



## Adobe InDesign CC Introduction

**Overview:** Students will learn to use Adobe InDesign CC to create and deliver professional looking printed and interactive documents. They will learn how to navigate the InDesign interface, create a new document, customize a document using color, swatches, gradients, and styles, manage page elements, add tables and prepare documents for deployment.

**Course Length:** One Day

### **Course Content**

#### **Lesson 1: Getting Started with InDesign**

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

#### **Lesson 2: Designing a Document**

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

#### **Lesson 3: Customizing a Document**

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

#### **Lesson 4: Working with Page Elements**

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

#### **Lesson 5: Building Tables**

Create and Modify a New Table  
Format a Table

#### **Lesson 6: Preparing a Document for Delivery**

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