

KEEP IT SIMPLE COMPUTER TRAINING

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866-PC-SKILLS

Course Title:	Introduction to Adobe InDesign
Course Length:	2 days
Prerequisite:	Windows Essentials
Course Description:	Topics include navigating the work area, create and modify text and graphic frames, import text and graphics, use master pages, page numbering, thread text, define colors and swatches, use fills and strokes, use gradients, use styles, set text wrap, apply transparency, create tables, and export to PDF.
Performance Objectives: Students will become skilled in ...	<ol style="list-style-type: none">1. The InDesign Environment<ol style="list-style-type: none">1.1. Navigating the Work Area1.2. Accessing InDesign Tools1.3. Navigation and Zoom Tool Shortcuts2. Setting Up the Document<ol style="list-style-type: none">2.1. Starting a New Document2.2. Effectively Using Text2.3. Creating and Editing Master Pages2.4. Creating Master Page Placeholders2.5. Applying Masters3. Working with Frames<ol style="list-style-type: none">3.1. Creating Text and Graphic Frames3.2. Transforming Frames3.3. Setting Text Wrap3.4. Rotating and Aligning Frames3.5. Using Frame Insets4. Importing and Editing Text<ol style="list-style-type: none">4.1. Enter Text vs. Placing Text4.2. Character and Paragraph Formatting4.3. Creating, Modifying and Applying Styles4.4. Applying Fills and Strokes to Frames and Type4.5. Flowing Text Manually4.6. Threading Frames for Text Flow4.7. Creating Text on a Path5. Working with Color<ol style="list-style-type: none">5.1. Creating Custom CMYK Colors5.2. Using Pantone Colors5.3. Creating Custom Swatches5.4. Applying Fill and Stroke Color to Objects and Text5.5. Using Preset Gradients5.6. Creating Custom Gradients6. Preparing for Handoff to a Service Provider<ol style="list-style-type: none">6.1. Commercial Printing Overview6.2. Preflighting6.3. Printing6.4. Packaging Files