Adobe InDesign CC Essentials
Workshop outline

Adobe InDesign is industry-standard page layout software. Take your publications to the next level with the skills you'll learn in this two-day workshop.

This document provides a guide to the topics that we aim to cover in the Essentials workshop. Each topic is broken down into individual outcomes and objectives. Each workshop will be tailored to the pace and interests of participants as it progresses, so the actual content may vary from this guide.

Getting started

Introducing InDesign	Explain the purpose of InDesign: discuss what InDesign can help accomplish, and identify its boundaries.
Understanding how InDesign works with other software	Define InDesign's place in the wider Adobe Creative Cloud collection of applications; consider its uses in various environments.
Finding your way around InDesign	Navigate InDesign's toolbars, panels, menus, keyboard shortcuts, workspaces, display modes and preferences.
Understanding key concepts	Define common concepts and behaviour, including objects; frames; shapes; fills; strokes; selections.

Managing documents

Creating new documents	Create new documents containing single or multiple pages.
Setting document properties	Define terms like margin, column, gutter, bleed and slug, and discuss where and why it is appropriate to use these settings.
Working with existing documents	Open existing artwork; navigate the browsing and organising functionality of Adobe Bridge CC.
Managing multiple documents	Work with multiple documents and different window arrangements.

Taught at a good pace, easy to follow, friendly yet professional

Interesting, helpful, exciting

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Navigating documents	Move around a document and view sections of artwork in more detail using the Pages panel, Zoom and Hand tools.
Using rulers, grids and guides	Show/hide rulers; change the units of measurement; configure grids and add/edit/remove guidelines for accurately aligning artwork elements.
Working with Master Pages	Add common features consistently to a number of pages using Master Pages; manage and override Master Page items.
Managing pages	Use the Pages panel to add/remove pages; manage page order and format; manage page and section numbering.

Working with objects

Understanding InDesign's objects	Define the three key types of object used to build layouts in InDesign: text, image and shape; recognise features common to all of these.
Working with fills and strokes	Add and remove coloured fills and strokes to objects. Modify stroke appearance using the Stroke panel.
Managing objects	Use the Selection tool, Edit and Object menu options to select, move, duplicate, lock, hide and delete objects.
Transforming objects	Use the Selection, Rotate, Reflect, Scale and Shear tools, the Transform panel, and the Live Corners widget to modify the shapes of objects.
Grouping objects	Use the Selection tool to select multiple objects; group and ungroup objects.
Aligning and distributing objects	Use the Align panel and Gap tool to line-up and evenly distribute multiple objects.
Understanding the stacking order	Describe how objects are stacked one on top of another; change objects' arrangement within the stacking order.
Anchoring objects	Anchor objects within the flow of text.
Working with transparency and blending	Use the Effects panel to vary the opacity of objects, alter the way overlapping objects interact with each-other by changing blending modes.
Adding shadow and glow effects	Apply and edit shadow and glow effects.
Duplicating object formatting	Copy formatting from one object to another with the Eyedropper tool.
Working with Object Styles	Format multiple objects consistently by adding, editing and applying Object Styles; edit and organise styles; recognise and manage style overrides.
Working with Libraries	Use local Library files and cloud-based CC Libraries to store and share objects.
Inserting hyperlinks	Add support for clickable hyperlinks documents destined for on-screen use.

Working with text

Creating text frames	Use the Type tool to create text frames and the Type on a Path tool to add text that follows paths; use various techniques for inputting, placing and pasting text.
Threading text frames	Thread text frames to allow stories to flow from one frame to another.

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Modifying text frames	Add and edit columns/gutters; modify text alignment and spacing with text frames.
Formatting text	Format text and using the basic controls on the Character and Paragraph panels; define terms such as leading, kerning and tracking; find fonts using Adobe's Typekit service.
Working with text styles	Format text consistently by adding, editing and applying Character and Paragraph Styles; edit and organise styles; recognise and manage style overrides.
Wrapping text around objects	Use the Text Wrap panel to control how text flows around other objects.
Working with hyphenation and justification	Use the Hyphenation and Justification options to adjust the flow and alignment of text.
Working with Tabs	Position text at specific horizontal locations using Tabs.
Working with Tables	Create more complex tabulated layouts using the Table menu and Table panel, with Table and Cell Styles.
Creating bulleted and numbered lists	Add bullets and numbers quickly using basic tools; use Paragraph Styles to create custom bulleted and numbered lists.
Creating tables of contents	Generate, place and style tables of contents.
Importing text from Microsoft Word (etc)	Work with text created in Microsoft Word (etc); address formatting issues.
Using Story Editor	Make edits, view overset text and check the application of Paragraph Styles using the Story Editor feature.
Finding/changing	Use the Find/Change tool to search for text by content and/or formatting; optionally make changes to the found text and its formatting.
Converting text to shapes	Convert editable text to conventional shapes to allow for further manipulation; discuss the advantages/disadvantages of doing so.

