



Adobe InDesign CS4 – Level 1

Click here for course dates and to register.

InDesign – Level 1 is a 16-hour course in which you will discover the robust and easy-to-use design and layout features of this program. With InDesign you can create documents of many types, from single page advertisements and flyers, to complex multi-page color publications. In this course, you will learn the basics of creating documents with InDesign.

Target Student: Anyone who needs to use InDesign to create documents such as ads, flyers, brochures, or newsletters is an ideal student for this course.

Prerequisites: Before taking this course, you should have a basic understanding of your computer's operating system. For example, you should know how to launch an application, create and save files, and copy files from CDs and other media.

Delivery Method: Instructor-led, classroom-delivery learning model with structured, hands-on activities.

Benefits: After completing this course, you will be able to build page layouts, create, modify and color text and picture frames, use master pages and automatic page numbering, as well as style sheets to save time and ensure consistency. Additionally you will understand how to create multiple-column documents with independent stories flowing throughout, format, align, wrap and curve text, import and manipulate images and graphics with precision, and prep documents for handoff to commercial printers.

What's Next:

InDesign – Level 2 Expand your production and layout skills with advanced techniques.

Illustrator – Level 1 Create gorgeous vectored line art illustrations and type effects using an array of shapes, blends and specialty filters.

Photoshop – Level 1 Enhance, composite, repair, stylize and create digital photographic images. This course is an absolute must for anyone involved in graphic arts or web production.

Performance-Based Objectives

Upon successful completion of this course, you will be able to:

- Use InDesign's palettes, tools, and navigation features to examine and alter documents.
- Create and modify text and picture frames.
- Use master pages and guides to design a document's layout and to add automatic page numbering.
- Import text from other applications, and create multiple-column documents with independent stories flowing throughout.
- Apply colors and gradients to text, lines, and frames.
- Format text (using fonts, sizes, type styles, and leading) and align text (using alignments, tabs, and indents).
- Create and apply both object, paragraph and character styles.
- Create Acrobat PDF files for the Web and for print.



Adobe InDesign CS4–Level 1

2 days

Learning the Work Area
Using the Panel Menus
Learning the Tools Panel
Using Multiple Document Windows
Viewing and Arranging Panels
Customizing your Workspace
Changing the Magnification
Navigating the Document
Scrolling Through a Document
Using the Navigator Panel
Using Context Menus
Using InDesign Help

Creating a New Document
Switching Between Documents
Working with Master Pages
Adding Guides to the Master
Dragging Guides from Rulers
Creating Additional Master Pages
Adding Placeholders for Graphics
Wrapping Text Around a Graphic
Creating Text Frames with Columns
Adding New Pages from Master
Arranging and Deleting Pages
Overriding Master Page Items
Viewing the Completed Spread

Working with Frames
Working with Layers
Creating Multiple Columns
Aligning Text Within a Frame
Creating Graphics Frames
Placing and Resizing Graphics
Working with Frames and Pathfinders
Using the Position Tool-Rotating an Object
Aligning and Scaling Objects
Customizable Links Panel
Working with Smart Guides
Align, Space, and Rotate

Working with text in InDesign
Managing Fonts
Creating and Entering Text
Vertically Aligning Text
Flowing Text Manually
Flowing Text Automatically
Adding a Column Break
Working with Page Columns
Find and Replace in InDesign
Changing Format
Checking Spelling Dynamically
Drag and Drop Text Editing
Using the story editor
Working with Conditional Text
Automatic Reflow

Working with Typography
Adjusted Vertical Spacing
Viewing Baseline Grid
Changing Fonts and Type Style
Changing paragraph Alignment
Creating a Drop Cap
Applying Fill and Stroke to Text
Adjusting Letter and Word Spacing
Adjusting Kerning and Tracking
Working with Tabs
Creating a Hanging Indent
Adding a Rule Below a Paragraph

Working with Color
Adding Colors to the Swatches Panel
Applying Colors to Objects
Working with Gradients
Creating a Tint
Creating a Spot Color
Applying Color to Text
Introduction to ICC Profiles
Ensuring Consistent Color

Working with Styles
Creating and Applying Paragraph Styles
Creating a Character Style
Nesting Character Styles
Creating and Applying Object Styles
Creating and Applying Cell Styles
Globally Updating Styles
Loading Styles from Another Document

Importing and Linking Graphics
Managing links to Imported Files
Updating Revised Graphics
Working with Clipping Paths
Working with Alpha Channels
Placing Native Files
Importing Photoshop Files
Using a Library to Manage Objects
Using Adobe Bridge to Import Graphics

Creating Tables in InDesign
Importing and Formatting a Table
Formatting and Editing Tables
Adding and Deleting Columns
Using Graphics within Tables
Formatting Text within a Table
Working with Styles and Tables
Dynamic Cross-References

Output and PDF Exporting
Using Preflight-Using Package
Separation Preview-Previewing the Page
Page Transitions in SWF and PDF Files
Previewing Curl, Wipe, and Fade,
Printing a Laser or Inkjet Proof
Export to Adobe Flash CS4 Professional (XFL)

