

Learning Adobe InDesign CC

Module 1 Contents

Chapter 1: Introduction to InDesign CC

Starting an InDesign Document	1-1
The Screen Views.....	1-3
The Tools Panel	1-4
The Panel Group	1-5
Displaying Panels.....	1-5
Adding or Removing Panels.....	1-6
Workspaces.....	1-7
Creating a Flyer	1-9
Laying out the Page	1-10
Setting the Ruler Units	1-10
Setting the Ruler Guides.....	1-11
Saving the Document	1-12
Entering the Heading.....	1-12
Adding the Text	1-12
Adding a Rectangle.....	1-14
Formatting the Rectangle.....	1-15
Changing the Text Colour	1-17
Inserting the Image.....	1-18
Aligning the Image	1-18
Placing the Image	1-19
Adding the Second Text Frame	1-21
Entering the Text	1-21
Formatting the Text	1-23
Adding a Page Border	1-24
Adjusting Objects That Are Behind Others	1-25
Spell Checking.....	1-26
Previewing the Document	1-27
Printing the Document	1-28
The Screen Interface.....	1-28
Planning Pages.....	1-29
Desktop Publishing Assignment 1	1-30

Chapter 2: Creating Greeting Cards

Starting a New Publication	2-1
Setting the Ruler Guides	2-2
Creating the Front Section.....	2-3
Inserting the First Image	2-3
Inserting the Second Image.....	2-4
Zooming In	2-5
Adding the Text	2-5
Centring the Image.....	2-7
Rotating the Front Elements	2-8
Completing the Inside of the Card.....	2-9
Entering the Invitation Text	2-9
Entering the Address and Reply Text.....	2-11
Adding a Border Around the Text Frames.....	2-14
Rounded Rectangles	2-15
Printing	2-16
Extension Activity	2-16
Desktop Publishing Assignment 2	2-17

Chapter 3: Text Formatting

Loading the Prepared Document.....	3-1
Setting Indents.....	3-1
Setting a First Line Indent.....	3-1
Setting a Hanging Indent.....	3-3
Bullets and Numbering Buttons	3-5
Adjusting Indents Using the Control Panel.....	3-6
Using Tab Stops.....	3-9
Setting the Heading Tabs.....	3-10
Setting the Right and Decimal Tabs.....	3-11
Entering the Table Content	3-13
Removing Tab Stops.....	3-15
Creating a Contents Page.....	3-16
Entering the Headings.....	3-16
Setting the Leader Character.....	3-16
Entering the Contents	3-17
Formatting the Contents	3-18
Adding Lines to Text	3-19
Dynamic Spell Checking	3-21
Using Glyphs	3-22
Applying Quick Glyphs	3-22
Using the Glyphs Panel.....	3-23
Desktop Publishing Assignment 3	3-25

Chapter 4: Laying Out Pages Using Frames

Starting the New Publication	4-3
Setting the Ruler Guides	4-3
Adding the Frames.....	4-4
The Heading Frames.....	4-4
The Body Frames.....	4-5
Completing the Main Heading	4-7
Entering the Text	4-7
Shading the Frame	4-8
Setting the Text Colour to White	4-10
Entering the Sub-heading	4-10
Completing the Body of the Publication.....	4-12
Importing the Text.....	4-12
Threading the Text Through the Frames	4-13
Formatting the Text	4-14
Setting the Hanging Indents.....	4-15
Formatting the Text	4-17
Formatting the Prices	4-18
Creating the Reply Coupon	4-19
Entering the Text	4-19
Inserting the Lines.....	4-21
Highlighting the Coupon	4-23
Aligning the Reply Coupon.....	4-25
Adding a Page Border	4-26
Final Adjustments	4-27
Adding Rounded Corners	4-27
Moving the Coupon	4-28
Desktop Publishing Assignment 4	4-29

Chapter 5: Creating Menus Using Frames

Starting a New Publication	5-3
Laying out the Page	5-3
Inserting the Column Guides.....	5-3
Setting the Ruler Guides.....	5-4
Setting the Frames.....	5-4
The Headings.....	5-4
The Appetiser Items	5-5
The Salads and Soups Section	5-6
The Seafood Specialties Section.....	5-7
Entering the Main Heading.....	5-9
Creating the Sub-headings.....	5-11
Entering the Appetisers Heading	5-11
Copying the Appetisers Sub-Heading.....	5-13
Creating the Seafood Specialties Sub-Heading	5-14
Entering the Menu Details.....	5-15
The Appetizers	5-15
The Salads and Soups.....	5-18
The Seafood Specialties	5-20
Inserting the Bottom Image.....	5-22
Adding a Page Border	5-23
Printing	5-24
Desktop Publishing Assignment 5	5-25

