

Adobe InDesign

Duration: 4 Days

US Price: \$1950

Delivery Option: Courses are delivered via online live remote attendance option 8:00 am - 4:00 pm PST. Students receive digital course materials prior to the start of the course.

Description

In this hands-on immersive Adobe InDesign course, attendees will learn how to create stunning designs for print, all kinds of digital media and PDF presentations. Participants will build their skills through lab exercises and instructor-led demonstrations so they can become more and more confident and proficient in creating documents for publication in both print and electronic mediums. The course includes mastering advanced techniques to help graphic artists design publications that will look polished and professional.

Course taught by an Adobe Certified Expert (ACE).

If you don't own the software, a free 30-day trial can be downloaded [here](#).

Prerequisites

Basic knowledge of a Mac or PC computer.

Course Overview

Application Overview

- InDesign User Interface and Workspace
- Keyboard Shortcuts and Custom Menus
- Setting Preferences and Creating Custom Workspaces
- Working with Panels
- Viewing Guides

Navigation

- Getting around and viewing documents
- Using the Navigator and Pages Panels
- Zooming In and Out
- Using the Hand Tool
- Navigation Shortcuts

- 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
- Adobe Bridge File Management and Content Organization

Page Setup and Layout: Part One

- Document Setup and Presets Using the Page Tool
- Creating Text and Using Open Type Fonts
- Placing, Manipulating and Editing Graphics
- Content Grabber
- Using Auto Fit
- Creating and Applying Master Pages
- Auto Page Numbering
- Importing and Threading Text
- Optical Kerning
- Adding and Using Colors
- Swatches and Gradients
- Creating a Color Set
- Exchanging Swatches with Suite Applications

Preparing for Hand-off to a Service Provider

- Preflighting Profiles and Packaging Files
- Document Fonts Previewing
- Separations and Transparency
- Printing and Exporting

Page Setup and Layout: Part Two

- Applying Fills and Strokes to Frames and Type
- Formatting Type
- Bulleted Lists
- Text Wraps
- Creating and Applying Paragraph Styles, Character Styles and Object Styles
- Using the Story Editor
- Using Templates and Libraries
- Exchanging files between InDesign's Different Versions
- Creating and saving Custom Document Settings
- Switching between open InDesign Documents
- Working with Master Pages
- Applying Master Pages to Document Pages
- Rearranging and Deleting Document Pages
- Changing Page Sizes
- Adding Sections to Change Numbering
- Viewing Documents

Layers

- Using Layers in InDesign Publications

Creating Acrobat PDF Files

- PDF Presets
- Creating Documents for Print and Online
- PDF Export

Object Alignment and Applying Transparency and Effects

- Aligning and Distributing Objects
- Effects using Transparency
- Blending Modes; Drop Shadows, Bevels and Glows
- Feathered Objects Applied Independently to Objects
- Fills, Text and Strokes
- Live Corner Effects

Combining Images and Type

- Outlined Type and Placing Images in Text
- Transforming Text and Effects
- Adjusting Vertical Spacing
- Working with Fonts, Type, Styles and Glyphs
- Fine-Tuning Columns
- Changing Paragraph Alignment
- Creating a Drop Cap
- Adjusting Letter and Word Spacing
- Adjusting Line Breaks
- Setting Tabs
- Paragraph Shading
- Adding a Rule above a Paragraph

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

Creating and Editing Tables

- Creating and Importing Word Tables and Formatting Tables
- Using Table and Cell Styles
- Converting Text to a Table
- Changing Rows and Columns
- Adding Graphic to Table Cells
- Creating a Header Row

Typography and Shapes

- Formatting text Inside a Shape
- Using Text Inset Spacing
- Using Type on a Path
- Stroke Styles

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

Advanced Text Formatting

- Using Find/Change to Cleanup Text
- Creating Nested Styles and Cross References
- Creating a Table of Contents and Using Tab Alignment
- Using Next Style and Smart Text

- Working with Clipping Paths
- Working with Alpha Channels
- Importing Native Adobe Graphic Files
- Using an InDesign Library to Manage Objects
- Using Adobe Bridge to Import Graphics
- Reflow
- Using Conditional Text and GREP
- Balancing, Spanning and Splitting Text Columns
- Live Captions
- Finding and Changing a Different Font
- Using the Story Editor
- Tracking Changes

Drawing in InDesign

- Working with Pen, Pencil and Smoothing Tools
- Pathfinder and Compound Paths
- Converting Shapes
- Editing Illustrator Artwork in InDesign
- Working with Layered Photoshop Files

Automation and Interactivity

- Using Scripts to Automate Tasks or Enhance InDesign Functions.
- Using Data Merge
- Multi-image Placement via Dynamic Grid
- Gap Tool
- Adding Animation
- States, Rollover Buttons and Video to InDesign Layouts
- Creating Interactive PDFs and SWF Files for Online Distribution
- eBook Publishing

Software Skills Training, Inc.
 6 Hemlock Drive
 Chelmsford, MA 01824
 978.250.4983

www.software-skills-training.com

Copyright© 2018 Software Skills Training, Inc.