the page
- Printing a proof and saving a print preset
- Using the Ink Manager
- Exploring on your own

14. Creating Adobe PDF Files with Form Fields

- Adding form fields
- Adding a description to a form field
- Setting the tab order of the fields
- Adding a button to submit the form
- Exporting an interactive Adobe PDF file
- Exploring on your own

15. Creating and Exporting an ebook

- Creating a new document for fixed-layout export
- Adding Animation
- Adding multimedia and interactive elements
- Exporting an EPUB file
- Exploring on your own

16. Working with Long Documents

- Completing the booklet before export
- Choosing the content of an book
- Adding metadata
- Exporting an EPUB file
- Exploring on your own