Chapter 6: Using Styles In Publications

Starting a New Publication	6-1
Importing the Text	6-2
Paragraph Styles	6-2
Displaying the Paragraph Styles Panel	6-2
Formatting the Main Heading	6-3
Creating the Sub-Heading Style.....	6-3
Applying the Style	6-5
Adjusting the Styles.....	6-6
Creating the Numbered Points Style	6-7
Defining the Style's Formats.....	6-7
Creating the Style.....	6-8
Applying the Style	6-9
The Lettered Point Style.....	6-11
Defining the Style's Formats.....	6-11
Defining the Style.....	6-11
Applying the Style	6-12
Duplicating Styles	6-13
Deleting Styles	6-14
Copying Styles to Other Documents.....	6-16
Character Styles	6-17
Formatting the Character	6-17
Applying the Style	6-18
Changing Character Styles.....	6-19
Using Styles in the Properties Panel	6-21
Desktop Publishing Assignment 6	6-23

Chapter 7: Single-Page Newsletters

Starting a New Publication	7-1
Importing the Text	7-2
Setting the Text into Columns.....	7-3
Spanning Text Across Columns	7-3
Formatting the Footer Text.....	7-5
Formatting the Header Text.....	7-5
Adding a Drop Cap Letter.....	7-6
Formatting the Column Text	7-7
Applying Some Finishing Touches	7-8
Adding a Header Rectangle	7-8
Adding a Footer Rectangle	7-10
Adding a Page Border	7-12
Desktop Publishing Assignment 7	7-14

Chapter 8: Multiple Page Newsletters

The Front Page	8-1
Starting a New Publication	8-3
Formatting the Pages Panel	8-3
Laying out the First Page.....	8-5
Inserting the Column Guides.....	8-5
Setting the Ruler Guides.....	8-5
Inserting the Frames.....	8-6
Creating The Heading	8-6
Entering the Text	8-6
Adding Lines to the Heading	8-9
Entering the Title of the Newsletter	8-10
Adding Text Effects.....	8-11
Completing the Page.....	8-13
Adding an Image.....	8-15
Placing an Oval Around the Image.....	8-17
Filling the Frame	8-18
Adding a Page Border	8-20
Producing Page 2	8-21
Displaying Page 2	8-23
Importing the Text.....	8-23
Formatting the Text	8-24
Inserting the First Image	8-25
Wrapping the Text Around the Image	8-25
Manually Adjusting the Wrap.....	8-26
Inserting the Second Image.....	8-27
Wrapping the Text Around the Image	8-28
Adding a Page Border.....	8-29
Printing the Pages	8-30
Desktop Publishing Assignment 8	8-31

Chapter 9: Using Tables in Publications

Loading the Sample File.....	9-1
Inserting a Table.....	9-1
Setting the Table Frame	9-1
Setting the Table.....	9-2
Adjusting the Column Width.....	9-3
Changing the Row Heights	9-4
Completing the Table.....	9-4
Formatting the Table.....	9-5
Shading the First Column	9-5
Selecting the Whole Table.....	9-6
Vertically Centring the Text	9-7
Indenting the Text	9-7
Cell Borders.....	9-8
Formatting the Heading.....	9-9
Text Wrapping.....	9-10
Adding a Second Table.....	9-11
Creating the Table	9-11
Inserting the First Image	9-12
Formatting the Table	9-13
Importing a Microsoft Word Table.....	9-15
Setting the Text Frame	9-15
Wrapping the Table	9-17
Adjusting the Table	9-18
Desktop Publishing Assignment 9	9-19

Chapter 10: Creating Pamphlets

The Pamphlet Sides	10-1
The Thumbnail Sketch	10-2
The Page Layout.....	10-2
Completing Side 1.....	10-3
Setting the Frames	10-3
Completing the Top Frame.....	10-3
Adding the Image.....	10-5
Completing the Lower Frame.....	10-6
Adding a Border Around the Frames.....	10-8
Completing Side 6.....	10-10
Importing the Text.....	10-10
Formatting the Text	10-10
Adding Lines Around the Heading.....	10-12
Setting Paragraph Styles	10-13
The Section Heading Style.....	10-13
The Album Heading Style	10-14
The Album Contents Style.....	10-15
Completing Side 5.....	10-17
Importing the Text.....	10-17
Formatting the Text	10-17
Placing Lines Around the Heading.....	10-19
Completing Side 2.....	10-20
Importing the Text.....	10-20
Formatting the Text	10-20
Completing Side 3.....	10-21
Importing the Text.....	10-21
Formatting the Text	10-22
Placing Lines Around the Heading.....	10-23
Completing Side 4.....	10-24
Importing the Text.....	10-24
Formatting the Text	10-25
Placing Lines Around the Heading.....	10-26
Adjusting The Columns	10-26
Checking and Printing	10-28
Desktop Publishing Assignment 10	10-29

