

ADOBE INDESIGN CC - INTRO

1 DAY

Giving your documents a well-designed, professional look will put you a step ahead in the marketplace cluttered with all kinds of communications. Paragraph and character styles that allow you to format pages of text uniformly, layout features that help you to build alternate size configurations of your document, and various panels that enable you to easily customize both text and graphics; Adobe® InDesign® CC has all the tools you need to elevate the look of your document and get it out to the people who need to see it, whether it be in print or on the web.

COURSE CONTENT

GETTING STARTED WITH INDESIGN

- Identify Components of the InDesign Interface
- Customize the InDesign Interface
- Apply the Navigation Controls and Set Preferences

DESIGNING A DOCUMENT

- Establish Project Requirements
- Apply Design Principles
- Create a New Document
- Add Text to a Document
- Add Graphics to a Document

CUSTOMIZING A DOCUMENT

- Format Characters and Paragraphs
- Apply Colors, Swatches, and Gradients
- Create and Apply Styles

WORKING WITH PAGE ELEMENTS

- Arrange and Align Objects
- Apply Layers
- Transform and Manipulate Objects
- Thread Text Frames
- Edit Text

BUILDING TABLES

- Create and Modify a New Table
- Format a Table

PREPARING A DOCUMENT FOR DELIVERY

- Resolve Errors in a Document
- Export Files for Printing and for the Web