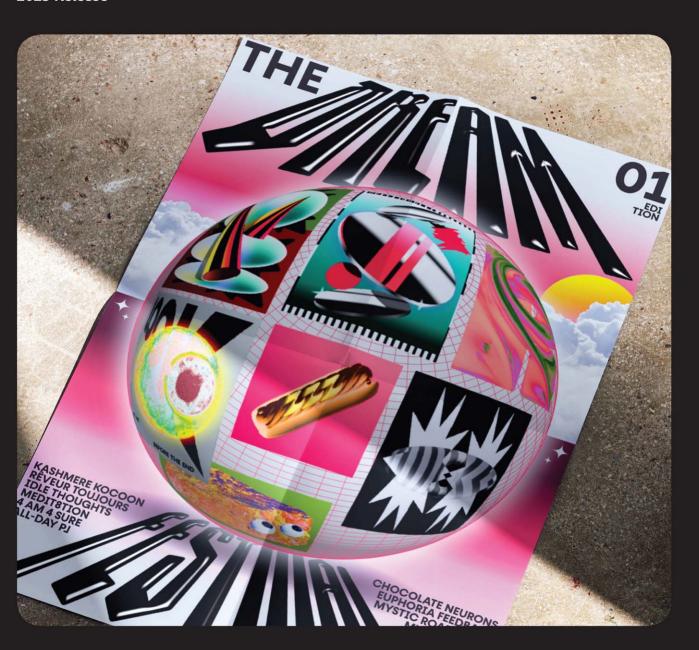
# Adobe InDesign

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



#### 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



#### 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



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



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



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



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** 



Adding multimedia and interactive elements
Exporting a fixed-layout EPUB file
InDesign Publish Online
Exploring on your own
INDEX

