

# InDesign® CS: Creating Basic Publications (Level 1 - Windows)



## Course Description

Adobe® InDesign® is a robust and easy to use design and layout program. With it 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®.

**Prerequisites:** In order to be successful with this course, a basic understanding of the operating system and of using applications in general is needed.

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

## Performance-Based Objectives

- Identify and use InDesign® environment elements; and navigate through an InDesign® document.
- Create and modify text and graphic frames; and import text and images from other applications.
- Use master pages and guides to design a document's layout and to add automatic page numbering; and apply masters to document pages.
- Import text; thread text throughout a document; reflow text threads; and change the number of columns.
- Define colors and swatches and apply them to fills and strokes of frames.
- Apply character formatting; apply paragraph formatting; create styles to streamline formatting; and set text inset spacing.
- Place and manipulate graphics; control text wrap around graphics; and create and manage layers.
- Apply transparency effects to native objects and placed images and graphics; and work with Transparency Flattener settings.
- Create sophisticated tables.
- Prepare documents for handoff to commercial printers.
- Create Acrobat PDF files for the Web and for print.

## Course Content



### **Lesson 1: InDesign® Environment**

- Topic 1A: InDesign Environment Elements
- Topic 1B: Document Navigation

### **Lesson 2: Basic Documents**

- Topic 2A: Document Setup
- Topic 2B: Creating Text
- Topic 2C: Working with Graphics

### **Lesson 3: Master Pages**

- Topic 3A: Creating Masters
- Topic 3B: Applying Masters

### **Lesson 4: Importing and Threading Text**

- Topic 4A: Importing Text
- Topic 4B: Threading Text
- Topic 4C: Changing Text Threads

### **Lesson 5: Colors, Swatches, and Gradients**

- Topic 5A: Colors and Swatches
- Topic 5B: Gradients
- Topic 5C: Applying Fills and Strokes to Frames and Type

### **Lesson 6: Formatting Type**

- Topic 6A: Character Formatting
- Topic 6B: Paragraph Formatting
- Topic 6C: Styles
- Topic 6D: Text Inset Spacing

### **Lesson 7: Graphics and Layout**

- Topic 7A: Placing and Manipulating Graphics
- Topic 7B: Text Wrap
- Topic 7C: Layers

### **Lesson 8: Transparency**

- Topic 8A: Applying Transparency
- Topic 8B: Transparency Effects and Blending Modes
- Topic 8C: Printing with Transparency

### **Lesson 9: Using Tables**

- Topic 9A: Creating Tables
- Topic 9B: Formatting Tables

### **Lesson 10: Preparing for Handoff to a Service Provider**

- Topic 10A: Commercial Printing Overview
- Topic 10B: Preflighting
- Topic 10C: Printing
- Topic 10D: Packaging Files

### **Lesson 11: Creating Acrobat PDF Files**

- Topic 11A: PDF Files for the Web
- Topic 11B: PDF Presets
- Topic 11C: PDF Files for Printing