



Adobe InDesign

Level 1: Creating Documents

1 Day Course
Training at Your Office

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



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