



InDesign CC: Level 1

InDesign is the benchmark tool for producing print-based brochures, flyers, business cards, or newsletters at your home or office. Topics include setting up new documents, importing and manipulating text and graphics, working with master pages and typography.

Who should take this course?

This course is appropriate for students who are interested in designing and creating a wide variety of printed documents.

Course Objectives

- Navigate and manipulate the work area.
- Set up a new document, create and save document presets.
- Create and apply master pages, and override master page items when appropriate.
- Work with text and graphic frames.
- Import and edit text and graphics, use spell check and the story editor.
- Work with type, applying standard typesetting techniques (learn the vocabulary).
- Create and apply appropriate colors throughout the document.
- Work with paragraph, character and object styles.
- Use Preflight and Package.
- Output to Adobe PDF.
- Print a proof copy of a document.

Course Details

- Length: 14 hours
- Format: Classroom
- Prerequisites: Familiarity with your computer's operating system, and file and folder management

The above prerequisites are considered to be the basic skills and knowledge needed prior to taking this class. Instructors will assume your readiness for the class materials and will NOT use class time to discuss prerequisite materials.



Course Contents

Getting to Know the Work Area

- Tour of the work area
- Panels – tools, control, navigator, viewing and arranging, panels menus
- Customizing and saving workspaces
- Magnification and views, using the zoom tool
- Navigating the document, turning pages, scrolling
- Context menus
- Selecting objects

Setting Up Your Document

- Creating and saving custom page settings
- Creating a new document
- Master pages
- Rulers and guides
- Placeholder text and graphic frames
- Wrapping text around graphics
- Creating text frames with columns
- Adding, arranging, and deleting pages
- Placing text and graphics on document pages
- Overriding master page items on document pages



Course Contents, continued

Working with Frames

- Working with layers
- Creating, editing, resizing, setting up columns in text frames
- Creating and editing graphic frames
- Working with frames and pathfinder
- Using the position tool
- Rotating and object
- Aligning and scaling objects
- Selecting and modifying a frame within grouped objects

Importing and Editing Text

- Managing fonts
- Creating and entering text
- Vertically aligning text
- Flowing text – auto, semi-auto and manual flow
- Applying a style
- Adding page continuation note
- Loading styles from another document
- Finding and changing – text and/or formatting
- Checking spelling
- Using the story editor



Course Contents, continued

Working with Typography

- Adjusting vertical spacing
- Using a baseline grid
- Changing space above/below a paragraph
- Changing fonts and type style
- Changing paragraph alignment
- Adding decorative fonts, special characters, drop caps
- Adjusting letter and word spacing, kerning and tracking
- Paragraph and single-line composers
- Working with tabs
- Hanging indents
- Rules above/below paragraphs

Working with Color

- Printing requirements
- Adding colors to the swatches panel
- Applying colors to objects
- Creating dashed strokes
- Working with gradients – creating, applying, changing direction
- Creating a tint
- Creating a spot color
- Applying color to text – fill and stroke



Course Contents, continued

Working with Styles

- Creating and applying paragraph styles
- Creating and applying character styles
- Nesting character styles in paragraph styles
- Creating and applying object styles
- Creating and applying table and cell styles
- Globally updating styles
- Loading styles from another document

Output and PDF Exporting

- Using Preflight
- Using Package
- Creating an Adobe PDF proof
- Separation preview
- Transparency flattener preview
- Printing a laser or inkjet proof