Adobe InDesign CS4 Level 1

- **Course Length:** 1 Day

Course Overview
This instructor-led course teaches students how to utilize Adobe InDesign CS4 to create and deliver eye-catching documents for print or web use. It will take students from the basics of using Adobe InDesign CS4, through the technical and aesthetic aspects of design, right up to preparing a document for publication in print or on the web.

Prerequisites
This is an entry-level course.

Audience
This course is intended for a diverse audience including, but not limited to, computer-saavy professionals who want to create marketing materials, newsletters, and fliers; students who want to explore or brush up on the basic tools and features of Adobe InDesign CS4; or those with novice design skills and professionals who want to learn and use Adobe InDesign as a complement to other CS4 programs, such as Illustrator and Photoshop.

Certification Exam
There is no certification exam associate with this course.

Course Outline

Course Introduction   3 min
Course Introduction

Lesson 01 - Exploring the InDesign Interface   34m
Exploring the InDesign Interface
The Welcome Screen
A Note to Mac Users
The InDesign Window
The Tools Panel

Demo: Exploring the Interface
Workspaces
The Keyboard Shortcuts Dialog Box
The Menu Customization Dialog Box
The Customize Control Panel Dialog Box
Demo: Modifying Workspaces
The Navigation Controls
The Zoom Controls
Demo: Navigating Documents
The Preferences Dialog Box
Demo: Changing Preferences
Lesson 01 – Review

Lesson 02 - Designing Documents   44m

Designing Documents
Design 101
The New Document Dialog Box
Demo: New Document Setup
Text Frames
The Text Frame Options Dialog Box
Placing Content
Text Import Options
The Place Dialog Box
The Multiple File Place Feature
Rulers
The Text Flow Feature
Text Flow Methods
Demo: Adding Text
Graphics
Graphic Frames
Image Import Options
Text Wrap
Text Wrap Panel
The INFO Panel
The LINKS Panel
Image Quality & Display Performance
Demo: Adding Graphics
Converting Other File Types
Demo: Converting and Placing Files
Lesson 02 - Review

Lesson 03 - Enhancing Documents   50m

Enhancing Documents
Fonts 101
Character vs. Paragraph Formatting
Special Characters and Glyphs
Open Type Fonts
Paragraph Formatting Options

Lesson 04 - Working with Page Elements   43m

Lesson 05 - Managing Objects   38m

Shapes
The Convert Shape Commands
Demo: Changing Shapes and Text Wrap
A Story
Threading Stories
Threading Methods
Navigating Threaded Frames
Demo: Threading Text
Find/Change Feature
The Find/Change Dialog Box
Demo: Using Find and Change
Text Editing Tools
Demo: Spell Check and the Story Editor
Demo: Notes
Lesson 05 - Review

<u>Lesson 06 - Working with Tables</u>   26m
Working with Tables
Tables
The Table Options Dialog Box
Breaking Tables Across Frames
Demo: Creating Tables
The Table Panel
Table Panel Options
Demo: Changing the Table Structure
Formatting Tables
Demo: Formatting a Table
The Cell Options Dialog Box
The Table Styles Panel
Demo: Table Styles
Lesson 06 - Review

<u>Lesson 07 - Finalizing Documents</u>   31m
Finalizing Documents
Document Preflight
Demo: Preflight
The Print Dialog Box
Color Printing
Demo: Printing
Packaging Files
Demo: Packaging
PDF for Printing
PDF for Web Distribution
Demo: Saving to PDF
Lesson 07 - Review
Course Closure

Total Duration: 4h 27m