

# Comprehensive Adobe InDesign CC Training

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## Course duration

- 4 Days

## Course Outline

In this Adobe InDesign training class, students will learn to use InDesign CC to create documents, import and edit text, create and work with styles, use graphics, work with tables and print documents. They will also learn to work with variables and cross references, to create books with a table of contents and index, to output documents in multiple formats, to work with XML and to create interactive PDFs.

- Familiarize yourself with the InDesign workspace.
- Learn to build documents with master pages.
- Learn to work with text and type.
- Learn to work with styles.
- Learn to work with graphics
- Learn to create and use tables.
- Learn to use color in your documents.
- Learn to use effects.
- Learn to understand how color management is used to control output.
- Learn to learn to create multiple versions using layers.
- Learn to learn to create hyperlinks, multi-state objects and add video.
- Learn to create and use buttons to control interactive media.
- Learn to learn to create form fields, radio buttons, and scrollable lists.
- Learn to understand and use digital publishing platforms, such as EPUB and digital folios.
- Learn to understand and work with XML to automate your workflow.
- Learn to build an InDesign book from multiple files, with synchronized styles, table of contents and index.

1. InDesign CC Essential Skills
  1. InDesign Tools

2. The InDesign Workspace
3. The Document Window
4. Using Guides
5. Viewing Modes
6. Working with Panels
7. The Tools Panel
8. Managing Panels
9. Saving Your Workspace
10. Working with the Control Panel
11. Saving Your Workspace
12. Navigating through an InDesign Document
13. Using the Pages Panel
14. Changing the Magnification of Your Document
15. Working with Type
16. Entering and Formatting Type
17. Placing and Formatting Type
18. Flowing Type
19. Using Styles
20. Applying Paragraph Styles
21. Applying Character Styles
22. Apply Styles Using Find/Change
23. Placing Graphics
24. Positioning Graphics within a Frame
25. Applying Text Wrap
26. Understanding Layers
27. Applying Effects
2. Building Documents with Master Pages
  1. Planning Your Document
  2. Creating Custom Page Sizes
  3. Creating a New Custom-sized Document
  4. Creating and Formatting Master Pages
  5. Formatting Master Pages
  6. Adding Automatic Page Numbering
  7. Using Text Variables
  8. Basing Master Pages on Other Master Pages
  9. Overriding Master Page Items
  10. Adding Layout Pages
  11. Placing Formatted Text
  12. Creating the Classified Page
  13. Adding Images and Text to the Master Frames
  14. Applying Master Pages to Multiple Pages
3. Working with Text and Type
  1. Adding Text to your Document
  2. Creating a Text Frame
  3. Changing Character Attributes
  4. Changing Font and Type Styles
  5. Adjusting Size

6. Adjusting Line Spacing
7. Adjusting Character Spacing Kerning and Tracking
8. Using a Baseline Shift
9. Changing Paragraph Attributes
10. Horizontally Aligning Text
11. Changing the Spacing before and after Paragraphs
12. Using Tabs
13. Adding Rules above or below Paragraphs
14. Changing Text Color
15. Creating Drop Caps
16. Checking and Correcting Spelling
17. Finding and Changing Text and Text Attributes
18. Finding and Changing Text Using GREP
19. Checking and Correcting Spelling
20. Adding Words to the Dictionary
21. Checking Spelling as You Type
22. Automatically Correcting Spelling
23. Editing Text Using the Story Editor
24. Using Track Changes
25. Drag-and-Drop Text Editing
26. Special Characters and Glyphs
27. Using the Glyphs Panel and Glyph Sets
28. Text Frame Options
29. Adjusting Text Inset
30. Vertically Aligning Text
31. Importing Text
32. Flowing Text Manually
33. Threading Text between Frames
34. Using Semi-autoflow to Link Several Text Frames
35. Changing the Number of Columns in a Text Frame
36. Baseline Grid
37. Viewing and Changing the Baseline Grid
38. Adding Story Jumps
39. Using Styles to Format Text
40. Creating a Headline and Applying a Style
41. Importing Styles from Other Documents
42. Redefining Styles
43. Placing Text on a Path
44. Importing Text from Microsoft Word
45. Missing Fonts
46. Finding and Fixing Missing Fonts
4. Working with Styles
  1. Style Types
  2. Paragraph Styles
  3. Applying a Paragraph Style
  4. Character Styles
  5. Defining Character Styles

