

InDesign CS4 Fundamentals

Description: This course will teach students fundamental concepts and terminology and the basic features of Adobe InDesign CS4. Students will learn how to create documents, place text and graphics, and create custom color swatches. Students will also learn how to work with master pages and multi-page documents. In addition, students will learn how to format text, apply styles, work with threaded text frames, position and group objects, and work with layers. Finally, students will print documents, create print presets, and package documents for commercial printing.

Days: 1

Prerequisites: Windows XP: Introduction or equivalent experience

Unit 1: Getting started

Topic A: The Adobe InDesign environment

- Starting InDesign and customizing the workspace
- Navigating a document
- Examining basic panels

Topic B: Preferences and defaults

- Setting preferences

Topic C: InDesign Help

- Using Help

Unit 2: Basic documents

Topic A: New documents

- Creating a new document

Topic B: Text frames

- Creating text in a document
- Placing text

Topic C: Graphics frames

- Placing graphics

- Placing InDesign pages

Topic D: Custom colors

- Creating custom color swatches
- Loading and saving swatches

Unit 3: Guides and master pages

Topic A: Item position

- Aligning elements to guides
- Precisely positioning elements by using the Control panel and smart guides

Topic B: Master pages

- Editing the default master page
- Inserting page numbers
- Creating new master pages
- Applying master pages
- Overriding a master item on a document page

Unit 4: Typesetting

Topic A: Text frame threading

- Threading text
- Adding columns to a text frame
- Adding jump-line page numbers

Topic B: Paragraph formatting

- Setting tabs
- Creating indents
- Setting keep options
- Creating bulleted and numbered lists
- Creating drop caps
- Adjusting space between paragraphs
- Creating paragraph rules
- Changing formatting by using Find/Change

Topic C: Styles

- Creating a paragraph style
- Creating a style based on an existing style
- Editing a style
- Creating a character style
- Creating a style group

Unit 5: Modifying items

Topic A: Text frame options

- Positioning text within a text frame
- Formatting a frame edge

Topic B: Graphics

- Adding Photoshop files
- Adjusting text wrap
- Modifying graphics
- Nesting frames

Topic C: Grouped items

- Grouping items
- Manipulating items within groups

Topic D: Layers

- Creating a new layer
- Changing layer stacking order
- Assigning items to layers

Unit 6: Finalizing documents

Topic A: Outputting documents

- Printing a proof
- Exporting a PDF

Topic B: Commercial printing preparation

- Checking spelling

- Checking picture usage
- Checking font usage
- Preflighting a document
- Packaging a publication

Upcoming Classes

Sorry, there are no upcoming classes. Feel free to contact us if you're interested in us putting a class together.