

Table of Contents

The Adobe Account

- The Adobe Website
- Signing in to Your Adobe Account
- The Creative Profile Home Page
- Managing Your
- Adobe Account Adobe Creative Cloud Application Manager
- Working With Apps
- Understanding Library Assets
- Understanding TypeKit
- Add Fonts in Typekit
- Understanding Adobe Colour CC
- Understanding Behance

Creative Cloud Libraries

- The Libraries Panel
- Adding Elements to the Library
- Accessing the Contents of Your Library online
- Sorting the Contents of the Library
- Adding People to Your Library
- Working with Libraries

Working Collaboratively

- Uploading a File to Creative Cloud
- Creating a Folder in Creative Cloud
- Working with Files and Folders
- Adding Collaborators
- Viewing and Navigating a File in Creative Cloud
- Making Changes to a Shared File
- Commenting on a Shared File
- Deleting Comments
- Creating User Identification'
- Adding Notes to a Shared File
- Viewing Notes in Shared File
- Working with Tracked Changes

- Accepting Collaboration Invitations
- Removing Collaborators

Paragraph Formatting

- Understanding the Paragraph Panel
- Applying Space Before and After Paragraphs
- Applying an Indent
- Applying a First Line Indent
- Understanding Tabs
- Setting Drop Caps
- Creating a Bulleted list

Formatting Objects

- Applying effects
- Applying Corner Effects
- Applying Transparency
- Applying a Gradient to an Object
- Using the Eyedropper to Copy Formatting
- The Find Change Dialog Box
- Creating a Snippet
- Inserting a Snippet

Working with Styles

- Understanding Styles
- Creating Styles Panels
- Creating Character Styles
- Applying Character Styles
- Creating Paragraph Styles
- Creating a Style form Existing Formatting
- Applying Paragraph Styles
- Working with Style Groups
- Editing Styles
- Creating & Applying Object Styles
- Deleting Styles & Style Groups

Working With Tables

- Creating a Table
- Selecting Tables & Table Cells
- Entering Text in a Table Cell
- Adjusting a Table
- Formatting Text in a Table

- Understanding the Table Panel
- Formatting Cells
- Working with Table Borders
- Working with Table Colour
- Importing a Spreadsheet Table
- Deleting a Table

Long Documents

- Understanding Tables of Contents
- Inserting Table of Contents
- Formatting a Table of Contents
- Creating a Table of Contents Style
- Updating a Table of Contents
- Understanding Indexes
- Adding Index Entries
- Generating a Simple Index

Creating a Simple ePublication

- Understanding Digital Documents
- Fixed Layout vs Reflowable
- Checking your fonts for EPUBS
- Interactive Navigation Tools
- Understanding Adding Animation
- The EPUB Interactivity Preview Panel
- Adding Animation
- Crating a Multi State Object
- Interactive Objects
- Creating a Button
- The EPUB Export Options Dialog box
- Exporting to EPUB
- Understanding MultiMedia Tools

Alternative Layouts

- Understanding Alternate Layouts
- Previewing Liquid Layout
- Applying Liquid Layout Rules
- Constraining Specific Objects
- Applying Rules to other Pages
- Creating an Alternate Layout
- Splitting the Document Window.\)