

KLH Adobe InDesign 2022 Introduction Outline

1 Introducing the Workspace

- Looking at the Workspace
- Working with Panels
- Customizing the Workspace
- Changing the Magnification of a Document
- Navigating through a Document
- Using Context Menus
- Modifying Interface Preferences
- Resetting InDesign Preferences

2 Getting to Know InDesign

- Viewing Rulers, Guides, and Grids
- Preflighting
- Adding Text
- Using Styles
- Placing Graphics
- Working with Objects
- Using Object Styles
- Using Normal, Trim, & Presentation Modes

3 Setting Up a Document

- Saving Custom Document Settings
- Creating a New Document
- Creating and using Bleeds
- Switching between Open InDesign Documents
- Working with Parent Pages

- Using the Create Guides Command

- Applying Parent Pages to Document Pages

- Adding New Document Pages

- Rearranging and Deleting Document Pages

- Changing the Size of Pages

- Using the Adjust Layout Command

- Adding Sections to Change Page Numbering

- Overriding Parent Page Items on Document Pages

- Viewing and Navigating Pages and Spreads

4 Working with Objects

- Working with Layers

- Creating and Modifying Text Frames

- Creating and Modifying Graphics Frames

- Adding Metadata Captions to Graphics Frames

- Placing and Linking Graphics Frames

- Changing the Shape of a Frame

- Using Text Wrap and Subject Aware Wrapping

- Modifying the Shape of Frames

- Transforming and Aligning Objects

- Creating Groups

- Selecting and Modifying Grouped Objects

- Flowing Type Along on a Path

- Drawing Lines and Creating Arrowheads

- Creating and Exporting QR codes

5 Working with Color

- InDesign Color Basics and Color Modes
- Setting Up Color Management
- Defining Printing Requirements
- Creating and Applying Colors
- Working with Gradients
- Working with Color Groups
- Creating Tints
- Creating a Spot Color
- Applying Colors to Text and Objects
- Using Advanced Gradient Techniques

6 Flowing Text

- Flowing Text into Existing Frames
- Flowing Text Manually
- Creating Text Frames while Flowing Text
- Auto Reloading the Place Icon
- Auto Flowing Entire Documents
- Deleting Extra Paragraph Returns and Spaces
- Applying Paragraph Styles to Text
- Creating Columns with Text Frame Options
- Using Span and Split Options to Create Columns
- Creating Text Frames with Gridify
- Adjusting Columns with the Gap Tool
- Adding a Jump Line Page Number

7 Editing Text

- Finding and Changing Missing Fonts
- Entering and Importing Text
- Finding and Changing Text and Formatting
- Finding and Changing Colors
- Spell Checking Options
- Editing Text by Dragging and Dropping
- Using the Story and Copy Editor
- Using Track Changes

8 Working with Typography

- Adjusting Vertical Spacing
- Working with Fonts, Type Styles, and Glyphs
- Changing Paragraph Alignment
- Creating Drop Caps
- Adjusting Letter and Word Spacing
- Adjusting and Creating Line breaks
- Setting Tabs
- Working with Paragraph Rules
- Using Paragraph Borders and Shading

9 Working with Styles

- Creating and Applying Paragraph Styles
- Creating and Applying Character Styles
- Using Nesting Character Styles
- Creating and Applying Object Styles
- Creating and Applying Table and Cell Styles
- Using Extract from Image Options
- Globally Updating Styles
- Loading Styles from Another Document
- Using InDesign Libraries with Styles

10 Creating Tables

- Working with Tables
- Creating a Table
- Converting Text to a Table and Tables to Text
- Table Selection Options
- Table Resizing Options
- Changing Rows and Columns
- Adding Rows and Columns
- Formatting a Table
- Adding Graphics to Table cells
- Creating Header and Footer Rows
- Creating and Applying Table and Cell Styles

11 Importing and Modifying Graphics

- Placing Graphics
- Comparing Vector and Bitmap Graphics
- Managing Links to Imported Files
- Updating Revised Graphics
- Adjusting Display Quality
- Sizing Graphics
- Editing and Updating Placed Graphics
- Using Opacity with Backgrounds
- Importing Native Adobe Graphic Files
- Using Subject Aware Text Wrap
- Using Type as a Clipping Group
- Using an InDesign Library to Manage Objects
- Using Adobe Bridge to Import Graphics

