# Adobe InDesign CC

Level 1 (Introduction)                                        One Day Workshop

You will work in a small group. You will have your own individual PC and will work through a specifically prepared coursebook, under the direction of a highly experienced, technically qualified trainer.

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| **General Description:** | The skills and knowledge acquired in Adobe InDesign CC - Level 1 enable users to gain a thorough understanding of InDesign and how it can be used as well as the ability to create a variety of different kinds of documents, add text, colour, shapes and graphics, print documents and access help. |
| **What You Will Learn:** | At the completion of this course participants should be able to:<br>• understand how InDesign can be used and start working with it<br>• understand how to set up and create a new document<br>• work with and modify elements of a workspace<br>• understand basic navigation within InDesign<br>• work with pages<br>• understand what layers are and how to work with them<br>• understand colour and how to use it<br>• understand and work with objects<br>• work with graphics<br>• work with text<br>• ensure documents are ready to print<br>• use the Help menu and access online help resources |

**Course Content**
The course covers:

**Starting With InDesign**
- Understanding InDesign
- Starting Adobe InDesign in Windows 8
- The Welcome Experience
- The InDesign Workspace
- Understanding Workspaces
- Opening an Existing Document
- Closing a Document
- Exiting InDesign

**Setting Up a Document**
- Understanding Document Presets

- Adjusting the Units of Measure
- Creating a Document Preset
- Creating a New Document
- Using New Document Preview
- Saving a New Document

**Working With a Workspace**
- The Tools Panel
- Using Selection Tools
- Displaying and Hiding Rulers
- Working With Workspaces
- Creating a Custom Workspace
- Understanding Panels
- Displaying and Hiding Panels
- Floating and Docking Panels
- Working With the Status Bar

**Navigating InDesign**
- Understanding Screen Views
- Changing Screen Views
- Using the Hand and Zoom Tools
- Using Shortcut Menus
- Using Keyboard Shortcuts
- Working With Tabbed Documents
- Arranging Multiple Documents

**Working With Pages**
- Inserting Pages
- Navigating Pages
- Understanding Master Pages
- Creating Master Pages
- Creating Ruler Guides

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- Locking Guides
- Viewing and Hiding the Grid
- Adjusting Column Guides
- Setting Document Bleed and Slug
- Inserting Auto Page Numbering
- Applying a Master Page
- Deleting Pages

### Layers
- Understanding Layers
- Creating a New Layer
- Naming Layers and Assigning Colours
- Assigning Objects to Layers
- Reordering Layers
- Hiding and Viewing Layers
- Working With Colour
- Understanding Colour
- Stroke and Fill
- Understanding the Colour Panel
- Applying a Fill Colour
- Applying a Stroke Colour
- Selecting Colours Using the Eyedropper
- Selecting Colours Using the Swatches Panel
- Adding Colours to the Swatches Panel
- Creating a Gradient
- Creating a Colour Group

- Creating a Colour Theme
- Removing Colour

### Frames and Shapes
- Understanding Frames
- Creating Frames and Shapes
- Transforming Shapes
- Merging Shapes Using Pathfinder
- Duplicating Objects
- Arranging Objects
- Aligning and Distributing Objects
- Grouping Objects
- Creating an Outline
- Placing Graphics in an Outline

### Working With Graphics
- Understanding Graphic File Formats
- Placing Graphics in a Document
- Positioning Graphics Within a Frame
- Fitting Graphics
- Understanding Linked Graphics
- Navigating the Links Panel
- Linking and Unlinking Files
- Placing InLine Graphics
- Creating a Clipping Path
- Applying Text Wrap
- Creating a Caption

- Changing Display Performance

### Working With Text
- Understanding Text
- Applying a Type Style
- Changing Font Size and Leading
- Changing the Vertical Text Alignment
- Threading Text Frames
- Importing Text From Microsoft Word
- Adjusting Kerning
- Adjusting Tracking
- Editing Text in Place
- Editing Text With the Story Editor

### Preparing for Printing
- Running a Preflight Check
- Printing a Document
- Defining a Print Preset
- Understanding Ink Handling Terms
- Creating a Postscript File
- Exporting to PDF
- Soft Proofing
- Packaging a Document

### Getting Help
- Understanding the Help Menu
- Using Online Help
- Searching for Online Help

# SCREEN SMART
Software Training & Application Development

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| **What You Take Away:** | At the completion of the course, you get to take away the extensive coursebook for future reference. |
| **What You Need To Know:** | Adobe InDesign CC - Level 1 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment. |
| **Measure of Success:** | A questionnaire or workshop exercise at the end of each course enables participants to evaluate the success of the course and determine the extent of their enhanced productivity. |
| **Certificate:** | Upon successful completion of the workshop, you will be issued with an official course certificate |
| **Which Course Next?:** | Adobe Indesign CC Level 2 |
| **Dates & Times:** | Please refer to separate workshop schedule. |
| **Course Policies Warranty:** | There are no warranties expressed or implied relating to the content or results of attending a Screen Smart course |