

## Adobe InDesign CS5 - Level 1

Duration: 2 days

### Overview:

In this course students will utilize Adobe® InDesign® CS5 to create and deliver eye-catching printed documents.

### Target Audience:

This course is intended for students who want to explore the basic tools and features of InDesign for creating professional page layout and designs.

### Pre-requisites:

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, retrieving and saving files. Familiarity with other Adobe software applications is helpful, but not required.

### At Course Completion:

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

- Identify the various elements of the Adobe InDesign interface.
- Design documents.
- Enhance documents with formats, color, and styles.
- Work with page elements.
- Manage objects.
- Work with tables.
- Finalize documents.

### Lesson 1: Exploring the InDesign Environment

- Identify the InDesign Interface Components
- Customize the Interface
- Use the Navigation Controls
- Set General and Interface Preferences

### Lesson 2: Designing Documents

- Create a Document
- Add Text
- Add Graphical Objects

### Lesson 3: Enhancing Documents

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

### Lesson 4: Working with Page Elements

- Arrange Objects
- Align Objects
- Manage Page Elements with Layers

### Lesson 5: Managing Objects

- Transform Objects
- Manipulate Objects
- Thread Text Frames
- Search and Replace Content

### Lesson 6: Working with Tables

- Create a Table
- Modify a Table Structure
- Format a Table

### Lesson 7: Finalizing Documents

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