



Adobe InDesign CC

Level 2



INFOCUS COURSEWARE

Product Code: INF1785

ISBN: 978-1-925873-01-6

❖ 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.

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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

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- 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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