

## **Adobe InDesign: An Introduction of Adobe InDesign – Course Outline – (2 Days)**

### **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
- Modifying Interface preferences
- Exploring on your own

### **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

### **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

### **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

### **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

### **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

### **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 Color**

- Managing 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

### **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

### **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

### **Printing and Exporting**

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