Publishing Project 1

Module 2 Contents

Chapter 11: Table of Contents

Looking at the Sample File.....	11-1
Loading the Sample File	11-1
Looking at the Pages	11-2
Looking at the Styles Used	11-2
Creating the Table of Contents	11-4
Setting the Contents Heading	11-4
Including the Chapter Title Style	11-5
Including the Sub-Head Style	11-6
Including the Sub-Head Point Style.....	11-7
Saving the Table of Contents Formats.....	11-7
Placing the Table of Contents.....	11-8
Changing the Contents	11-9
Formatting the Table of Contents	11-10
Creating PDF Documents.....	11-13
Setting Bookmarks.....	11-15
Turning on the Bookmarks	11-15
Exporting the PDF File	11-17
Desktop Publishing Assignment 11	11-19

Chapter 12: Creating Magazines

The Page Structure	12-1
Starting the Document	12-2
Master Pages	12-2
Creating the Left Master Page	12-3
Setting the Master Page	12-3
Adding a Header.....	12-4
Inserting the Footer Image.....	12-6
Inserting Page Numbers.....	12-8
Creating the Right Master Page	12-10
Applying Master Pages	12-12
Deleting Master Pages	12-14
Editing Master Pages	12-15
Completing Page 1.....	12-16
Creating the Page Heading.....	12-16
Setting the Style	12-18
Adding the Page Content	12-19
Completing Page 2.....	12-21
Creating the Page Heading.....	12-21
Setting the Style	12-22
Adding the Page Content	12-22
Completing Page 3.....	12-24
Creating the Page Heading.....	12-24
Adding the Page Content	12-24
Completing Page 4.....	12-26
Creating the Page Heading.....	12-26
Adding the Page Content	12-27
Printing	12-27
Adding More Pages.....	12-28
Desktop Publishing Assignment 12	12-30

Chapter 13: Magazine Covers

Starting the Document	13-1
Inserting the Background Image.....	13-2
Completing the Front Cover	13-3
The Top Text	13-3
The Bottom Text.....	13-5
The Back Cover	13-7
Desktop Publishing Assignment 13	13-8

Chapter 14: Creating Multimedia Products

Creating an Online Catalogue	14-1
Drawing Navigation Buttons	14-2
Drawing a Triangle	14-2
Duplicating the Triangle	14-4
Creating a Home Button.....	14-5
Formatting the Buttons.....	14-7
The Previous Page Button	14-7
Setting the First Page Button.....	14-9
Setting the Next Page Button	14-11
Previewing the File	14-12
Using Sample Buttons.....	14-15
Inserting a Sample Button.....	14-15
Assigning the Button	14-17
Duplicating the Button	14-18
Desktop Publishing Assignment 14	14-20

Chapter 15: Animations and Media

Loading the Prepared File.....	15-1
Creating Animations	15-2
Animating the Main Heading	15-2
Previewing the Animation.....	15-3
Adjusting the Animation	15-4
Animating the Image	15-5
Controlling the Order of Animations.....	15-7
Animating States.....	15-8
Inserting the first Image	15-8
Inserting the Other Images	15-9
Converting the Frames to States	15-11
Adding Buttons.....	15-13
Inserting Videos	15-16
Importing the Sample Video	15-16
Formatting the Video	15-17
Previewing the Video	15-18
Desktop Publishing Assignment 15	15-19

Chapter 16: Liquid Layouts

Loading the Prepared File.....	16-1
Looking at the Liquid Layout Tools.....	16-1
Scaling Pages.....	16-2
The Re-Centre Rule	16-4
The Object-Based Rule.....	16-6
Scaling the Background Image	16-6
Pinning Objects	16-7
Flexible Width Columns	16-9
Setting the Page to Landscape Orientation.....	16-12
The Guide-Based Rule.....	16-13
Desktop Publishing Assignment 16	16-16

