



Adobe InDesign

Level 1: Creating Documents

1 Day Course
Training at Your Office

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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; InDesign 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.

In this course, you will use InDesign to create and deliver professional looking printed and interactive documents. You will:

- 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 Prerequisite: knowledge of basic Windows use, ability to use keyboard and mouse.

COURSE TOPICS

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

Lesson 6: Preparing a Document for Delivery

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



Phone: 905-722-5535
www.GumpTraining.com
info@gumptraining.com



Adobe InDesign

Level 2: Enhance Your Documents

1 Day Course
Training at Your Office

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COURSE DESCRIPTION

In this course you will learn advanced InDesign techniques to enhance the look and functionality of your documents.

Using InDesign, you can create interactive documents and export them for viewing in a web browser with various features such as buttons, page transitions, movies and audio files, hyperlinks, and animation. You have the ability to assign color profiles and establish print presets. In creating longer documents, you'll be able to include such features as a table of contents, footnotes, cross-references, and an index.

Upon completion of this course, you will be able to use InDesign to create and deliver professional looking printed and interactive documents. You will:

- Prepare documents for multiple formats
- Manage advanced page layouts
- Manage styles
- Build complex paths
- Manage external files and create dynamic documents
- Manage long documents
- Publish InDesign files for other formats and customize print settings

Course Prerequisite: InDesign Introduction course topics.

COURSE TOPICS

Lesson 1: Preparing Documents for Multiple Formats

Build Layout Versions
Link Content

Lesson 2: Managing Advanced Page Elements

Create Repeating Content
Change Text Layouts
Create Transparency
Anchor Objects and Manage a Library

Lesson 3: Managing Styles

Import Styles from Microsoft Word Documents
Manage Styles

Lesson 4: Building Complex Paths

Create Bezier Paths
Create Clipping Paths
Create Compound Paths

Lesson 5: Managing External Files and Creating Dynamic Documents

Import External Files
Create Document Sections
Insert Text Variables
Create Interactive Documents

Lesson 6: Managing Long Documents

Create a Book
Build a Table of Contents
Create Hyperlinks and Cross-References
Generate an Index and Insert Footnotes

Lesson 7: Publishing InDesign Files for Other Formats and Customizing Print Settings

Export PDF Files for Print
Export Interactive PDF Files and Files for Animation
Export Files for the Web
Manage Colors
Preview the Print Output
Create Print Presets



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