

InDesign CS5 Introduction

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.

Length: One Day

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

Course Content

EXPLORING THE INDESIGN ENVIRONMENT

- Explore the InDesign Interface
- Customize the Interface
- Explore the Navigation Controls
- Set General and Interface Preferences

DESIGNING DOCUMENTS

- Create a Document
- Add Text
- Add Graphic
- Convert Other Application Files to InDesign

ENHANCING DOCUMENTS

- Format Characters and Paragraphs
- Apply Color, Swatches, and Gradients
- Apply Fills and Strokes
- Create and Apply Styles

WORKING WITH PAGE ELEMENTS

- Arrange Objects
- Align Objects
- Manage Page Elements with Layers
- Set Up Pages

MANAGING OBJECTS

- Transform Objects
- Edit Objects
- Thread Text Frames
- Search and Replace Objects
- Edit Text

WORKING WITH TABLES

- Create a Table
- Modify a Table Structure
- Format a Table
- Create Table and Cell Styles

FINALIZING DOCUMENTS

- Check Documents for Errors
 - Print a Document
 - Package Files
 - Export PDF Files for Commercial Printing
 - Prepare PDF Files for Web Distribution
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