

Course Outline

Adobe® InDesign® CC: Part 2

Duration: 1 day (6 hours)

Learning Objectives:

Upon successful completion of this course, students will be able to use Adobe InDesign CC to create and deliver professional looking printed and interactive documents.

You will:

- Prepare documents for multiple formats.
- Manage advanced page layouts.
- Manage styles.
- Build complex paths.
- Manage external files and create dynamic documents.
- Manage long documents.
- Publish InDesign files for other formats and customize print settings.

Target 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.

Prerequisites:

To ensure your success, you will need to take the following course:

- Adobe® InDesign® CC: Part 1

Topics Covered:

- 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
- 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