

INDESIGN CC LEVEL 1

2 – day course

Course Code: 92023

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 CC 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.

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.

COURSE OBJECTIVE

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

- Navigate the InDesign interface.
- Create a new document.
- Customize a document using color, swatches, gradients, and styles.
- Manage page elements.
- Add tables.
- Prepare documents for deployment.

COURSE CONTENT

LESSON 1: GETTING STARTED WITH INDESIGN

Identify Components of the InDesign Interface; Customize the InDesign Interface; Apply the Navigation Controls and Set Preferences

LESSON 2: DESIGNING A DOCUMENT

Establish Project Requirements; Apply Design Principles; Create a New Document; Add Text to a Document; Add Graphics to a Document

LESSON 3: CUSTOMIZING A DOCUMENT

Format Characters and Paragraphs; Apply Colors, Swatches, and Gradients; Create and Apply Styles

LESSON 4: WORKING WITH PAGE ELEMENTS

Arrange and Align Objects; Apply Layers; Transform and Manipulate Objects; Thread Text Frames; Edit Text

LESSON 5: BUILDING TABLES

Create and Modify a New Table; Format a Table

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LESSON 6: PREPARING A DOCUMENT FOR DELIVERY

Resolve Errors in a Document; Export Files for Printing and for the Web