

# Adobe InDesign

2025 Release



## Classroom in a Book®

The official training workbook from Adobe

Kelly Kordes Anton & Tina DeJarld

# Adobe InDesign

2025 Release



## Classroom in a Book®

The official training workbook from Adobe

Kelly Kordes Anton & Tina DeJarld



# Adobe InDesign Classroom in a Book 2025 Release

## Table of Contents

Cover

Title Page

Copyright Page

WHERE ARE THE LESSON FILES?

CONTENTS

GETTING STARTED

- About Classroom in a Book

- Prerequisites

- Installing the software

- Online content

- Saving and restoring the InDesign Defaults file

- Training resources

1 INTRODUCING THE WORKSPACE

- Getting started

- Reviewing and customizing the work area

- Selecting and using tools

- Working with panels

- Reviewing the document window and pasteboard

- Navigating through a document

- Changing the magnification of a document

- Exploring on your own

# **Table of Contents**

## **2 GETTING TO KNOW INDESIGN**

- Getting started
- Viewing guides
- Adding text
- Working with styles
- Working with graphics
- Adding a graphic with a text prompt
- Working with objects
- Working with object styles
- Preflighting as you work
- Viewing the document in Presentation mode
- Exploring on your own

## **3 SETTING UP A DOCUMENT AND WORKING WITH PAGES**

- Getting started
- Creating a new document
- Creating and saving custom document settings
- Creating a new document from a preset
- Working with parent pages
- Applying parent pages to document pages
- Adding new document pages
- Rearranging and deleting document pages
- Changing the size of pages within one InDesign document
- Adding sections to change page numbering
- Printing to the edge of the paper: Using the bleed guides
- Rotating spreads for easier editing
- Exploring on your own

# **Table of Contents**

## **4 WORKING WITH OBJECTS**

- Getting started
- Introducing layers
- Working with layers
- Transforming the shape of frames
- Creating and modifying graphics frames
- Adding metadata captions to graphics frames
- Wrapping text around a graphic
- Transforming and aligning objects
- Selecting and modifying grouped objects
- Flowing type along a path
- Drawing lines and adding arrowheads
- Exploring on your own

## **5 WORKING WITH COLOR**

- Getting started
- Managing color
- Defining printing requirements
- Creating colors
- Applying colors
- Finding and changing color swatches
- Working with tint swatches
- Working with gradients
- Working with color groups
- Exploring on your own

## **6 FLOWING TEXT**

- Getting started

# **Table of Contents**

Flowing text into an existing frame

Flowing text manually

Creating text frames while flowing text

Creating threaded frames automatically

Flowing text automatically

Using Find/Change to delete extra paragraph returns

Applying paragraph styles to text

Adjusting columns

Using the baseline grid to align text

Adding a jump line page number

Exploring on your own

## **7 EDITING TEXT**

Getting started

Entering and importing text

Finding and changing text and formatting

Checking spelling

Using the Story Editor

Tracking changes and adding notes

Exploring on your own

## **8 WORKING WITH TYPOGRAPHY**

Getting started

Adjusting vertical spacing

Working with fonts, type styles, and glyphs

Working with columns

Changing paragraph alignment

Creating a drop cap

# **Table of Contents**

Adjusting letter and word spacing

Adjusting line breaks

Setting tabs

Working with paragraph shading and rules

Exploring on your own

## **9 WORKING WITH STYLES**

Getting started

Creating and applying paragraph styles

Creating and applying character styles

Nesting character styles inside paragraph styles

Creating and applying object styles

Creating and applying table and cell styles

Globally updating styles

Loading styles from another document

Exploring on your own

## **10 CREATING TABLES**

Getting started

Working with tables

Converting text to a table

Changing rows and columns

Formatting a table

Adding graphics to table cells

Creating a header row

Creating and applying table and cell styles

Exploring on your own

## **11 IMPORTING AND MODIFYING GRAPHICS**

# **Table of Contents**

Getting started

Adding graphics from other programs

Comparing vector and pixel-based graphics

Managing links to imported files

Updating revised graphics

Adjusting display quality

Importing and sizing graphics

Editing placed pictures

Working with dropped backgrounds

Importing native Adobe graphic files

Using Subject-Aware Text Wrap

Filling type with a graphic

Using an InDesign library to manage objects

Using generative AI features in InDesign

Exploring on your own

## **12 WORKING WITH TRANSPARENCY**

Getting started

Creating a background graphic

Applying transparency settings

Adding transparency effects to imported vector and bitmap graphics

Importing and adjusting Illustrator files that use transparency

Applying transparency settings to text

Working with effects

Exploring on your own

## **13 PRINTING AND EXPORTING**

Getting started



# **Table of Contents**

Prefighting files

Previewing separations

Managing colors

Previewing the pages

Creating an Adobe PDF proof

Creating a press-ready PDF and saving a PDF preset

Printing a proof and saving a print preset

Packaging files

Exporting graphics for the web and other digital destinations

Exporting pages for social media

Exploring on your own

## **14 CREATING ADOBE PDF FILES WITH FORM FIELDS**

Getting started

Setting up a workspace for forms

Adding form fields

Setting the tab order of the fields

Adding a button to submit the form

Exporting an interactive Adobe PDF file

Testing your form in Adobe Acrobat Reader

Exploring on your own

## **15 CREATING A FIXED-LAYOUT EPUB AND PUBLISHING ONLINE**

Getting started

Creating a new document for fixed-layout export

EPUB: Fixed-layout versus reflowable

Adding animation

Buttons

# **Table of Contents**

Adding multimedia and interactive elements

Exporting a fixed-layout EPUB file

InDesign Publish Online

Exploring on your own

INDEX