Adobe® InDesign® CS5: Level 1

Course Duration: 1.0 day

Course Description
You are starting to familiarise yourself with print layouts and designs using Adobe InDesign. You want to learn about the tools and features available to you in Adobe InDesign CS5. In this course, you will work with some of the tools and features to create eye-catching printed documents using InDesign CS5.

Course Overview:
You will utilize Adobe InDesign CS5 to create and deliver eye-catching printed documents.

Target Student:
This course is intended for students who want to explore the basic tools and features of InDesign for creating professional page layouts and designs.

Prerequisites:
Before taking this course, students should be familiar with the functions of their computer's operating system such as creating folders, launching programs, copying and pasting objects, formatting text, and retrieving and saving files. Familiarity with other Adobe software applications is helpful, but not required.

Course Objectives

Upon successful completion of this course, students will be able to:

- Explore the various elements of the Adobe InDesign interface.

- Enhance documents.

- Manage objects.

- Finalize documents.

- Design documents.

- Work with page elements.

- Work with tables.

Course Content

Lesson 1: Exploring the InDesign Environment
       Topic 1A: Explore the InDesign Interface
       Topic 1B: Customize the Interface
       Topic 1C: Explore the Navigation Controls
       Topic 1D: Set General and Interface Preferences

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Lesson 2: Designing Documents
Topic 2A: Create a Document
Topic 2B: Add Text
Topic 2C: Add Graphic
Topic 2D: Convert Other Application
Files to InDesign

Lesson 3: Enhancing Documents
Topic 3A: Format Characters and
Paragraphs
Topic 3B: Apply Color, Swatches, and
Gradients
Topic 3C: Apply Fills and Strokes
Topic 3D: Create and Apply Styles

Lesson 4: Working with Page Elements
Topic 4A: Arrange Objects
Topic 4B: Align Objects
Topic 4C: Manage Page Elements with L
Topic 4D: Set Up Pages

Lesson 5: Managing Objects
Topic 5A: Transform Objects
Topic 5B: Edit Objects
Topic 5C: Thread Text Frames
Topic 5D: Search and Replace Objects
Topic 5E: Edit Text

Lesson 6: Working with Tables
Topic 6A: Create a Table
Topic 6B: Modify a Table Structure
Topic 6C: Format a Table
Topic 6D: Create Table and Cell Styles

Lesson 7: Finalizing Documents
Topic 7A: Check Documents for Errors
Topic 7B: Print a Document
Topic 7C: Package Files
Topic 7D: Export PDF Files for
Commercial Printing
Topic 7E: Prepare PDF Files for Web
Distribution

**For more information, or to book your course, please call Sense IT on 0870 4296445
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