

Adobe InDesign CS5 Basic

- **Course Length:** 1 Day

Course Overview

This course will teach students fundamental concepts, terminology, and the basic features of Adobe InDesign CS5. 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, create a PDF file, and package documents for commercial printing.

Prerequisites/Audience

This is an entry-level course.

Course Outline

Course Introduction

1m

Course Introduction

Unit 01 - Getting Started

36m

Topic A: The Adobe InDesign Environment

The Application Window

Panel Configurations

Save a Custom Workspace

Demo - A-1: Starting InDesign and Customizing the Workspace

The Document Window

Moving Between Pages

Zooming

Power Zoom

Demo - A-2: Navigating a Document

The Control Panel

Demo - A-3: Examining Basic Panels

Topic B: Preferences and Defaults

The Preferences Dialog Box

Demo - B-1: Setting Preferences

Topic C: InDesign Help

Adobe Community Help

Demo - C-1: InDesign Help

Unit 01 Review

Unit 02 - Basic Documents

56m

Topic A: New Documents

The New Document Dialog Box

Units of Measure
The Insert Pages Dialog Box
The Pages Panel
Demo - A-1: Creating a New Document
Topic B: Text Frames
Selecting Text
Character Formatting Controls
Leading
Demo - B-1: Creating Text in a Document
Demo - B-2: Placing Text
Topic C: Graphics Frames
Demo - C-1: Placing Graphics
Placing an InDesign Document
Demo - C-2: Placing InDesign Pages
Topic D: Custom Colors
New Color Swatch Dialog Box
Demo - D-1: Creating Custom Color Swatches
The Color Picker
Demo - D-2: Loading and Saving Swatches
Unit 02 Review

Unit 03 - Guides and Master Pages

37m

Topic A: Object Positioning

Smart Guide Options
Demo - A-1: Aligning Elements to Guides
Object Position
Demo - A-2: Precisely Positioning Elements by Using the Control Panel and Smart Guides

Topic B: Master Pages

Default Master Page
Demo - B-1: Editing the Default Master Page
Demo - B-2: Inserting Page Numbers
Parent and Child Masters
Demo - B-3: Creating New Master Pages
Applying Master Pages
Demo - B-4: Applying Master Pages
Demo - B-5: Overriding a Master Page Object on a Document Page
Unit 03 Review

Unit 04 - Typesetting

1h 18m

Topic A: Text Frame Threading

Threaded Text Frames
Demo - A-1: Threading Text
Demo - A-2: Adding Columns to a Text Frame
Jump-line Page Numbers
Demo - A-3: Adding Jump-line Page Numbers

Topic B: Paragraph Formatting

Paragraph Formatting Controls

Tab Types

Demo - B-1: Setting Tabs

Indent Options

Indent Markers

Demo - B-2: Creating Indents

Example of an Orphan

The Keep Options Dialog Box

Demo - B-3: Setting Keep Options

A Hanging Indent

Demo - B-4: Creating Bulleted and Numbered Lists

Examples of Drop Caps

Drop Cap Options

Demo - B-5: Creating a Drop Cap

Paragraph Spacing

Demo - B-6: Adjusting the Space Between Paragraphs

Paragraph Rules Dialog Box

Demo - B-7: Creating Paragraph Rules

The Find/Change Dialog Box

Demo - B-8: Changing Formatting by Using Find/Change

Topic C: Styles

New Paragraph Style Dialog Box

Demo - C-1: Creating a Paragraph Style

Styles Based on Existing Styles

Demo - C-2: Creating a Style Based on an Existing Style

Demo - C-3: Editing a Style

Demo - C-4: Creating a Character Style

Demo - C-5: Creating a Style Group

Unit 04 Review

Unit 05 - Modifying Items

46m

Topic A: Text Frame Options

Text Frame Options Dialog Box

Demo - A-1: Positioning Text Within a Frame

The Stroke Panel

Demo - A-2: Formatting a Frame Edge

Topic B: Graphics

Demo - B-1: Placing Photoshop Files

The Text Wrap Panel

Demo - B-2: Adjusting Text Wrap

Rotate Frames and Graphics

Demo - B-3: Modifying Graphics

Demo - B-4: Nesting Frames

Topic C: Grouped Items

Grouped Items

Demo - C-1: Grouping Items

Demo - C-2: Manipulating Items Within Groups

Topic D: Layers

The Layers Panel

Demo - D-1: Creating a New Layer

Demo - D-2: Changing the Layer Stacking Order

Selected Item on a Layer

Demo - D-3: Assigning Objects to Layers

Unit 05 Review

Unit 06 - Finalizing Documents

34m

Topic A: Printing and Exporting Documents

The Print Dialog Box

The Print Presets Dialog Box

Demo - A-1: Printing a Proof

Demo - A-2: Exporting to a PDF

Topic B: Preparing for Commercial Printing

The Check Spelling Dialog Box

Demo - B-1: Checking Spelling

Demo - B-2: Checking Linked Graphics

Demo - B-3: Checking Font Usage

The Preflight Panel

The Preflight Profiles Dialog Box

Demo - B-4: Pre-flighting a Document

Demo - B-5: Packaging a Publication

Unit 06 Review

Course Closure

Total Duration: 4h 51m