

# uCertify

## Course Outline

Adobe® InDesign® (2020)



20 May 2024

1. Course Objective
2. Pre-Assessment
3. Exercises, Quizzes, Flashcards & Glossary  
Number of Questions
4. Expert Instructor-Led Training
5. ADA Compliant & JAWS Compatible Platform
6. State of the Art Educator Tools
7. Award Winning Learning Platform (LMS)
8. Chapter & Lessons  
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Chapter 2: Getting Started with InDesign  
Chapter 3: Designing a Document  
Chapter 4: Customizing a Document  
Chapter 5: Working with Page Elements  
Chapter 6: Building Tables  
Chapter 7: Preparing a Document for Delivery  
Chapter 8: Appendix A: Mapping Print & Digital Media Pu...Design CC 2019 Exam Objectives  
to Course Content  
Chapter 9: Appendix B: Productivity Enhancements  
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Chapter 15: Managing External Files and Creating Dynamic Documents  
Chapter 16: Managing Long Documents  
Chapter 17: Publishing InDesign Files for Other Formats and Customizing Print Settings

Chapter 18: Appendix A: Mapping Print & Digital Media Public...Design CC 2019 Exam Objectives to Course Content

Chapter 19: Appendix B: Productivity Enhancements

Chapter 20: Appendix C: InDesign Language Support

Chapter 21: Appendix D: Extension Manager

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Videos and How To

9. Practice Test

Here's what you get

Features

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Here's what you get

11. Post-Assessment

## 1. Course Objective

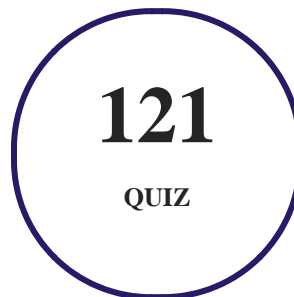
Create new career opportunities by being Adobe InDesign certified with the Adobe InDesign course and lab. The lab provides a hands-on learning experience in a safe and online environment. The Adobe InDesign tutorial completely covers the Adobe InDesign exam objectives and provides expertise in navigating and organizing InDesign to create documents with both text and graphics. The Adobe InDesign training guide and its learning resources help in mastering the skills for managing advanced page elements and other important skills.

## 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.

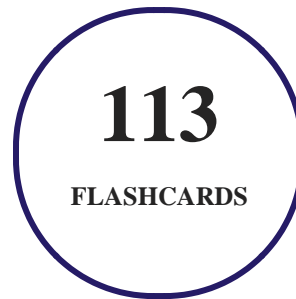
## 3. Quiz

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.



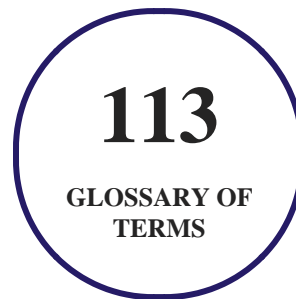
## 4. flashcards

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.



## 5. 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.



## 6. 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.

## 7. 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.

## 8. 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.

## 9. 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

## 10. 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: Introduction

- Course-Specific Technical Requirements

#### Chapter 2: Getting Started with InDesign

- Topic A: Identify Components of the InDesign Interface
- Topic B: Customize the InDesign Interface
- Topic C: Apply the Navigation Controls and Set Preferences
- Summary



## Chapter 3: Designing a Document

- Topic A: Establish Project Requirements
- Topic B: Apply Design Principles
- Topic C: Create a New Document
- Topic D: Add Text to a Document
- Topic E: Add Graphics to a Document
- Summary

## Chapter 4: Customizing a Document

- Topic A: Format Characters and Paragraphs
- Topic B: Apply Colors, Swatches, and Gradients
- Topic C: Create and Apply Styles
- Summary

## Chapter 5: Working with Page Elements

- Topic A: Arrange and Align Objects
- Topic B: Apply Layers
- Topic C: Transform and Manipulate Objects

- Topic D: Thread Text Frames
- Topic E: Edit Text
- Summary

## Chapter 6: Building Tables

- Topic A: Create and Modify a New Table
- Topic B: Format a Table
- Summary

## Chapter 7: Preparing a Document for Delivery

- Topic A: Resolve Errors in a Document
- Topic B: Export Files for Printing and for the Web
- Summary

