



## Adobe InDesign CC

Level 2 (Advanced)

One Day Workshop

You will work in a small group. You will have your own individual PC and will work through a specifically prepared coursebook, under the direction of a highly experienced, technically qualified trainer.

### General Description:

The skills and knowledge acquired in Adobe InDesign CC - Level 2 are sufficient to be able to work with various advanced aspects of InDesign CC including working with the Creative Cloud, creating and modifying interactive documents and much more.

### What You Will Learn:

At the completion of this course participants should be able to:

- understand and work with your Adobe account
- understand, modify and create Creative Cloud libraries
- collaborate and work with others effectively
- format text
- apply formatting to various kinds of objects
- understand and work with styles
- understand, create and modify tables
- create and insert a table of contents and an index.
- create a simple E-Publication
- understand and work with alternate layouts

### Course Content

The course covers:

#### The Adobe Account

- The Adobe Website
- Signing in to Your Adobe Account
- The Creative Profile Home Page
- Managing Your Adobe Account
- Adobe Creative Cloud Application Manager
- Working With Apps
- Understanding Library Assets
- Understanding TypeKit
- Add Fonts in Typekit
- Understanding Adobe Colour CC
- Understanding Behance

#### Creative Cloud Libraries

- The Libraries Panel
- Adding Elements to the Library
- Accessing the Contents of Your Library Online
- Sorting the Contents of the Library
- Adding People to Your Library
- Working With Libraries

#### Working Collaboratively

- Uploading a File to Creative Cloud
- Creating a Folder in Creative Cloud
- Working With Files and Folders
- Adding Collaborators
- Viewing and Navigating a File in Creative Cloud

- Making Changes to a Shared File
- Commenting on a Shared File
- Deleting Comments
- Creating User Identification
- Adding Notes to a Shared File
- Viewing Notes in a Shared File
- Working With Tracked Changes
- Accepting Collaboration Invitations
- Removing Collaborators

#### Paragraph Formatting

- Understanding the Paragraph Panel
- Applying Space Before and After Paragraphs
- Applying an Indent
- Applying a First Line Indent
- Understanding Tabs



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- Setting Drop Caps
- Creating a Bulleted List

### Formatting Objects

- Applying Effects
- Applying Corner Effects
- Applying Transparency
- Applying a Gradient to an Object
- Using the Eyedropper to Copy Formatting
- The Find Change Dialog Box
- Creating a Snippet
- Inserting a Snippet

### Working With Styles

- Understanding Styles
- Understanding Styles Panels
- Creating Character Styles
- Applying Character Styles
- Creating Paragraph Styles
- Creating a Style From Existing Formatting
- Applying Paragraph Styles
- Working With Style Groups
- Editing Styles
- Creating and Applying Object Styles
- Deleting Styles and Style Groups

### Working With Tables

- Creating a Table
- Selecting Tables and Table Cells
- Entering Text in a Table Cell
- Adjusting a Table
- Formatting Text in a Table
- Understanding the Table Panel
- Formatting Cells
- Working With Table Borders
- Working With Table Colour
- Importing a Spreadsheet Table
- Deleting a Table

### Long Documents

- Understanding Tables of Contents
- Inserting a Table of Contents
- Formatting a Table of Contents
- Creating a Table of Contents Style
- Updating a Table of Contents
- Understanding Indexes
- Adding Index Entries
- Generating a Simple Index

### Creating a Simple E-Publication

- Understanding Digital Documents
- Fixed Layout vs Reflowable
- Checking Your Fonts for EPUBS
- Interactive Navigation Tools
- Understanding Adding Animation
- The EPUB Interactivity Preview Panel
- Adding Animation
- Creating a Multi State Object
- Interactive Objects
- Creating a Button
- The EPUB Export Options Dialog box
- Exporting to EPUB
- Understanding MultiMedia Tools

### Alternate Layouts

- Understanding Alternate Layouts
- Previewing Liquid Layout
- Applying Liquid Layout Rules
- Constraining Specific Objects
- Applying Rules to Other Pages
- Creating an Alternate Layout
- Splitting the Document Window



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**What You Take Away:**

At the completion of the course, you get to take away the extensive coursebook for future reference.

**What You Need To Know:**

Adobe InDesign CC - Level 2 assumes some knowledge of the software. Also, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

**Measure of Success:**

A questionnaire or workshop exercise at the end of each course enables participants to evaluate the success of the course and determine the extent of their enhanced productivity.

**Certificate:**

Upon successful completion of the workshop, you will be issued with an official course certificate

**Which Course Next?:**

This is the most advanced Adobe InDesign CC course

**Dates & Times:**

Please refer to separate workshop schedule.

**Course Policies Warranty:**

There are no warranties expressed or implied relating to the content or results of attending a Screen Smart course