

Name of the Program

Adobe InDesign CS5

Program Summary :

This course is focused on editing and creating layouts for brochures, newsletters, books, magazines and even interactive documents.

Upon Completion of this program learners will be able to :

- Customize the InDesign CS5 interfaces
- Edit an existing InDesign document
- Setup a new InDesign document
- Work with text and typography
- Use Styles to format text
- Access hidden text characters using the Glyphs panel
- Import and edit text, images and graphics from other applications
- Edit text and graphics Frames
- Create and manage layers for more organized InDesign documents
- Use Master Pages to quickly format document pages
- Mix and apply custom colors to document objects
- Import colors from color libraries like Pantone®

Targeted Trainees:

This course is for anyone involved with desktop publishing - magazines, collateral material, ads, DVD covers, and even books can be created with InDesign. This is a great class for beginners just starting out with the tool.

Criteria of acceptance and methods of measuring the skills of the trainees:

Knowledge of your operating system and basic computer navigation is required

Duration in hours :

24 hours

Exams:

Online Exam

Certificate:

Adobe accredited certificate

Course Outline :

Lesson 1. Introducing the Workspace

- Looking at the workspace
- Working with panels
- Customizing the workspace
- Changing the magnification of a document
- Navigating through a document
- Using context menus
- Finding resources for using InDesign

Lesson 2. Setting Up a Document and Working with Pages

- Creating and saving custom document settings
- Creating a new document
- Switching between open InDesign documents
- Working with master pages
- Applying master pages to document pages
- Adding sections to change page numbering
- Adding new pages
- Arranging and deleting pages
- Placing text and graphics on the document pages
- Overriding master page items on document pages
- Changing the size of pages
- Viewing the completed spread

Lesson 3. Working with Objects

- Working with layers
- Creating and editing text frames
- Creating and editing graphics frames
- Adding metadata captions to graphics frames
- Changing the shape of a frame
- Wrapping text around a graphic
- Modifying the shape of frames
- Transforming and aligning objects
- Selecting and modifying grouped objects

Lesson 4. Flowing Text

- Flowing text into an existing frame
- Flowing text manually
- Creating text frames while flowing text
- Flowing text automatically

- Creating threaded frames automatically
- Adding a jump line page number

Lesson 5. Editing Text

- Finding and changing a missing font
- Entering and importing text
- Finding and changing text and formatting
- Checking spelling
- Editing text by dragging and dropping
- Using the Story Editor
- Tracking changes

Lesson 6. Working with Typography

- Adjusting vertical spacing
- Changing fonts and type style
- Fine-tuning Columns
- Changing paragraph alignment
- Creating a drop cap
- Adjusting letter and word spacing
- Setting tabs
- Adding a rule above a paragraph

Lesson 7. Working with Color

- Defining printing requirements
- Creating and applying colors
- Working with gradients
- Creating a tint
- Creating a spot color
- Applying colors to text and objects
- Using advanced gradient techniques

Lesson 8. 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 table and cell styles
- Globally updating styles
- Loading styles from another document