



InDesign – Level 1

InDesign – Level 1 is a two-day course in which you will discover the robust and easy-to-use design and layout features of this program. With InDesign you can create documents of many types, from single page advertisements and flyers, to complex multi-page color publications. In this course, you will learn the basics of creating documents with InDesign.

Target Student: Anyone who needs to use InDesign to create documents such as ads, flyers, brochures, or newsletters is an ideal student for this course.

Prerequisites: Before taking this course, you should have a basic understanding of your computer’s operating system. For example, you should know how to launch an application, create and save files, and copy files from CDs and other media.

Delivery Method: Instructor-led, classroom-delivery learning model with structured, hands-on activities.

Benefits: After completing this course, you will be able to build page layouts, create, modify and color text and picture frames, use master pages and automatic page numbering, as well as style sheets to save time and ensure consistency. Additionally you will understand how to create multiple-column documents with independent stories flowing throughout, format, align, wrap and curve text, import and manipulate images and graphics with precision, and prep documents for handoff to commercial printers.

What’s Next:

InDesign – Level 2 Expand your production and layout skills with advanced techniques.

Illustrator – Level 1 Create gorgeous vectored line art illustrations and type effects using an array of shapes, blends and specialty filters.

Photoshop – Level 1 Enhance, composite, repair, stylize and create digital photographic images. This course is an absolute must for anyone involved in graphic arts or web production.

Performance-Based Objectives

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

- Use InDesign’s palettes, tools, and navigation features to examine and alter documents.
- Create and modify text and picture frames.
- Use master pages and guides to design a document’s layout and to add automatic page numbering.
- Import text from other applications, and create multiple-column documents with independent stories flowing throughout.
- Apply colors and gradients to text, lines, and frames.
- Format text (using fonts, sizes, type styles, and leading) and align text (using alignments, tabs, and indents).
- Create and apply both object, paragraph and character styles.
- Create Acrobat PDF files for the Web and for print.





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InDesign Workspace

- Looking at the Workspace
- Viewing and Arranging Panels
- Customizing Your Workspace
- Using Panel Menus
- Changing View Magnification
- Navigating Through Your Document
- Using Context Menus
- Using Adobe InDesign Help

Setting Up Your Document & Working With Pages

- Creating and Saving custom page settings
- Creating a New Document
- Working with Master Pages
- Creating a Placeholder Master
- Adding Sections to Change Page Numbering
- Adding and Deleting Pages
- Placing Text and Graphics on Document Pages
- Overriding Master Page Items on Document Pages
- Wrapping Text Around a Graphic
- Drawing Colored Shapes
- Creating Text Frames with Columns
- Viewing the Completed Spread

Working with Frames

- Working with Layers
- Creating and Editing Text Frames
- Creating and Editing Graphic Frames
- Working with Frames
- Transforming and Aligning objects
- Selecting and Modifying Grouped Objects

Importing and Editing Text

- Managing Fonts
- Creating, Entering and Flowing Text
- Working with and Applying Styles
- Threading Text
- Applying and Editing the Sidebar Styles
- Adding a Jump Line Page Number
- Loading Styles from another Document
- Finding and Changing Text and Formatting
- Checking Spelling
- Using the Story Editor

Working with Typography

- Adding a Baseline Grid
- Changing Paragraph Alignment
- Creating a Drop Cap
- Adjusting Letter and Word Spacing
- Setting Tabs
- Adding a Rule above a Paragraph

Working with Color

- Creating and Applying Colors
- Working with Gradients
- Creating a Tint
- Creating a Spot Color
- Advanced Gradient Techniques

Working with Styles

- Creating and Applying Paragraph Styles
- Creating and Applying Character Styles
- Nesting Character Styles Inside Paragraph Styles
- Creating and Applying Object Styles
- Creating and Applying Cell and Table Styles
- Globally Updating Styles

Printing and PDF Exporting

- Using Preflight and Package
- Creating an Adobe PDF Proof