



BEVERLY HOUWING

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CERTIFIED INSTRUCTOR

InDesign CC 2019 Fundamentals - Training Topics

APPLICATION OVERVIEW

InDesign User Interface

Keyboard Shortcuts & Custom Menus

Setting Preferences; Creating Custom Workspaces

ADOBE BRIDGE

File Management & Content Organization

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; Page Tool

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

PREPARING FOR HANDOFF TO A SERVICE PROVIDER

Preflighting Profiles & Packaging Files; Document Fonts

Previewing Separations & Transparency

LAYERS

Using Layers in InDesign publications

CREATING ADOBE PDF FILES

PDF Presets and Creating Documents for Print & Online

PDF Export



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InDesign CC 2019 Advanced - Training Topics

CREATING & EDITING TABLES

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

OBJECT ALIGNMENT AND APPLYING TRANSPARENCY & EFFECTS

Aligning & Distributing Objects

Effects: Transparency; Blending Modes; Drop Shadows; Bevels; Glows;

Feathered Objects - applied independently to Objects, Fills, Text and Strokes

Live Corner Effects

TYPOGRAPHY AND SHAPES

Formatting text in side a shape & using Text Inset Spacing

Using Type on a Path; Stroke Styles

COMBINING IMAGES & TYPE

Outlined Type & Placing Images in Text

Transforming Text & Effects

ADVANCED TEXT FORMATTING

Using Find/Change to clean up text

Creating Nested Styles & Cross References

Creating a Table of Contents & using Tab Alignment

Using Next Style

Smart Text Reflow

Conditional Text

Balancing, Spanning & Splitting Text Columns; Live Captions

DRAWING IN INDESIGN

Working with Pen, Pencil & Smoothing Tools;

Pathfinder & Compound Paths; Converting Shapes

Editing Illustrator artwork in InDesign; Working with Layered Photoshop files

AUTOMATION & INTERACTIVITY

Using Scripts to automate tasks or enhance InDesign functions.

Using Data Merge

Multi-image placement via Dynamic Grid

Using GREP expressions for perform complex text formatting.