

Course Code	: C025	Registration Fee	: ₹ 200
Course Name	: Certificate in InDesign	Exam Fee	: ₹ 300
Duration	: 2 Months	Fee	: ₹ 3000
		Total	: ₹ 3500

SNO	Topic	Content
1.	Adobe InDesign Course Contents	Introduction to Adobe InDesign, MANAGING THE INDESIGN ENVIRONMENT: Preferences Customize your workspace, Manage document presets, Workspace and window arrangement
2.	Designing Documents	Create a new document, Alter a documents layout, Develop Master pages, Develop Layers
3.	Managing and Formatting Text	Add text, Edit text, Thread text, Change text threads, Placing a text document, Placing a Word document
4.	Format Characters	Format paragraphs with styles, Manage Styles, Based-on styles, Exchanging styles, Quick Apply Text wrap, Rules
5.	Objects	Arranging, aligning and distributing, Transforming objects, Duplicating, Rotating, Object Styles, nDesign Snippets, Links panel
6.	Special Effects	Inner Shadow, Bevel and Emboss, Gradient Feather, Inner Glow and Outer Glow
7.	Libraries	Using InDesign libraries
8.	Utilising Colours and Swatches	Utilize colour, Utilize swatches, Create a custom swatch, Apply swatches, Exchange swatches
9.	Managing Transparency	Apply transparency
10.	Graphics	File types, Importing options, Scale an image, Crop an image, Select inside a frame, Target graphic inside frame, Checking image resolution, Understanding actual against effective, The links panel, Downsampling images for Adobe PDF
11.	Effects	Inner Shadow, Bevel and Emboss, Gradient Feather, Basic Feather, Inner Glow and Outer Glow, Removing transparency
12.	Creating Adobe PDF Files	Prepare PDF files for web distribution, Export PDF files for printing, PDF/X-1a for global distribution Understanding the trim, art and bleed boxes
13.	Managing Your Workspace	Advanced zooming and navigation, Advanced view options, Advanced navigation options, Focus selection for formatting, Changing tools (without changing)
14.	Type	Advanced style sheet tips, Managing long documents, Hyphenation and justification, Tracking and kerning
15.	Layers	Paster remembers layers, Multi-lingual export options, Locking layers, Duplicating layers
16.	Drawing	Shapes with the frame tools, Ellipses and polygons, Strokes and configurations, Accessing stroke easter eggs
17.	Where Text Meet Graphics	Inline graphics, Anchored objects, Creating type outline, Using transparency

18.	Print Production	Checking object resolution and colour, Configuring the Links panel, Quick-edit of links content, Advanced preview
19.	Importing & Exporting	Adding Excel or Word Tables, Import text options, Import graphic options
20.	Long Documents	Using table of contents, Creating a table of contents style, Editing a table of contents, Creating hyperlinks from a table of contents
21.	COLOUR	Using the eyedropper, Create new pantone swatches, Spot or process considerations, Creating multi-ink group, Editing a multi-ink group, Using the eyedropper, Create new pantone swatches, Spot or process considerations, Creating multi-ink group, Editing a multi-ink group
22.	Live Preflight	Live preflight, Defining profiles, Importing and exporting, Embedding profiles, Package and new font options
23.	PDF Export Engine	PDF/X ISO standards, Colour transformations, Registration marks, Trim and bleed geometry, Configure Adobe Acrobat, Display trim and bleed marks
24.	Tables	Importing data, Creating a table, Modifying a table, Navigating a table, Formatting a table, Creating cell styles, Creating table styles, Applying table styles, Style tips and tricks