

# 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

Special Paragraph Conditions  
Leading  
Rules  
Lists  
The Bullets and Numbering Dialog Box  
Demo: Character Formatting  
Demo: Paragraph Formatting  
Color Primer  
Color Models  
RGB and CMYK Color Models  
Color Gamut  
Process vs. Spot Colors  
InDesign's Color Picker  
The Swatches Panel  
Mixing Inks  
Gradients  
Demo: Defining and Applying Color  
Beyond Color  
The Stroke Panel  
Styles  
Style Panels  
Quick Apply  
Demo: Defining and Applying Styles  
Lesson 03 - Review

## **Lesson 04 - Working with Page Elements**

43m

Working with Page Elements  
Design Concept: Arrange Content  
Arrange Objects  
Demo: Modifying Page Elements  
Align Objects  
Guides  
Demo: Aligning Objects  
Layers  
Demo: Using Layers  
Master Pages  
Hierarchical Master Pages  
The Pages Panel  
Master Page Options  
Demo: Master Pages  
Lesson 04 - Review

## **Lesson 05 - Managing Objects**

38m

Managing Objects  
Transformation  
The Transform Panel  
The Transform Again Commands  
Demo: Transforming Objects

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

## **Lesson 06 - Working with Tables**

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

## **Lesson 07 - Finalizing Documents**

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