

# 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. 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

### **3. 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

### **4. 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

### **5. 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

## **6. Creating and Exporting an e-book**

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

**Coverage of course contents will depend upon prior knowledge of the participant.**