



# Adobe InDesign CC

Level 2



INFocus COURSEWARE

Product Code: INF1785

ISBN: 978-1-925873-53-5

## ❖ 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.

## ❖ Learning Outcomes

At the completion of this course you 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
- understand and work with styles
- apply formatting to various kinds of objects
- 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

## ❖ Prerequisites

**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.

## ❖ Topic Sheets

105 topics

## ❖ Methodology

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

## ❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

## ❖ Companion Products

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at [www.watsoniapublishing.com](http://www.watsoniapublishing.com).

*This information sheet was produced on Wednesday, October 24, 2018 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.*



47 Greenaway Street  
Bulleen VIC 3105  
Australia  
ABN 64 060 335 748

Phone: (+61) 3 9851 4000  
Fax: (+61) 3 9851 4001  
[info@watsoniapublishing.com](mailto:info@watsoniapublishing.com)  
[www.watsoniapublishing.com](http://www.watsoniapublishing.com)

Product Information



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## Contents

### The Adobe Account

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

### Creative Cloud Libraries

- The CC 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
- Deleting Files and Folders

### Paragraph Formatting

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

Creating a Bulleted List

### 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

### Formatting Objects

- Applying Effects
- Applying Corner Effects
- Changing the Opacity of an Object
- 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 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
- Applying Liquid Layout Rules
- Constraining Specific Objects
- Applying Rules to Other Pages
- Creating an Alternate Layout



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Australia  
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Phone: (+61) 3 9851 4000  
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