



Adobe InDesign Level 1

Course IND-01H 2 Days Instructor-led, Hands on

Introduction

Our Adobe InDesign course uses the latest version, but if you haven't upgraded yet, all courses feature work from earlier versions of InDesign as well.

This two day, hands-on, instructor-led course, is the first in a series of two courses. Students will be shown step-by-step the key techniques for working in InDesign. Designers will build a strong foundation of typographic, page layout, and document-construction skills that will enable them to produce a broad range of print and digital publications—from a simple postcard to an interactive Adobe PDF with form fields. The real-world tasks in this course are presented in an easy-to-follow, step-by-step format and are designed to train beginning Adobe InDesign users in the program—from fundamental features to powerful layout skills. This course can also help experienced InDesign users elevate their skills and learn about new features.

At Course Completion

Upon successful completion of this course, students will learn:

- The fundamental concepts, terminology, & basic features of InDesign
- Setting up a document and working with pages
- Work with objects
- Working with Color
- Flowing text
- Edit text
- Working with Typography

Prerequisites

Before taking this course, students should be familiar with personal computers and the use of a keyboard and mouse. Students should be able to open, close and save files.

Course Outline

Module 1: Introducing the Workspace

- Getting started
- Looking at the workspace
- Working with panels
- Customizing the workspace
- Changing the magnification of a document
- Navigating through a document

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- Using context menus
- Using panel menus
- Modifying interface preferences

Module 2: Getting to Know InDesign

- Viewing guides
- Adding text
- Working with styles
- Working with graphics
- Working with objects
- Working with object styles
- Preflighting as you work
- Viewing the document in Presentation mode

Module 3: Setting Up a Document and Working with Pages

- Creating a new document
- Creating and saving custom document settings
- Creating a new document from a preset
- Working with parent pages
- Applying parent pages to document pages
- Adding new document pages
- Rearranging and deleting document pages
- Changing the size of pages within one InDesign document
- Adding sections to change page numbering
- Overriding parent page items and placing text and graphics
- Printing to the edge of the paper: Using the bleed guides
- Viewing the completed spread

Module 4: Working with Objects

- Introducing layers
- Working with layers
- Creating and modifying text frames
- Creating and modifying graphics frames
- Adding metadata captions to graphics frames
- Wrapping text around a graphic
- Transforming the shape of frames
- Transforming and aligning objects
- Selecting and modifying grouped objects
- Following type along a path
- Drawing lines and modifying arrowheads

Module 5: Working with Color

- Managing color
- Defining printing requirements
- Creating colors
- Applying colors
- Working with tint swatches
- Working with gradients
- Working with color groups

Module 6: Flowing Text

- Flowing text into an existing frame
- Flowing text manually
- Creating text frames while flowing text
- Creating threaded frames automatically
- Flowing text automatically
- Using Find/Change to delete extra paragraph returns
- Applying paragraph styles to text
- Adjusting columns
- Using the baseline grid to align text
- Adding a jump line page number

Module 7: Editing Text

- Entering and importing text
- Finding and changing text and formatting
- Checking spelling
- Editing text by dragging and dropping
- Using the Story Editor
- Tracking changes