

InDesign CS4 – Level 1

Days of Training: 1

Overview

In this course, students will work with some of the tools and features to create eye-catching printed documents using InDesign CS4.

Prerequisites

- Windows Level 1

At Course Completion

Upon successful completion of this course, students will have an understanding of the following topics:

- Understanding the InDesign interface and navigation controls.
- Designing documents.
- Enhancing documents.
- Working with page elements.
- Manage objects.
- Working with tables.
- Finalizing documents.

INDESIGNCS4L1

Lesson 1: Exploring the InDesign Environment

- Explore the InDesign Interface
- Customize the Interface
- Explore the Navigation Controls
- Set General and Interface Preferences

Lesson 2: Designing Documents

- Create a Document
- Add Text
- Add Graphic
- Convert Other Application Files to InDesign

Lesson 3: Enhancing Documents

- Format Characters and Paragraphs
- Apply Color, 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
- Set Up Pages

Lesson 5: Managing Objects

- Transform Objects
- Edit Objects
- Thread Text Frames
- Search and Replace Objects
- Edit Text

Lesson 6: Working with Tables

- Create a Table
- Modify a Table Structure
- Format a Table
- Create Table and Cell Styles

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

New Horizons of Syracuse, NY

Glacier Creek Office Park
6711 Towpath Road, Suite 100
East Syracuse, NY 13057
Phone: 315-449-3290
Email: info.syracuse@newhorizons.com

Visit our website at:

www.newhorizonstraining.com

New Horizons of Rochester, NY

Calkins Road Business Park
50 Methodist Hill Drive, Suite 50
Rochester, NY 14623
Phone: 585-427-2150
Email: info.rochester@newhorizons.com