

Adobe InDesign Introduction

Course IND-1

1 Day

Instructor-led, Hands on

Introduction

Giving your documents a well-designed, professional look will put you a step ahead in the marketplace cluttered with all kinds of communications. Paragraph and character styles that allow you to format pages of text uniformly, layout features that help you to build alternate size configurations of your document, and various panels that enable you to easily customize both text and graphics; Adobe® InDesign® CC has all the tools you need to elevate the look of your document and get it out to the people who need to see it, whether it be in print or on the web. This course is a great component of your preparation for the Adobe Certified Associate (ACA) Print & Digital Media Publication Using Adobe InDesign exam.

Who Should Attend?

This course is intended for students who want to use the basic tools and features of InDesign for creating professional page layouts and designs.

At Course Completion

Upon successful completion of this course, students will learn:

- Navigate the InDesign interface.
- Create a new document.
- Customize a document using color, swatches, gradients, and styles.
- Manage page elements.
- Add tables.
- Prepare documents for deployment.

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: Getting Started with InDesign

- Identify Components of the InDesign Interface
- Customize the InDesign Interface
- Apply the Navigation Controls and Set Preferences

Contact ISInc for more information at 916.920.1700 or by visiting our website at <http://www.isinc.com>

Module 2: Designing a Document

- Establish Project Requirements
- Apply Design Principles
- Create a New Document
- Add Text to a Document
- Add Graphics to a Document

Module 3: Customizing a Document

- Format Characters and Paragraphs
- Apply Colors, Swatches, and Gradients
- Create and Apply Styles

Module 4: Working with Page Elements

- Arrange and Align Objects
- Apply Layers
- Transform and Manipulate Objects
- Thread Text Frames
- Edit Text

Module 5: Building Tables

- Create and Modify a New Table
- Format a Table

Module 6: Preparing a Document for Delivery

- Resolve Errors in a Document
- Export Files for Printing and for the Web