

Days: 2

Prerequisites: None.

Audience: This course is intended for students who want to expand their entry-level knowledge of Adobe InDesign by using advanced features and collaboration tools.

Description: This course covers the Print & Digital Media Publication Using Adobe InDesign CC objectives to help students prepare for the Adobe Certified Associate (ACA) exam. This course is also designed to cover the Adobe Certified Expert (ACE) exam objectives. This course covers the Print & Digital Media Publication Using Adobe InDesign CC objectives to help students prepare for the Adobe Certified Associate (ACA) exam. This course is also designed to cover the Adobe Certified Expert (ACE) exam objectives.

OUTLINE:

LESSON 1: GETTING STARTED WITH INDESIGN

- Topic A: Identify Components of the InDesign Interface
- Topic B: Customize the InDesign Interface
- Topic C: Apply the Navigation Controls and Set Preferences

LESSON 2: DESIGNING A DOCUMENT

- Topic A: Establish Project Requirements
- Topic B: Apply Design Principles
- Topic C: Create a New Document
- Topic D: Add Text to a Document
- Topic E: Add Graphics to a Document

LESSON 3: CUSTOMIZING A DOCUMENT

- Topic A: Format Characters and Paragraphs
- Topic B: Apply Colors, Swatches, and Gradients
- Topic C: Create and Apply Styles

LESSON 4: WORKING WITH PAGE ELEMENTS

- Topic A: Arrange and Align Objects
- Topic B: Apply Layers
- Topic C: Transform and Manipulate Objects
- Topic D: Thread Text Frames
- Topic E: Edit Text

LESSON 5: BUILDING TABLES

- Topic A: Create and Modify a New Table
- Topic B: Format a Table

LESSON 6: PREPARING A DOCUMENT FOR DELIVERY

- Topic A: Resolve Errors in a Document
- Topic B: Export Files for Printing and for the Web

DAY 2

LESSON 1: PREPARING DOCUMENTS FOR MULTIPLE FORMATS

- Topic A: Build Layout Versions
- Topic B: Link Content

LESSON 2: MANAGING ADVANCED PAGE ELEMENTS

- Topic A: Create Repeating Content
- Topic B: Change Text Layouts
- Topic C: Create Transparency
- Topic D: Anchor Objects and Manage a Library

Adobe InDesign CC

LESSON 3: MANAGING STYLES

- Topic A: Import Styles from Microsoft Word Documents
- Topic B: Manage Styles

LESSON 4: BUILDING COMPLEX PATHS

- Topic A: Create Bezier Paths
- Topic B: Create Clipping Paths
- Topic C: Create Compound Paths

LESSON 5: MANAGING EXTERNAL FILES AND CREATING DYNAMIC DOCUMENTS

- Topic A: Import External Files
- Topic B: Create Document Sections
- Topic C: Insert Text Variables
- Topic D: Create Interactive Documents

LESSON 6: MANAGING LONG DOCUMENTS

- Topic A: Create a Book
- Topic B: Build a Table of Contents
- Topic C: Create Hyperlinks and Cross-References
- Topic D: Generate an Index and Insert Footnotes

LESSON 7: PUBLISHING INDESIGN FILES FOR OTHER FORMATS AND CUSTOMIZING PRINT SETTINGS

- Topic A: Export PDF Files for Print
- Topic B: Export Interactive PDF Files and Files for Animation
- Topic C: Export Files for the Web
- Topic D: Manage Colors
- Topic E: Preview the Print Output
- Topic F: Create Print Presets