



Computer Consultants Corporation

Adobe InDesign

Comprehensive Introduction

Length of course: Two class days (12 hours)

Objective(s): This course introduces users to publishing in Adobe InDesign. Students learn the fundamentals of page layout, including working with text, graphics, printing, and exporting files to Adobe PDF format.

Prerequisites: Familiarity with Microsoft Windows and a word processing program.

Getting Started

- The InDesign interface
- Starting a basic publication
- Page view options
- Rulers and guides

Publishing basics

- Units of measure
- Serif vs. sans serif fonts
- PostScript vs. TrueType fonts

Working with Text

- Placing text boxes
- Entering and importing text
- Applying basic formatting
- Inserting symbols
- Moving, resizing, and locking text fields
- Wrapping text fields
- Threading text across pages

Drawing

- Using basic drawing tools
- Drawing Bezier curves

Combining objects

- Adjusting stacking
- Grouping and ungrouping objects

Working with Graphics

- Inserting graphics onto a page
- Moving, resizing, and locking graphics
- Adding borders
- Wrapping text around graphics

Advanced Typography

- Using text paths
- Special characters (e.g. em and en dashes)
- Adjusting tracking
- Kerning letters
- Setting hyphenation and justification options
- Widow and orphan control

Using Styles

- Creating and modifying styles
- Applying styles to text

Advanced Graphics and Drawing

- Cropping and transforming images
- Applying stroke and transparency
- Creating and applying gradients
- Wrapping text using clipping paths

Color Management

- Color types
- Using ink colors and shading
- Defining and applying colors to objects
- Editing, changing, and removing colors

Working with Master Pages

- Creating and editing master pages
- Applying master formatting to pages
- Creating a new master from an existing page

Output Options

- Page setup and printing options
- Modifying and using PDF styles
- Exporting to Adobe PDF