

# uCertify

## Course Outline

### Adobe Indesign CC 2023



14 May 2024

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3. Exercises, Quizzes, Flashcards & Glossary  
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4. Expert Instructor-Led Training
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6. State of the Art Educator Tools
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Chapter 4: Setting Up a Document and Working with Pages  
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Here's what you get

Features

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## 1. Course Objective

Experience comprehensive and interactive learning with Adobe InDesign CC (2023 release) course. Developed in collaboration with Adobe experts, this training series offers step-by-step lessons, quizzes, knowledge checks, and flashcards, enabling you to master core features and advance your skills in creating stunning designs in InDesign. Whether you're new to InDesign or an experienced user, Adobe InDesign CC 2023 provides valuable insights and best practices, ensuring you stay up-to-date with the latest version of the software.

## 2. Pre-Assessment

Pre-Assessment lets you identify the areas for improvement before you start your prep. It determines what students know about a topic before it is taught and identifies areas for improvement with question assessment before beginning the course.

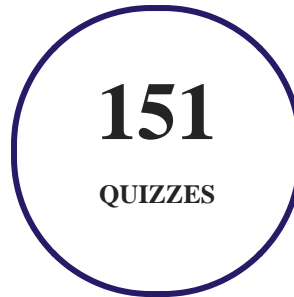
## 3. Exercises

There is no limit to the number of times learners can attempt these. Exercises come with detailed remediation, which ensures that learners are confident on the topic before proceeding.

**170**  
EXERCISES

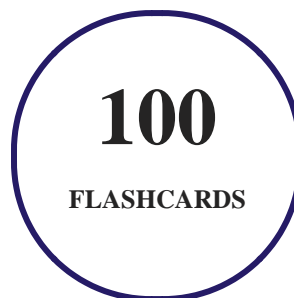
## 4. Quizzes

Quizzes test your knowledge on the topics of the exam when you go through the course material. There is no limit to the number of times you can attempt it.



## 5. flashcards

Flashcards are effective memory-aiding tools that help you learn complex topics easily. The flashcard will help you in memorizing definitions, terminologies, key concepts, and more. There is no limit to the number of times learners can attempt these. Flashcards help master the key concepts.



## 6. Glossary of terms

uCertify provides detailed explanations of concepts relevant to the course through Glossary. It contains a list of frequently used terminologies along with its detailed explanation. Glossary defines the key terms.



## 7. Expert Instructor-Led Training

uCertify uses the content from the finest publishers and only the IT industry's finest instructors. They have a minimum of 15 years real-world experience and are subject matter experts in their fields. Unlike a live class, you can study at your own pace. This creates a personal learning experience and gives you all the benefit of hands-on training with the flexibility of doing it around your schedule 24/7.

## 8. ADA Compliant & JAWS Compatible Platform

uCertify course and labs are ADA (Americans with Disability Act) compliant. It is now more accessible to students with features such as:

- Change the font, size, and color of the content of the course
- Text-to-speech, reads the text into spoken words
- Interactive videos, how-tos videos come with transcripts and voice-over
- Interactive transcripts, each word is clickable. Students can clip a specific part of the video by clicking on a word or a portion of the text.

JAWS (Job Access with Speech) is a computer screen reader program for Microsoft Windows that reads the screen either with a text-to-speech output or by a Refreshable Braille display. Student can easily navigate uCertify course using JAWS shortcut keys.

## 9. State of the Art Educator Tools

uCertify knows the importance of instructors and provide tools to help them do their job effectively. Instructors are able to clone and customize course. Do ability grouping. Create sections. Design grade scale and grade formula. Create and schedule assessments. Educators can also move a student from self-paced to mentor-guided to instructor-led mode in three clicks.

## 10. Award Winning Learning Platform (LMS)

uCertify has developed an award winning, highly interactive yet simple to use platform. The SIIA CODiE Awards is the only peer-reviewed program to showcase business and education technology's finest products and services. Since 1986, thousands of products, services and solutions have been

recognized for achieving excellence. uCertify has won CODiE awards consecutively for last 7 years:

- **2014**

1. Best Postsecondary Learning Solution

- **2015**

1. Best Education Solution
2. Best Virtual Learning Solution
3. Best Student Assessment Solution
4. Best Postsecondary Learning Solution
5. Best Career and Workforce Readiness Solution
6. Best Instructional Solution in Other Curriculum Areas
7. Best Corporate Learning/Workforce Development Solution

