Adobe® InDesign ® CS6: Level 1

Course Duration: 1.0 day

Course Description
Giving your documents a well-designed, professional look will put you a step ahead in the marketplace cluttered with all kinds of communications. Paragraph and character styles that allow you to format pages of text uniformly, layout features that help you to build alternate size configurations of your document, and various panels that enable you to easily customize both text and graphics. Adobe ® InDesign ® CS6 has all the tools you need to elevate the look of your document and get it out to the people who need to see it, whether it be in print or on the web.

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:
To ensure your success in this course, you should be familiar with the functions of your computer's operating system such as creating folders, launching programs, copying and pasting objects, formatting text, retrieving files, and saving files. You can obtain this level of skill and knowledge by taking the following course:

- Introduction to Personal Computers: Using Windows XP or Using Windows 7

Course Objectives:

You will:

- Identify the elements of the InDesign interface.

- Create a new document.

- Customize a document by using graphics, colours, and styles.

- Manage page elements.

- Build a table.

- Prepare a document for delivery.

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Course Content:

Lesson 1: Getting Started with InDesign

Topic A: Identify Components of the InDesign Interface

Topic B: Customize the InDesign Interface

Topic C: Use the Navigation Controls

Topic D: Set Preferences

Lesson 2: Designing a Document

Topic A: Create a New Document

Topic B: Add Text to a Document

Topic C: Add Graphics to a Document

Lesson 3: Customizing a Document

Topic A: Format Characters and Paragraphs

Topic B: Apply Colours, Swatches, and Gradients

Topic C: Create and Apply Styles

Lesson 4: Working with Page Elements

Topic A: Arrange and Align Objects

Topic B: Use Layers

Topic C: Transform and Manipulate Objects

Topic D: Thread Text Frames

Topic E: Edit Text

Lesson 5: Building Tables

Topic A: Create a New Table

Topic B: Modify a Table Structure

Topic C: Format a Table

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Lesson 6: Preparing a Document for Delivery

Topic A: Resolve Errors in a Document

Topic B: Print a Document

Topic C: Package a Document

Topic D: Export Files for Printing

Topic E: Export Files for the Web