



Course Description:

If you want to become a publishing professional in today's workforce, it is important to have a working knowledge of Adobe InDesign. Our new InDesign CC course is taught by LearnKey expert Linda Dickeson, and will provide you with the skills you need to create layouts for both screen and print. This new course will teach you how to use some of the newest features of InDesign CC such as: Simplified Hyperlinks, Sync Settings, EPUB enhancements, and so much more!

Course Prerequisites

This course assumes that delegates have completed the Introductory level of PCS' Adobe InDesign course, or at least have the equivalent InDesign knowledge and experience.

Course Contents:

Session 1

- Section A: Workspace
 - InDesign Workspace
 - Various Panels
 - Tools Bar
 - Zoom Tool
 - New Blank Document
 - Preferences
 - Tools
 - Fill and Stroke
 - New Colour Selections
 - Gradient Too
- Section B: Object Arrangements
 - Customise Workspace
 - Shapes
 - Tint and Transparency
 - Object Arrangement
 - Pen Tool
 - Type on a Path
- Section C: Graphic and Text in Frames
 - Add a Graphic
 - Resize Content
 - Add a Text Frame
 - Text Wrap Options
 - Text between Multiple Frames
 - Work with Multiple Frames
 - Print Optimisation
 - Fit Content to Frame
 - Place Multiple Images
 - Gap Tool and Live Caption
- Section D: Document Layers
 - How to Work with Layers
 - Add a New Layer
 - Add Bleed and Slug
 - Merge, Rearrange, Delete
- Section E: Plan and Manage Projects
 - Project Plan and Management
 - Project Phases
 - Communication
 - Copyright
 - Fair Use
 - Intellectual Property
- Section F: Professional Design Guidelines
 - Design Principles
 - Alignment, Proximity, and Unity
 - Contrast, Repetition
 - Colour
 - Simplicity and White Space
 - Design Elements
 - Readability, Eyeflow
 - Gestalt Principles, Infographics
- Section G: Graphic and Text in Frames
 - Font Families
 - Understanding Type
 - Font Combinations
 - Justification Options
 - Typography Tips
 - Leading, Kerning, Tracking
 - Pages Panel



Session 2

- Section A: Master Pages
 - Page Setup Options
 - Set Master Page Elements
 - Add Page Number
 - Column Guides
 - Add Ruler Guide
 - Create Multiple Master Pages
 - Content Collector Tool
 - Free Transform Tool
 - Change Attributes, Import Story
- Section B: Styles and Lists
 - Place a Graphic
 - Format Text
 - Paragraph and Character Styles
 - Paragraph Styles
 - Create New Character Style
 - Create Bulleted and Numbered Lists
- Section C: Tables
 - Add and Modify Tables
 - Import Excel Data
 - Import a Word Document
 - Modify Table
 - Table Layout Options
- Section D: Multiple Text Frames
 - Apply a Master Page
 - Place a Story with Multiple Frames
 - Story Editor, Find/Change
 - Use Find/Change
 - Character Styles
 - Add Story Jumps
- Section E: Text Frames, Tabs, and Indexes
 - Apply Text Wrap
 - Insert Spacing
 - Set a Tab
 - Insert Index
 - Create Table of Contents
- Section F: Object Effects and Styles
 - Object Effects
 - Add Strokes
 - Add Drop Shadows
 - Add Special Characters
- Section G: Print and Export Preparation
 - Preflight
 - Live Preflight
 - InDesign Package
 - Review Package
 - Specify Print Process
 - Export to PDF
 - Create a Library

Session 3

- Section A: Interactive SWF Files
 - Design for SWF
 - Animate Page Objects
 - Preview Animation
 - Control Animation Timing
 - Create Interactive Slideshow
 - Create Navigation Buttons
 - Create Go To Page Button
 - Export as SWF
- Section B: Interactive PDF Files
 - Add a Hyperlink to an Interactive PDF
 - Add Video to a PDF
 - Add Video Controls
 - Export Interactive PDF
- Section C: ePub Creation
 - Introduction to eBooks
 - ePub Set Up Options
 - ePub Naming Conventions
 - Apply ePub Styles
 - Add Graphics and Images to ePub
 - Add Video to ePub
 - Table of Contents in an ePub
 - Add a Cover and Export
 - Image Export Options
 - Advanced Export Settings
 - ePub Export Rules
- Section D: Multiple Screen Design
 - Multiscreen Projects
 - Alternate Layouts
 - Liquid Layout
 - Folio Builder
 - Export to HTML