6. Applying Character Styles
7. Using Nested Styles
8. Updating Styles
9. Loading Styles from Another InDesign Document
10. Quick Apply
11. Organizing Styles into Groups
12. Object Styles
13. Creating Object Styles
14. Applying an Object Style
15. Changing an Object Style
16. Finishing Up
17. GREP Styles
5. Working with Graphics
  1. Understanding How InDesign Handles Graphics
  2. Locating Missing Images
  3. Working with the Links Panel and the Link Badge
  4. Customizing the Links Panel
  5. Adding Graphics to Your Layout
  6. Fitting an Image within an Existing Frame
  7. Auto Fitting
  8. Using Adobe Bridge to Import Graphics
  9. Placing Multiple Graphics
  10. Using Object Styles for Images
  11. Wrapping Text around Images
  12. Wrapping Text around the Bounding Box
  13. Using Graphics with Clipping Paths and Alpha Channels
  14. Removing an Image Background Using InDesign
  15. Using Anchored Objects
  16. Advanced Importing
  17. Importing Layered Photoshop Files
  18. Importing InDesign Layouts as Graphics
6. Creating and Using Tables
  1. Creating a Table
  2. Designing a Table from Scratch
  3. Copying and Pasting Table Information
  4. Converting Text to Table and Table to Text
  5. Importing a Table
  6. Editing Tables and Table Options
  7. Changing Row Width
  8. Editing the Border
  9. Formatting Rows and Columns
  10. Using Fills
  11. Formatting Cells and Text
  12. Resetting the Cell Styles within a Table
  13. Text Alignment and Inset within a Cell
  14. Formatting Text within a Cell and Saving Paragraph Styles
  15. Formatting Text in Tables by Column

16. Working with Tables in Story Editor
17. Merging Cells
18. Defining a Header Cell
19. Setting Column and Row Dimensions
20. Setting a Fixed Row Height
21. Setting Column Width
22. Using Graphics in Tables
23. Placing Graphics in Cells
24. Cell Styles and Table Styles
25. Cell Styles
26. Applying Cell Styles
27. Creating Table Styles
28. Applying Table Styles
7. Using Color in Your Documents
  1. Applying Colors to Frames and Text
  2. Applying Color to Text
  3. Applying Color to Frames
  4. Applying Live Corner Effects
  5. Creating and Saving a New Swatch
  6. Applying Strokes to Text
  7. Creating a Tint Reduction
  8. Making a Dashed Stroke
  9. Creating and Saving Gradients
  10. Linear Gradients
  11. Saving a Gradient
  12. Adjusting Fill Opacity
  13. Radial Gradient
  14. Adjusting the Direction of a Radial Gradient
  15. One-click Edits
  16. Using the Eyedropper Tool to Copy Frame Attributes
  17. Applying Colors to Multiple Objects
  18. Updating and Editing Colors
  19. Using and Saving Spot Colors
  20. Colorizing a Grayscale Image
8. Using Effects
  1. Creative Effects
  2. Applying Opacity to Objects
  3. Apply Effects to Stroke or Fill Only
  4. Drop Shadow
  5. Adjusting Effects for Objects
  6. Bevel and Emboss
  7. Object Styles with Effects
  8. Basic Feather
  9. The Gradient Feather Tool
  10. Converting Text to a Path
  11. Applying Blending Modes to Objects
  12. The Screen Blending Mode

