

Adobe InDesign CS4 Introduction Training

Introduction:

This course provides the student with the skills and knowledge necessary to work with basic tools in InDesign CS4.

Learning Outcomes:

After completing this course, students will know how to:

- Start Adobe InDesign, explore elements of the environment, set preferences and defaults, and use InDesign Help.
- Create a document preset and create a new document; create and place text; place graphics and other InDesign pages, and work with color swatches.
- Position elements precisely using guides and the Control panel, and use master pages.
- Thread text between text frames, add jump lines, and adjust the number of columns in a text frame; use the Paragraph Formatting Controls to apply paragraph formatting; use Find/Change to replace formatting; and create and edit paragraph and character styles.
- Position text in text frames and format frame edges; place Photoshop images in documents, adjust text wraps, modify graphics, and nest frames; group items and manipulate items within a group; and create layers and assign objects to them.
- Print documents, create print presets, and export documents to PDF; and prepare documents for commercial printing.

Target Audience:

Before taking this course, students should be familiar with the basic functions of their computer's operating system such as creating folders, launching programs, and working with windows.

Familiarity with basic design terminology, such as palette, colour mode, shapes, text, and paths, is highly recommended.

Duration:

1 Day

Courseware:

High quality learning materials are available for purchase by participants. Participants will also be presented with a certificate of achievement upon completion of the course.

Computer Training Options

Sydney • Melbourne • Brisbane • Gold Coast • Canberra • Adelaide • Perth • Darwin • Hobart
Ph: 1300 667 660 Email: training@cto.com.au Web: www.cto.com.au

Course Content

The Adobe InDesign environment

Preferences and defaults
InDesign Help
Getting started

Basic documents

New documents
Text frames
Graphics frames
Custom colors
Basic documents

Guides and master pages

Item position
Master pages
Guides and master pages

Typesetting

Text frame threading
Paragraph formatting
Styles
Typesetting

Modifying items

Text frame options
Graphics
Grouped items
Layers
Modifying items

Finalizing documents

Outputting documents
Commercial printing preparation
Finalizing documents

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