12 Printing and Exporting

- Preflighting
- Packaging Files
- Creating an Adobe PDF proof
- Exporting a PDF for Print

KLH Adobe InDesign 2022 Advanced Outline

1 Working with Transparency

- Working with the Effects Panel
- Applying Transparency Settings
- Applying Effects
- Feathering Options
- Importing and Colorizing a Grayscale Image
- Applying Transparency Settings
- Understanding the Flatten Presets
- Fixing Vector Rasterizing Graphics

2 Color Management

- Setting up Color Management
- Specifying Color Settings in InDesign
- Synchronizing Color Settings in Adobe Bridge
- Isolate Blending vs Knockout Group Options
- Creating a Mixed Ink Swatch and Groups
- Specifying Color Settings in Original Source Files
- Defining Printing Requirements
- Image Color Settings
- Assigning vs. Converting Profiles
- Proofing Colors on Screen
- High Quality Display Options

3 Printing and Exporting

- Packaging Files

Creating an Adobe PDF Proof

Understanding PDF joboptions Files

Creating PDF Presets

Direct Printing

Previewing Separations

Previewing Transparency Effect Flattening

Using the Ink Manager

4 Creating Adobe PDF Files from Fields

Adding Form Fields

Using Gridify & Step and Repeat

Setting the Tab Order of the Fields

Creating Submit and Reset Form buttons

Adding Descriptions to Form Fields

Exporting an Interactive Adobe PDF File

5 Creating Templates

Creating a Design Grid

Creating Styles

Using InDesign Libraries

Parent Page Options

Font Usage

Creating Placeholders for Structure

Using the Adjust Layout Command

Saving & Converting to Templates

6 Working with Long Documents

- Creating a Book File
- Working with Book Files
- Synchronizing a Book File
- Creating Running Headers & Footers
- Generating and Updating Table of Contents
- Adding Footnotes
- Adding Cross-references
- Indexing Book Files

7 Interactivity

- Using the Hyperlink Panel
- Linking URLs
- Linking Email
- Creating Bookmarks & Cross-references

8 Multi-state Objects

- Creating & Editing Multi-State Objects
- Navigating State Views with Buttons
- Showing and Hiding Object States

9 Animation

- Understanding Animations
- Working with Motion Paths

- Showing and Hiding Animations
- Reordering Animations in the Timing Panel

10 Video & Audio

- Supported Video & Audio Types
- Using the Adobe Media Encoder
- Using the Media Panel
- Creating Poster Frames
- Adding Navigation Points
- Supported Export Options

11 Creating a Fixed-Layout Epub

- Creating a New Document for Fixed-Layout Export
- Converting a Document for Fixed Layout Export
- Using the Object Export Options Command
- Creating Document Structure
- Using the Articles Panel
- Adding Multimedia and Interactive Elements
- EPUB Export Options

12 Publish Online

- Using Publish Online
- Using Interactivity with Publish Online
- Using the Publish Online dashboard

KLH Adobe InDesign 2022 Section 508 Outline

Section 508 Accessibility Overview

- 1 Section 508 Accessibility Requirements

Adobe InDesign Section

- 2 Workflow Adjustments to Comply with Accessibility Standards
- 3 Authoring InDesign Documents for Accessibility
- 4 Document Setup Requirements
- 5 Using the InDesign Preflight Checker
- 6 InDesign Metadata Usage
- 7 Paragraph and Character Styles Authoring
- 8 Export Mapping Paragraph Styles
- 9 Working with Tables, Anchored Objects, and Captions
- 10 Using the Object Export Options Command
- 11 Adding Alternate Text to Images
- 12 Preparing Bookmarks, Hyperlinks, & Interactive Form Fields
- 13 Table of Contents Creation
- 14 Artifacts Text and Graphics
- 15 Organizing Content in the Articles Panel
- 16 Preserving Accessibility Features when Exporting to PDF

Adobe Acrobat Section

- 17 Accessibility Features in PDF's**
- 18 Running the Make Accessible Action in Acrobat**
- 19 Using the Accessibility Checker**
- 20 Character Encoding Requirements**
- 21 Adjusting Tags and Structure in Adobe Acrobat**
- 22 Correcting Reflow Problems with the Content and Tags Panel**
- 23 Forms and Table Requirements**
- 24 Setting Security Settings for Screen Readers**
- 25 Applying Fixes**