



# Adobe InDesign CC

Level 1



INFOCUS COURSEWARE

Product Code: INF1784

ISBN: 978-1-925873-52-8

## ❖ General Description

The skills and knowledge acquired in **Adobe InDesign CC - Level 1** enable users to gain a thorough understanding of InDesign and how it can be used as well as the ability to create a variety of different kinds of documents, add text, colour, shapes and graphics, print documents and access help.

## ❖ Learning Outcomes

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

- understand how **InDesign** can be used and start working with it
- understand how to set up and create a new document
- work with and modify elements of a workspace
- understand basic navigation within **InDesign**
- work with pages
- understand what layers are and how to work with them
- work with text
- understand colour and how to use it
- understand and work with objects
- work with graphics
- ensure documents are ready to print
- use the **Help** menu and access online help resources

## ❖ Prerequisites

**Adobe InDesign CC - Level 1** assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

## ❖ Topic Sheets

119 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).

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Product Information



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### Starting With InDesign

- Understanding InDesign
- Starting Adobe InDesign From the Desktop
- The Start Workspace
- The InDesign Workspace
- Understanding Workspaces
- Opening an Existing Document
- Closing a Document
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### Setting Up a Document

- Understanding Document Presets
- Adjusting the Units of Measure
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- Creating a New Document
- Using New Document Preview
- Saving a New Document

### Working With a Workspace

- The Tools Panel
- Using Selection Tools
- Displaying and Hiding Rulers
- Working With Workspaces
- Creating a Custom Workspace
- Understanding Panels
- Displaying and Hiding Panels
- Floating and Docking Panels
- Working With the Status Bar

### Navigating InDesign

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- Changing Screen Views
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- Using Keyboard Shortcuts
- Working With Tabbed Documents
- Arranging Multiple Documents
- Using the Content Collector

### Working With Pages

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- Creating Master Pages
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- Locking, Unlocking and Clearing Guides
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- Inserting Auto Page Numbering
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### Layers

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- Assigning Objects to Layers
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- Understanding Colour
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- Creating a Colour Group
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- Merging Shapes Using Pathfinder

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- Placing Graphics in a Document
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### Preparing for Printing

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- Understanding Ink Handling Terms
- Creating a Postscript File
- Exporting to PDF
- Soft Proofing
- Packaging a Document

### Getting Help

- Understanding the Help Menu
- Using Help
- Searching for Online Help



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