

InDesign CS4: Basic, ACE Edition

2 days

Description

This ILT series course will teach students fundamental concepts and terminology and the basic features of Adobe InDesign CS4. Students will learn how to create documents, place text and graphics, and create custom color swatches. Students will 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, students will print documents, create print presets, and package documents for commercial printing.

Prerequisites

Windows XP: Basic or Windows Vista: Basic

Course Outline

Unit 1: Getting started

Topic A: The Adobe InDesign environment

Topic B: Preferences and defaults

Topic C: InDesign Help

Unit 2: Basic documents

Topic A: New documents

Topic B: Text frames

Topic C: Graphics frames

Topic D: Custom colors

Unit 3: Guides and master pages

Topic A: Item position

Topic B: Master pages

Unit 4: Typesetting

Topic A: Text frame threading

Topic B: Paragraph formatting

Topic C: Styles

Unit 5: Modifying items

Topic A: Text frame options

Topic B: Graphics

Topic C: Grouped items

Topic D: Layers

Unit 6: Finalizing documents

Topic A: Outputting documents

Topic B: Commercial printing preparation