Chapter 17: Alternate Layouts

Loading the Prepared File.....	17-1
Creating a Horizontal Alternate Layout.....	17-2
Creating the Alternate Layout	17-2
Adjusting the New Layouts	17-4
Linked Text	17-5
Looking at Linked Pages.....	17-7
Looking at the Paragraph Styles.....	17-9
Adding More Alternate Pages.....	17-11
Creating the Android Vertical Layout	17-11
Creating the Android Horizontal Layout.....	17-13
Adding Single Page Alternate Layouts	17-14
Deleting Alternate Layouts	17-16
Exporting Pages to PDF Files.....	17-16
Desktop Publishing Assignment 17	17-18

Chapter 18: Creating Books

Loading the Sample Files	18-1
Starting the Book.....	18-3
Adding Documents to the Book.....	18-4
Adjusting the Page Numbers	18-5
Shuffling Book Documents.....	18-7
Saving Books	18-8
Synchronising Styles and Swatches.....	18-9
Printing Books.....	18-10
Exporting a Book to a PDF File	18-10
Including Bookmarks in the Book	18-12
Formatting the Table.....	18-14
Creating the PDF Document	18-16
Desktop Publishing Assignment 18	18-18

Chapter 19: Library Items and Content Tools

Library Items	19-1
Creating the Library File	19-1
Storing Text	19-2
Storing Images.....	19-3
Storing Photos.....	19-5
Deleting Library Items	19-6
Using the Library in Other Documents.....	19-6
The Content Placement Tools	19-7
Loading the Prepared File	19-7
Adding Items to the Content Conveyor.....	19-8
Placing Content From the Content Conveyor	19-10
The Content Placer Tool Options.....	19-12
Loading a Set of Items.....	19-14
Linking Items	19-17
Collecting Threaded Text Frames	19-19
Collecting Whole Pages.....	19-21
Desktop Publishing Assignment 19	19-24

Chapter 20: Creating Online Forms

Loading the Prepared File.....	20-1
Adding Text Fields to the Form	20-1
Inserting a Text Frame	20-1
Creating the Text Field.....	20-3
Duplicating a Text Field	20-4
Adding Check Boxes.....	20-5
Inserting the Rectangles.....	20-5
Converting the Rectangles to Check Boxes	20-6
Adding Radio Buttons	20-9
Inserting the Sample Buttons.....	20-9
Converting the Objects to Radio Buttons.....	20-11
Adding a Combo Box.....	20-12
Adding a Comment Field	20-15
Inserting the Text Field.....	20-15
Formatting the Text Field	20-16
Adding a Submit Button.....	20-17
Inserting a Sample Button.....	20-17
Formatting the Button.....	20-17
Adding Text to the Button	20-19
Exporting the Form.....	20-20
Testing the Form	20-21
Desktop Publishing Assignment 20	20-23

Chapter 21: Creating Multimedia Interactive Products

Loading the Prepared File	21-1
Inserting a Movie Clip	21-2
The Movie Clip Settings	21-3
Looking at the Movie Clip	21-4
Creating the Second Page	21-5
Duplicating Page 1.....	21-5
Inserting the Movie Clip.....	21-6
Adding a Third Page	21-7
Adding Navigation Buttons	21-9
Providing Play Video Buttons.....	21-11
The Play Fill Movie Button.....	21-11
Adding Text to the Button	21-12
The Button States.....	21-14
Adding Text to the Rollover State.....	21-15
Testing the Button	21-16
Creating the Paint Button	21-17
Creating the Backgrounds Button.....	21-20
Desktop Publishing Assignment 21	21-21

Chapter 22: Useful Features

The Eyedropper Tool.....	22-1
Copying Text Formats.....	22-1
Copying Graphic Formats	22-3
The Page Tool.....	22-4
Adding an Extra Page	22-4
Adjusting the Size of the Page.....	22-5
Adding Content to the Page	22-6
Looking at the Two Pages.....	22-6
Exporting the File	22-7
The Gap Tool	22-8
Loading the Sample Document	22-8
Turning on Auto-Fit	22-9
Adjusting the Frames	22-10
Adjusting Individual Images.....	22-11
Embedding Files.....	22-12
Using Layers.....	22-14
Loading a Sample Page.....	22-14
Naming layers.....	22-14
Looking at a Layer's Content	22-15
Adding a Layer for the Image	22-16
Adding a Layer for the Oval.....	22-18
Moving Layers	22-19
Locking Layers	22-21
Typing Text Along a Path.....	22-22
Font Tools	22-24

Publishing Project 2