

Domain Objectives	MyGraphicsLab Online Presentations	MyGraphicsLab Projects	Classroom in a Book Readings	Classroom in a Book Hands-on Exercises	MyGraphicsLab Videos
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**Domain 1.0 Setting Project Requirements**

<b>1.1</b> Identify the purpose, audience, and audience needs for preparing page layouts.	Your Audience	Your Audience (Part 1) Your Audience (Part 2)			
<b>1.2</b> Demonstrate knowledge of standard copyright rules for content use in page layouts.	Copyright Rules	Copyright Rules (Part 1) Copyright Rules (Part 2)			
<b>1.3</b> Demonstrate knowledge of project management tasks and responsibilities.	Project Management	Project Management (Part 1)			
<b>1.4</b> Communicate with others (such as peers and clients) about design plans.	Project Management	Project Management (Part 2)			

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## Domain 2.0 Identifying Design Elements When Preparing Page Layouts

<p><b>2.1</b> Demonstrate knowledge of the appropriate properties of page layouts for print, web, and digital publishing.</p>	<p>Color Settings and File Formats</p>	<p>Color Settings and File Formats (Part 1) Color Settings and File Formats (Part 2)</p>	<p>Creating and applying colors <i>Lesson 8, pages 202–207</i></p> <p>Creating a spot color <i>Lesson 8, pages 212–213</i></p> <p>Adding graphics from other programs <i>Lesson 10, page 257</i></p> <p>Comparing vector and bitmap graphics <i>Lesson 10, pages 257–258</i></p> <p>Managing links to imported files <i>Lesson 10, pages 258–260</i></p>		<p>Working with the Video Project Files The Links Panel</p>
<p><b>2.2</b> Demonstrate knowledge of design principles, elements, and page layout composition.</p>	<p>Design Principles</p>	<p>Design Principles (Part 1)</p>			
<p><b>2.3</b> Demonstrate knowledge of typography.</p>	<p>Typography</p>	<p>Typography (Part 1) Typography (Part 2)</p>	<p>Typing and styling text <i>Lesson 2, pages 36–37</i></p>		
<p><b>2.4</b> Demonstrate knowledge of the use of symbols and representative graphics.</p>	<p>Design Principles</p>	<p>Design Principles (Part 2)</p>			

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<p><b>2.5</b> Understand key terminology of page layouts.</p>	<p>Design Principles</p>	<p>Design Principles (Part 2)</p>	<p>Creating and saving custom document settings <i>Lesson 3, pages 55–56</i></p> <p>Creating a new document <i>Lesson 3, pages 56–57</i></p>		

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### Domain 3.0 Understanding Adobe InDesign

<p><b>3.1</b> Identify elements of the InDesign interface and demonstrate knowledge of their functions.</p>	<p>The Interface</p>	<p>Working with Tools and Panels</p>	<p>Introducing the Workspace <i>Lesson 1, pages 8–29</i></p> <p>Getting to Know InDesign <i>Lesson 2, pages 30–51</i></p> <p>Creating and saving custom document settings <i>Lesson 3, pages 55–56</i></p>	<p>Creating and Saving Custom Document Settings <i>Lesson 3, pages 54–56</i></p>	<p>Getting Familiar with InDesign Tools</p> <p>Working with Panels</p> <p>Utilizing Workspaces</p> <p>Efficiently Navigating in InDesign</p> <p>Setting InDesign Preferences</p> <p>Keyboard Shortcuts</p>
<p><b>3.2</b> Use nonprinting design tools in the interface.</p>	<p>The Interface</p>	<p>Working with InDesign's Interface</p>	<p>Getting to Know InDesign <i>Lesson 2, pages 30–51</i></p> <p>Using Smart Guides <i>Lesson 4, page 87</i></p> <p>Using the baseline grid to align text <i>Lesson 7, pages 163–164</i></p> <p>Viewing the baseline grid <i>Lesson 7, pages 164–165</i></p>	<p>Viewing Guides <i>Lesson 1, pages 32–34</i></p>	
<p><b>3.3</b> Demonstrate an understanding of and select the appropriate features and options required to manage colors.</p>	<p>Strokes, Fills, and Color</p>	<p>Apply Strokes, Fills, and Gradients</p> <p>Apply Color, Tints, and Transparency</p>	<p>Working with Color <i>Lesson 8, pages 192–221</i></p> <p>Applying transparency settings <i>Lesson 12, pages 307–311</i></p> <p>Adding transparency effects to imported vector and bitmap graphics <i>Lesson 12, pages 311–313</i></p>	<p>Adding Colors to the Swatches Panel <i>Lesson 8, pages 202–203</i></p> <p>Change the Opacity of Solid-Color Objects <i>Lesson 8, pages 309–310</i></p>	<p>Applying Color to an Object</p> <p>Creating Swatches</p> <p>Gradients</p> <p>Opacity</p>

