Kennesaw State University

University Information Technology Services

InDesign CC 2017 Essential Skills

Adobe InDesign Creative Cloud 2017

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

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Introduction

InDesign is a page design and layout tool by Adobe. This booklet is designed to introduce you to the essential skills you will need to get started using some of the basic InDesign tools. These instructions were created using InDesign CC 2017 for Windows; the Mac OS X version is similar.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Create a new publication
- Understand the InDesign layout
- Create master pages and pages
- Place and edit text boxes, pictures, and shapes
- Apply colors and create swatches
- Review the publication for errors
- Save files in different versions or formats
- Print a document

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