



BEVERLY HOUWING

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CERTIFIED INSTRUCTOR

InDesign CC 2020 Fundamentals - Training Topics

APPLICATION OVERVIEW

InDesign User Interface

Keyboard Shortcuts & Custom Menus

Setting Preferences; Creating Custom Workspaces

NAVIGATION

Getting around and viewing documents using the Navigator & Pages Panels

Zooming in and out, using the Hand tool; Navigation shortcuts

PAGE LAYOUT

Document Setup & Presets

Creating Text & Using Open Type Fonts

Placing, Manipulating & Editing Graphics; Content Grabber; Auto Fit

Creating & Applying Master Pages; Auto Page Numbering

Importing and Threading Text;

Typography Controls: Metric & Optical Kerning, Tracking & Leading

Adding & Using Colors, Swatches, and Gradients

Creating a Color Set; Exchanging Swatches with Suite Applications

Applying Fills and Strokes to Frames and Type

Formatting Type; Bulleted Lists; Text Wraps; Using Glyphs

Creating & Applying: Paragraph Styles; Character Styles; Object Styles

Using the Story Editor

Using Templates & Libraries

Previewing Documents

Exchanging files between InDesign CS4, CS5, CS6 & CC Versions

PREPARING FOR HANDOFF TO A SERVICE PROVIDER

Preflighting Documents

Packaging Files & Document Font Considerations

Previewing Separations & Transparency

LAYERS

Using Layers in InDesign publications

CREATING ACROBAT PDF FILES

PDF Presets and Creating Documents for Print & Online

PDF Export



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CERTIFIED INSTRUCTOR

InDesign CC 2020 Advanced - Training Topics

CREATING & EDITING TABLES

Creating and Importing Word Tables & Formatting Tables; Using Table Styles

TABLES OF CONTENTS & CROSS REFERNCES

Defining Styles for Table of Contents; Defining Styles in the Document; Generating a Table of Contents; Redefining Paragraph Styles and Applying Character Styles to the TOC; Updating the Table of Contents Listings; Creating a Cross Reference; Editing and Updating Cross References; Placing Multiple Images in a Grid; Editing Image Frame Corners; Custom Stroke Styles

WORKING WITH LONG DOCUMENTS

Creating a Book; Adding Documents to a Book File; Specifying Page Numbering Across the Book; Customizing Page Numbering; Creating a Running Footer; Defining a text variable; Inserting a Text Variable; Adding a footnote; Adding a Cross-Reference; Synchronizing a Book for consistent style and colors; Generating a Table of Contents for the Book; Setting Up the Table of Contents; Flowing the Table of Contents; Indexing a Book; Viewing Index Tags; Generating an Index; Exporting a Book to PDF

ADVANCED TEXT FORMATTING & DOCUMENT CREATION

Using Find/Change to clean up text

Using Nested Styles

Redefining Paragraph Styles, Character Styles & Object Styles

Creating a Design Template.

Duplicating and Aligning Page Content

Using Next Style & Keep Options

Smart Text Reflow

Working with Transparency Effects

Using Conditional Text

AUTOMATION & INTERACTIVITY

Using Scripts to automate tasks or enhance InDesign functions

Using Data Merge

Using a Data Source File

Creating a Merged file from data records

Using GREGP expressions for perform complex text formatting