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<p><b>3.4</b> Demonstrate knowledge of layers.</p>	<p>Layers</p>	<p>Add, Order, and Name Layers</p> <p>Edit Layers and Sublayers</p>	<p>Working with layers <i>Lesson 4, pages 83–86</i></p> <p>Selecting and modifying grouped objects <i>Lesson 4, pages 118–119</i></p>	<p>Working with layers <i>Lesson 4, pages 83–86</i></p> <p>Selecting and modifying grouped objects <i>Lesson 4, pages 118–119</i></p>	<p>Understanding Layers and Stacking Order</p>
<p><b>3.5</b> Demonstrate knowledge of exporting, packaging, saving, and organizing files.</p>	<p>Exporting, Packaging, Saving, Organizing</p>	<p>Organizing and Exporting Files</p> <p>Exporting Files</p>	<p>Packaging Files <i>Lesson 13, pages 330–333</i></p> <p>Creating an Adobe PDF proof <i>Lesson 13, pages 333–334</i></p>	<p>Packaging Files <i>Lesson 13, pages 330–333</i></p> <p>Creating an Adobe PDF proof <i>Lesson 13, pages 333–334</i></p>	<p>Packaging</p>

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### Domain 4.0 Creating Page Layouts

<p><b>4.1</b> Demonstrate knowledge of how to create multiple-page documents.</p>	<p>Document Setup</p>	<p>Setting Up a Document (Part 1) Setting Up a Document (Part 2)</p>	<p>Setting Up a Document and Working with Pages <i>Lesson 3, pages 52–79</i></p> <p>Creating a running footer <i>Lesson 16, pages 384–387</i></p>	<p>Creating a Text Frame on the Master Page <i>Lesson 3, pages 61–63</i></p> <p>Creating a running footer <i>Lesson 16, pages 384–387</i></p>	<p>Master Pages and Sections</p> <p>Primary Text Frame</p> <p>The Page Tool and Liquid Layout</p> <p>Alternate Layouts</p>
<p><b>4.2</b> Demonstrate knowledge of how to use styles.</p>	<p>Inserting Text, Paragraph, and Character Styles</p>	<p>Adding, Applying, and Editing Styles</p>	<p>Working with Typography <i>Lesson 7, pages 160–191</i></p> <p>Working with Styles <i>Lesson 9, pages 222–237</i></p>	<p>Creating and Applying Paragraph Styles <i>Lesson 9, pages 222–228</i></p>	<p>Bulleted and Numbered Lists</p> <p>Paragraph Styles</p> <p>Character Styles</p>
<p><b>4.3</b> Demonstrate knowledge of how to use frames in a page layout.</p>	<p>Graphics, Images, and Video</p>	<p>Adding Images and Editing Frames</p> <p>Adding a Video, Text Wrap, and Table</p>	<p>Creating and modifying text frames <i>Lesson 4, pages 88–94</i></p> <p>Creating and modifying graphics frames <i>Lesson 4, pages 94–101</i></p> <p>Wrapping text around a graphic <i>Lesson 4, pages 108–110</i></p> <p>Transforming and aligning objects <i>Lesson 4, pages 114–118</i></p> <p>Working with clipping paths <i>Lesson 10, pages 263–265</i></p> <p>Working with alpha channels <i>Lesson 10, pages 266–270</i></p>	<p>Wrapping text around a graphic <i>Lesson 4, pages 108–110</i></p>	<p>Text Wrap</p> <p>Drawing Frames</p> <p>Live Corner Options</p> <p>Transforming Objects</p>