13. The Multiply Blending Mode
14. Working with Imported Files that Use Transparency
15. Applying an Alpha Channel Selection
16. Applying a Path Selection
9. Digital Variation Layouts
  1. Stage 1 Controlling Color for Output
    1. Color Management in Theory and Practice
    2. Define Application Color Settings
    3. Understanding Rendering Intents
    4. Assign Color Settings to an Existing File
    5. Assigning and Converting Color Profiles
    6. Preview Separations
    7. Enable Track Changes
    8. Find and Change Text
    9. The Find/Change Dialog Box in Depth
    10. Find and Change Text Formatting Attributes
    11. Entering Special Characters in Dialog Boxes
    12. Find and Change Object Attributes
    13. Review Tracked Changes
    14. Export a Color-Managed PDF File
    15. Soft Proofing to Custom Profiles
  2. Stage 2 Creating Interactive Elements
    1. Create Versions with Layers
    2. Controlling Text Wrap on Different Layers
    3. Define a Table of Contents
    4. Define Hyperlinks
    5. Create a File for Web Intent
    6. Create a Basic Animation
    7. The Animation Panel in Depth
    8. Define Object States
    9. Create Buttons to Control the Animation
    10. Create and Place an SWF File
    11. Create Text Form Fields
    12. Create a Radio Button Form Field
    13. Create a Combo Box Form Field
    14. Create Check Box Form Fields
    15. Create Form Control Buttons
    16. Export an Interactive PDF
  3. Stage 3 Creating EPUB and HTML Files
    1. Anchoring Graphics to Text
    2. Define Articles
    3. Tag Styles for Exporting
    4. Export HTML
    5. Export EPUB
    6. Understanding Options for Exporting EPUB Files
10. National Parks Info Pieces
  1. Stage 1 Working with XML

1. Tag Frames for XML
2. Review Document Structure
3. Review XML Structure and Attributes
4. Identifying Structure Pane Icons
5. Options for Exporting XML
6. Place Unstructured XML Content
7. Import XML Options
8. Update Linked XML Data
9. Import Structured XML
2. Stage 2 Creating Alternate Layouts
  1. Update the InDesign Application Files
  2. Create a File for Digital Publishing
  3. Use the Content Collector
  4. Manage Linked Object Options
  5. Defining Style Mapping Rules
  6. Create an Interactive Overlay
  7. Folio Overlay Options
  8. Define Liquid Page Rules
  9. Understanding Column Options
  10. Understanding Liquid Page Rules
  11. Create an Alternate Layout
  12. Create a Digital Folio
  13. Add Articles to a Folio
  14. Importing Articles into Foliros
  15. Preview the Folio
11. Multi-chapter Booklet
  1. Stage 1 Combining Documents into Books
    1. Build an InDesign Book
    2. Add Book Chapters
    3. Managing Book Chapters
    4. Control Section and Page Numbering
    5. Understanding Book Page Numbering
    6. Section and Chapter Numbering in Depth
    7. Synchronize Book Files
    8. Smart Matching Style Groups
  2. Stage 2 Building a Table of Contents
    1. Define a Table of Contents Style
    2. Build and Update a Table of Contents
  3. Stage 3 Building an Index
    1. Tag Basic and Reversed Index Topics
    2. Add Multiple Page References
    3. Changing Index Topic Sort Order
    4. Add Page-Range References
    5. Adding Cross-References in an Index
    6. Add Multiple-Level References
    7. Build the Book's Index
    8. Options for Generating an Index

4. Stage 4 Exporting Book Files
  1. Export PDF Files for Print and Digital Distribution
5. Stage 5 Merging Data into an InDesign Layout
  1. The Data Source File
  2. Create the Merged Document and Load the Source Data
  3. Cleaning up Data
  4. Working with Long Text Fields
  5. Incorporating Images in a Data Merge
  6. Complete the Merged Document
  7. Managing Empty Data Fields
  8. Merging Multiple Records on a Single Page

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