

Adobe InDesign: An Introduction of Adobe InDesign – Course Outline – (2 Day)

Lesson 1: INTRODUCING THE WORKSPACE

- Getting started
- Looking at the workspace
- Working with panels
- Customizing the workspace
- Changing the magnification of a document
- Navigating through a document
- Using context menus
- Finding resources for using InDesign
- Review questions and answers

Lesson 2: GETTING TO KNOW INDESIGN

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

Lesson 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 sections to change page numbering
- Adding new pages
- Arranging and deleting pages
- Placing text and graphics on the document pages
- Overriding master page items on document pages
- Changing the size of pages
- Viewing the completed spread

Lesson 4: WORKING WITH OBJECTS

- Working with layers
- Creating and editing text frames
- Creating and editing graphics frames
- Adding metadata captions to 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
- Finishing up

Lesson 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

- Adding a jump line page number

Lesson 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
- Review questions and answers

Lesson 7: WORKING WITH TYPOGRAPHY

- Adjusting vertical spacing
- Changing fonts and type style
- Fine-tuning Columns
- Changing paragraph alignment
- Creating a drop cap
- Adjusting letter and word spacing
- Setting tabs
- Adding a rule above a paragraph

Lesson 8: WORKING WITH COLOR

- Defining printing requirements
- Creating and applying colors
- Working with gradients
- Creating a tint * Creating a spot color
- Applying colors to text and objects
- Using advanced gradient techniques

Lesson 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

Lesson 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

Lesson 11: CREATING TABLES

- Converting text to a table
- Formatting a table

- Creating a header row
- Adding graphics to table cells
- Creating and applying table and cell styles

Lesson 12: WORKING WITH EFFECTS

- Importing and colorizing a grayscale image
- Applying effects to the object, stroke, fill or text
- Changing opacity
- Changing blend modes
- Applying transparency settings to text

Lesson 13: OUTPUT AND EXPORTING

- Preflighting files
- Packaging files
- Creating an Adobe PDF proof