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<p><b>4.4</b> Add text to a page layout.</p>	<p>Inserting Text, Paragraph, and Character Styles</p>	<p>Adding and Formatting Text</p>	<p>Flowing Text <i>Lesson 5, pages 124–139</i></p> <p>Editing Text <i>Lesson 6, pages 140–159</i></p>	<p>Finding and Changing a Missing Font <i>Lesson 6, pages 142–144</i></p>	<p>Threading Text between Frames</p> <p>Placing Text</p> <p>Character Level Formatting</p> <p>Paragraph Level Formatting</p>
<p><b>4.5</b> Add graphic, image, and video content to a page layout.</p>	<p>Graphics, Images, and Video</p>	<p>Adding Images and Editing Frames</p> <p>Adding a Video, Text Wrap, and Table</p>	<p>Placing and linking graphics frames <i>Lesson 4, pages 103–106</i></p> <p>Importing native Adobe graphics files <i>Lesson 10, pages 270–277</i></p> <p>Applying transparency settings <i>Lesson 12, pages 307–311</i></p> <p>Applying transparency effects to imported vector and bitmap graphics <i>Lesson 12, pages 311–314</i></p> <p>Creating Tables <i>Lesson 11, pages 284–301</i></p>	<p>Converting Text to a Table <i>Lesson 11, pages 286–288</i></p>	<p>Graphic Frames and Placing Graphics</p> <p>Inserting a Table</p>

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<p><b>4.6</b> Demonstrate knowledge of how to create special page elements using InDesign tools.</p>	<p>Long Documents, Content Reuse</p>	<p>Create a Table of Contents</p> <p>Create an Index and Library</p>	<p>Starting a book <i>Lesson 16, pages 380–383</i></p> <p>Synchronizing a book <i>Lesson 16, pages 391–394</i></p> <p>Generating a table of contents <i>Lesson 16, pages 394–397</i></p> <p>Indexing a book <i>Lesson 16, pages 398–400</i></p> <p>Using a library to manage objects <i>Lesson 10, pages 277–280</i></p> <p>Placing and linking graphics frames <i>Lesson 4, pages 103–106</i></p>	<p>Placing and linking graphics frames <i>Lesson 4, pages 103–106</i></p> <p>Generating a table of contents <i>Lesson 16, pages 394–397</i></p>	<p>Building a Table of Contents</p>
<p><b>4.7</b> Demonstrate knowledge of how to add interactive elements using InDesign tools.</p>	<p>Interactive Elements</p>	<p>Adding Interactivity (Part 1)</p> <p>Adding Interactivity (Part 2)</p>	<p>Adding a cross-reference <i>Lesson 16, pages 389–391</i></p> <p>Add a button to submit the form <i>Lesson 14, page 356</i></p>	<p>Adding a cross-reference <i>Lesson 16, pages 389–391</i></p>	<p>Exporting to Interactive PDF</p>



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### Domain 5.0 Publish, Export, and Archive Page Layouts

<p><b>5.1</b> Demonstrate knowledge of how to prepare page layouts for publishing to print.</p>	Publishing to Print	Preparing a File for Commercial Printing  Delivering Files for Commercial Printing	Printing and Exporting <i>Lesson 13, pages 326–346</i>	Preflighting and Packaging Files <i>Lesson 13, pages 328–333</i>  Creating an Adobe PDF Proof <i>Lesson 13, pages 333–335</i>	The Links Panel  Live Preflight  Exporting to PDF for Print
<p><b>5.2</b> Demonstrate knowledge of how to prepare page layouts for export to multiscreen devices.</p>	Publishing to Multiscreen Devices	Export a Layout to an Interactive PDF  Export a Layout to HTML or EPUB	Creating Adobe PDF Files with Form Fields <i>Lesson 14, pages 348–359</i>  Creating and Exporting an eBook <i>Lesson 15, pages 360–377</i>	Adding Form Fields <i>Lesson 14, pages 350–356</i>  Complete a Booklet <i>Lesson 15, pages 362–367</i>	Exporting to Interactive PDF  The Articles Panel  Style Mapping  Exporting to EPUB