- **2016**

1. Best Virtual Learning Solution
2. Best Education Cloud-based Solution
3. Best College and Career Readiness Solution
4. Best Corporate / Workforce Learning Solution
5. Best Postsecondary Learning Content Solution
6. Best Postsecondary LMS or Learning Platform
7. Best Learning Relationship Management Solution

- **2017**

1. Best Overall Education Solution
2. Best Student Assessment Solution
3. Best Corporate/Workforce Learning Solution
4. Best Higher Education LMS or Learning Platform

- **2018**

1. Best Higher Education LMS or Learning Platform

2. Best Instructional Solution in Other Curriculum Areas
3. Best Learning Relationship Management Solution

- **2019**

1. Best Virtual Learning Solution
2. Best Content Authoring Development or Curation Solution
3. Best Higher Education Learning Management Solution (LMS)

- **2020**

1. Best College and Career Readiness Solution
2. Best Cross-Curricular Solution
3. Best Virtual Learning Solution

## 11. Chapter & Lessons

uCertify brings these textbooks to life. It is full of interactive activities that keeps the learner engaged. uCertify brings all available learning resources for a topic in one place so that the learner can efficiently learn without going to multiple places. Challenge questions are also embedded in the chapters so learners can attempt those while they are learning about that particular topic. This helps them grasp the concepts better because they can go over it again right away which improves learning.

Learners can do Flashcards, Exercises, Quizzes and Labs related to each chapter. At the end of every lesson, uCertify courses guide the learners on the path they should follow.

## Syllabus

### Chapter 1: Getting Started

- About Classroom in a Book
- Prerequisites
- Installing the software



- Online content
- Saving and restoring the InDesign Defaults file
- Training resources

## Chapter 2: Introducing the Workspace

- Getting started
- Looking at the workspace
- Working with panels
- Customizing the workspace
- Changing the magnification of a document
- Navigating through a document
- Using context menus
- Using panel menus
- Modifying Interface preferences
- Exploring on your own
- Review questions

## Chapter 3: Getting to Know InDesign

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

## Chapter 4: 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
- Overriding parent page items and placing text and graphics
- Printing to the edge of the paper: Using the bleed guides
- Viewing the completed spread
- Exploring on your own
- Review questions

## Chapter 5: Working with Objects

- Getting started
- Introducing layers
- Working with layers
- Creating and modifying text frames
- Creating and modifying graphics frames
- Adding metadata captions to graphics frames

- Wrapping text around a graphic
- Transforming the shape of frames
- Transforming and aligning objects
- Selecting and modifying grouped objects
- Flowing type along a path
- Drawing lines and modifying arrowheads
- Exploring on your own
- Review questions

## Chapter 6: 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
- Review questions

## Chapter 7: 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
- Review questions

## Chapter 8: Editing Text

- Getting started
- Entering and importing text
- Finding and changing text and formatting
- Checking spelling
- Editing text by dragging and dropping
- Using the Story Editor
- Tracking changes
- Exploring on your own
- Review questions

## Chapter 9: 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
- Review questions

## Chapter 10: 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
- Review questions

## Chapter 11: 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
- Review questions

## Chapter 12: 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
- Exploring on your own
- Review questions

## Chapter 13: 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
- Review questions

## Chapter 14: Printing and Exporting

- Getting started
- Preflighting files
- Previewing separations
- Managing colors
- Previewing transparency effects
- 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
- Exploring on your own

- Review questions

## Chapter 15: 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 PDF file
- Testing your form in Adobe Acrobat Reader
- Exploring on your own
- Review questions

## Chapter 16: 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
- Review questions

## 12. Practice Test

### Here's what you get

**86**

PRE-ASSESSMENTS QUESTIONS

**86**

POST-ASSESSMENTS QUESTIONS

### Features

Each question comes with detailed remediation explaining not only why an answer option is correct but also why it is incorrect.

#### Unlimited Practice

Each test can be taken unlimited number of times until the learner feels they are prepared. Learner can review the test and read detailed remediation. Detailed test history is also available.

Each test set comes with learn, test and review modes. In learn mode, learners will attempt a question and will get immediate feedback and complete remediation as they move on to the next question. In test mode, learners can take a timed test simulating the actual exam conditions. In review mode, learners can read through one item at a time without attempting it.

### 13. Post-Assessment

After completion of the uCertify course Post-Assessments are given to students and often used in conjunction with a Pre-Assessment to measure their achievement and the effectiveness of the exam.

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