

# InDesign CS4 Level 1

- Audience** This course is intended for the person who is familiar with the personal computer and Windows, and word processing. No previous knowledge of InDesign is required; however, knowledge of graphics is recommended.
- Description** The course uses a combination of lecture, hands-on practice, and independent exercises to teach students to introduce students to the basics of InDesign. Students learn how to create documents, place text and graphics, and create custom color swatches. You also learn how to work with master pages and multi-page documents. In addition, students will learn how to format text, apply styles, work with threaded text frames, position and group objects, and work with layers. Finally, you will print documents, create print presets, and package documents for commercial printing.
- Objectives** Upon successful completion of the class, students should be able to:
- Start Adobe InDesign and explore elements of the environment
  - Create a new document and add basic elements to a layout
  - Position elements precisely by using guides and the Control palette
  - Create a facing-pages document and master pages
  - Thread text between text frames
  - Add jump lines
  - Adjust the number of columns in a text frame
  - Use the Paragraph Formatting Controls to apply paragraph formatting
  - Use Find/Change to replace formatting
  - Create and edit paragraph and character styles
  - Position text in text frames and format frame borders
  - Add Photoshop images to documents
  - Adjust text wraps, modify graphics, and nest frames
  - Group items and manipulate items within a group
  - Create layers and assign items to them
  - Print documents and create print styles
  - Export documents to PDF
  - Prepare documents for commercial printing
  - Create tint and gradient swatches
  - Use object libraries and snippets
  - Evenly space and align items
  - Create and edit vector paths and clipping paths
  - Wrap type on a path



- Manually resize type
- Use quick apply
- Create path-based text wraps and convert type to outlines
- Precisely control leading, hyphenation, justification, and horizontal spacing in text
- Use shortcuts with fonts
- Create lighting effects and adjust transparency
- Define and use object style
- Create, modify, and format tables
- Add headers and footers to tables
- Merge table cells
- Edit text with the story editor
- Insert special characters
- Create column, frame, and page breaks
- Create sections, tables of contents, and indexes for a document
- Combine several documents into a book file for printing

**Length**                      2 days

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**I. Getting started**

- A. The Adobe InDesign environment
- B. Preferences and defaults
- C. InDesign Help

**II. Basic Documents**

- A. New documents
- B. Text frames
- C. Graphics frames
- D. Custom colors

**III. Guides and Master Pages**

- A. Item position
- B. Master pages

**IV. Typesetting**

- A. Text frame threading
- B. Paragraph formatting
- C. Styles

**V. Modifying items**

- A. Text frame options
- B. Graphics
- C. Grouped items
- D. Layers

**VI. Finalizing documents**

- A. Outputting documents
- B. Commercial printing preparation

**VII. Efficient Layout**

- A. Document setup
- B. Tint and gradient swatches
- C. Object libraries and snippets
- D. Item spacing

**VIII. Vector Paths**

- A. Vector path creation
- B. Vector paths and pictures
- C. Vector paths and type

## **IX. Typography**

- A. Manual type resizing
- B. Quick Apply
- C. Automated styles
- D. Graphics in typography
- E. Precise leading control
- F. Composition, hyphenation, and justification
- G. Horizontal spacing
- H. Typography shortcuts

## **X. Graphics**

- A. Layer comps
- B. Transparency
- C. Object styles
- D. Transforming objects

## **XI. Tables**

- A. Creating tables
- B. Changing table structure
- C. Formatting tables

## **XII. Text Editing**

- A. Story Editor
- B. Special characters
- C. Column, frame, and page breaks

## **XIII. Long Documents**

- A. Sectioning
- B. Tables of contents
- C. Indexing
- D. Books
- E. Footnotes