## Chapter 8: Appendix A: Mapping Print & Digital Media Publication Design CC 2019 Exam Objectives to Course Content

## Chapter 9: Appendix B: Productivity Enhancements

- Topic A: Additional InDesign Tools

## Chapter 10: Introduction

- Course-Specific Technical Requirements

## Chapter 11: Preparing Documents for Multiple Formats

- Topic A: Build Layout Versions
- Topic B: Link Content
- Summary

## Chapter 12: Managing Advanced Page Elements

- Topic A: Create Repeating Content
- Topic B: Change Text Layouts
- Topic C: Create Transparency
- Topic D: Anchor Objects and Manage a Library
- Summary

## Chapter 13: Managing Styles

- Topic A: Import Styles from Microsoft Word Documents
- Topic B: Manage Styles
- Summary

## Chapter 14: Building Complex Paths

- Topic A: Create Bezier Paths
- Topic B: Create Clipping Paths
- Topic C: Create Compound Paths
- Summary

## Chapter 15: Managing External Files and Creating Dynamic Documents

- Topic A: Import External Files
- Topic B: Create Document Sections
- Topic C: Insert Text Variables
- Topic D: Create Interactive Documents
- Summary

## Chapter 16: Managing Long Documents

- Topic A: Create a Book
- Topic B: Build a Table of Contents
- Topic C: Create Hyperlinks and Cross-References
- Topic D: Generate an Index and Insert Footnotes

- Summary

## Chapter 17: Publishing InDesign Files for Other Formats and Customizing Print Settings

- Topic A: Export PDF Files for Print
- Topic B: Export Interactive PDF Files
- Topic C: Export Files for the Web
- Topic D: Manage Colors
- Topic E: Preview the Print Output
- Topic F: Create Print Presets
- Summary

## Chapter 18: Appendix A: Mapping Print & Digital Media Public...Design CC 2019 Exam Objectives to Course Content

## Chapter 19: Appendix B: Productivity Enhancements

- Topic A: InDesign Productivity Enhancements

## Chapter 20: Appendix C: InDesign Language Support

## Chapter 21: Appendix D: Extension Manager

## Chapter 22: Interactive Exercises: Smart Chats

## Videos and How To

uCertify course includes videos to help understand concepts. It also includes How Tos that help learners in accomplishing certain tasks.

**10**

VIDEOS

**21**

MINUTES

## 11. Practice Test

Here's what you get

**37**

PRE-ASSESSMENTS  
QUESTIONS

**2**

FULL LENGTH TESTS

**38**

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.

## 12. Live Labs

The benefits of live-labs are:

- Exam based practical tasks
- Real equipment, absolutely no simulations
- Access to the latest industry technologies
- Available anytime, anywhere on any device
- Break and Reset functionality
- No hardware costs

## Lab Tasks

### **Getting Started with InDesign**

- Opening a File in Adobe InDesign and Exploring its Interface
- Changing the InDesign Workspace
- Using the InDesign Navigation Controls

### **Designing a Document**

- Creating a New Document
- Adding Text to a Document
- Adding Graphics to a Document

## **Customizing a Document**

- Formatting Characters and Paragraphs
- Apply Colors, Swatches, and Gradients
- Creating and Applying Styles

## **Working with Page Elements**

- Arranging and Aligning Objects
- Applying Layers
- Transforming and Manipulating an Object
- Threading Text Frames
- Editing Text

## **Building Tables**

- Creating a New Table
- Formatting a Table

## **Preparing a Document for Delivery**

- Resolving Errors in a Document
- Exporting Files for Printing and the Web

## **Preparing Documents for Multiple Formats**

- Building Alternate Layouts of a Document
- Linking Content

## **Managing Advanced Page Elements**

- Creating Repeating Content
- Changing Text Layouts
- Creating Transparency
- Using Anchored Objects and the Library



## **Managing Styles**

- Managing Styles

## **Building Complex Paths**

- Creating a Bezier Path
- Creating a Clipping Path
- Creating a Compound Path

## **Managing External Files and Creating Dynamic Documents**

- Importing External Layered Files
- Creating Document Sections
- Inserting Text Variables
- Creating an Interactive Document

## **Managing Long Documents**

- Creating a Book
- Building a Table of Contents
- Creating Hyperlinks and Cross-References
- Generating an Index and Inserting Footnotes

## **Publishing InDesign Files for Other Formats and Customizing Print Settings**

- Exporting PDF Files for Print
- Exporting Interactive PDF Files
- Exporting Files for the Web
- Managing Colors
- Previewing the Print Output
- Creating Print Presets

**Here's what you get**

**42**

LIVE LABS

**42**

VIDEO TUTORIALS

**03:14**

HOURS

### 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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