Working with images

Placing images	Create frames and place images within; use various shortcuts for placing images; discuss the advantages/disadvantages of each technique.
Positioning and fitting images	Use the Selection tools and the Content Grabber to modify the shape, size; position and crop of frames and the images within them; use the Fitting options on the Object menu to automatically scale and position frames and the images within.
Understanding links	Describe how InDesign works with image files; use the Links panel to manage placed artwork.
Understanding resolution	Define terms like 'dots', 'pixels', 'dpi', 'ppi'; understand how the dimensions of a document relate to its quality when printed.
Adjusting the image display quality	Set the image display quality across a whole document and for individual images; discuss the reasons for doing so.

Working with shapes

Drawing 'primitive' shapes	Draw regular-shaped objects using the Line; Rectangle; Ellipse; Polygon and Star tools.

Easy-going atmosphere: there were no 'stupid' questions, so if you don't get something it's easy to ask more

Engaging, educational, fun

Relevant and easy to understand; taught at a good pace

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Drawing custom/irregular objects	Use the Pen and Curvature tools to draw custom and irregular objects using Bézier curves; manipulate objects point-by-point using the Direct Selection and anchor point tools.

Working with layers

Understanding how and why InDesign uses layers	Explain what layers are and how they can be used.
Creating, duplicating, merging and deleting layers	Use the Layers panel to create, duplicate, merge and delete layers.
Showing, hiding, locking layers	Use the Layers panel to toggle the visibility of layers and lock layers so they cannot be edited.
Organising and grouping layers	Use the Layers panel to rearrange, rename and group layers together.

Working with colour

Understanding colour models	Explain the differences between (and use-cases for) the RGB and CMYK colour models.
Synchronising Creative Cloud's colour settings	Use Adobe Bridge CC to synchronise colour settings across all Creative Cloud applications.
Selecting colours	Use the various colour selection tools, including the Eyedropper and Colour Theme tools, Colour Picker, Colour panel and Adobe Color service.
Working with colour swatches	Create and edit swatches for frequently-used colours; share swatches with other InDesign documents and other Creative Cloud apps.
Working with spot colours	Define spot or special colour; discuss where and why they might be used; look up colours in colour libraries and create swatches for frequently used colours.
Working with tints	Vary the intensity of colours by creating tints; create tint swatches for frequently-used colour tints.
Creating and working with gradients	Use the Gradient Swatch and Gradient Feather tools, and the Gradient panel to create, apply and modify colour blends.
Proofing colours	Simulate CMYK output of RGB documents by 'soft proofing'.

Saving and exporting

Checking documents for errors	Use the Preflight tools to check documents for errors or issues that could affect the quality of printed output.
Saving documents	Save documents in InDesign's native file format (INDD); use the Package feature to gather document files, images and fonts for sharing; export documents compatible with older versions in IDML format.
Exporting for print	Export artwork for commercial print in PDF format; discuss the various PDF preset options and settings; customise and save settings.
Exporting for the web and other on-screen uses	Export artwork for on-screen use in common file formats including PDF; publish online using Adobe's online tools and explore third-party services for on-screen publishing and sharing.

Small group, easy to follow, able to ask questions, very experienced teacher

Productive, detailed, useful

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Saving re-usable templates	Save artwork for re-use in InDesign Template (INDT) format.
Sharing swatches, styles and Master Pages	Share swatches, styles and Master Pages by saving/loading libraries.

Taking things further

Exploring InDesign's advanced features	Locate and explore InDesign's advanced features, including those for creating books and longer documents; alternate layouts; synchronising content between documents; generating QR codes; working with video and animation; etc.
Exploring other Creative Cloud applications	Identify other applications in the Adobe Creative Cloud collection that extend and complement InDesign's functionality and open up more creative possibilities.

Meeting others and learning from their experience was an added bonus

Informative, relaxed, enjoyable

Adobe InDesign CC is available on subscription from Adobe, either as a single product or as part of the full Creative Cloud collection. Qualifying students and teachers are eligible for up to 65% off the standard subscription rates. InDesign may be evaluated for free for seven days. See clockworksatellite.co.uk for more information.

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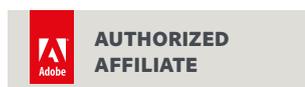
This workshop is presented by **Clockwork Satellite**, a friendly design and technology studio based in south-west England. We're here to help you create and publish, in print and on screen. Email hello@clockworksatellite.co.uk or find us online to learn more.

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Certified Expert PHOTOSHOP° CC	**Certified Expert** ILLUSTRATOR° CC	**Certified Expert** INDESIGN° CC

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