

Adobe InDesign is an advanced tool for creative professionals. With InDesign, designer can produce as simple artwork as business cards, through letterheads, flyers, posters, single/multipage advertisements, magazines, newsletters, newspapers, and up to book and catalogues.

InDesign leads in the Publishing industry.



## COURSE CONTENTS

### 1. Getting to Know the Work Area

- About InDesign panels
- Multiple document windows
- Customizing workspace
- Navigating the document
- View and zoom options
- Using InDesign Help

### 2. Setting up a document

- Create and save custom document setting
- Switching between open documents
- Working with master pages
- Creating frames on the master page
- Applying masters to pages
- Adding sections to change page numbering
- Overriding master page items
- Changing the size of pages

### 3. Working with Objects

- Working with Layers
- Creating, editing, and resizing text frames
- Adding metadata captions to frames
- Placing and linking graphic frames
- Changing the shape of a frame
- Wrapping text around a graphics
- Aligning multiple objects
- Selecting and modifying grouped objects

### 4. Flowing Text

- Flowing text into an existing frame
- Flowing text manually and automatically
- Creating threaded frames
- Adding jump line page number

### 5. Editing Text

- Finding and changing missing fonts
- Entering and importing text
- Change text formatting
- Check spelling
- Using Story Editor
- Tracking changes

### 6. Working with Typography

- Adjust Paragraph, and text spacing
- Fine-tuning columns
- Working with tabs, and Drop Caps

### 7. Working with Color

- Defining printing requirements
- Adding and applying color & tint swatches
- Working with strokes
- Creating and applying gradient swatches
- Creating a spot color

### 8. Working with Styles

- Creating and applying Character, Paragraph, & Object Styles
- Working with Nested styles
- Working with Cell and Table style
- Globally updating style
- Loading styles from another document

### 9. Importing and modifying Graphics

- Adding graphics from other programs
- Comparing vector and bitmap graphics
- Managing links to imported files
- Working with Clipping paths
- Importing native PSD, AI, and PDF files
- Creating and using Libraries

### 10. Creating Tables

- Importing and formatting a table
- Editing Cell, and Table options
- Inserting In-line graphics
- Placing graphics in table cells

### 11. Working with Transparency

- Applying transparency settings
- About Effects panel
- Change object opacity and blending mode
- Working with effects
- Applying feathering margins
- Applying multiple effects

### 12. Printing and Exporting

- Preflight and Package files
- Creating an Adobe PDF proof
- Separation preview
- Transparency flattener preview
- Previewing the page
- Printing a laser or Inkjet proof