



Adobe® InDesign® CS5: Level 1

Course Specifications

Class Cost: 470.00
Training Manual: included
Course number: 084397
Software: Adobe® InDesign® CS5
Course length: 1.0 day(s)
Certification: Adobe Creative Suite CS5

Course Description

This course is intended for students who want to explore the basic tools and features of InDesign for creating professional page layout and designs. Before taking this course, students should be familiar with the functions of their computer's operating system such as creating folders, launching programs, copying and pasting objects, formatting text, retrieving and saving files. Familiarity with other Adobe software applications is helpful, but not required.

Performance-Based Objectives

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

- identify the various elements of the Adobe InDesign interface.
- design documents.
- enhance documents with formats, color, and styles.
- work with page elements.
- manage objects.
- work with tables.
- finalize documents.

Course Content

Lesson 1: Exploring the InDesign Environment

- Topic 1A:** Identify the InDesign Interface Components
- Topic 1B:** Customize the Interface

- Topic 1C:** Use the Navigation Controls
- Topic 1D:** Set General and Interface Preferences

Lesson 2: Designing Documents

- Topic 2A:** Create a Document
- Topic 2B:** Add Text
- Topic 2C:** Add Graphical Objects

Lesson 3: Enhancing Documents

- Topic 3A:** Format Characters and Paragraphs
- Topic 3B:** Apply Colors, Swatches, and Gradients
- Topic 3C:** Apply Fills and Strokes
- Topic 3D:** Create and Apply Styles

Lesson 4: Working with Page Elements

- Topic 4A:** Arrange Objects
- Topic 4B:** Align Objects
- Topic 4C:** Manage Page Elements with Layers

Lesson 5: Managing Objects

- Topic 5A:** Transform Objects
- Topic 5B:** Manipulate Objects
- Topic 5C:** Thread Text Frames
- Topic 5D:** Search and Replace Content
- Topic 5E:** Edit Text

Lesson 6: Working with Tables

- Topic 6A:** Create a Table
- Topic 6B:** Modify a Table Structure
- Topic 6C:** Format a Table

Lesson 7: Finalizing Documents

- Topic 7A:** Check Documents for Errors
- Topic 7B:** Print a Document
- Topic 7C:** Package Files
- Topic 7D:** Export PDF Files for Commercial Printing
- Topic 7E:** Prepare PDF Files for Web Distribution



Adobe® InDesign® CS5: Level 2

Course Specifications

Class Cost: 470.00
Training Manual: included
Course number: 084398
Software: Adobe® InDesign® CS5
Course length: 1.0 day(s)
Certification: Adobe Creative Suite CS5

Course Description

You will use the advanced features of Adobe® InDesign® CS5 to create and design content for the web and print. This course is intended for students who want to expand their entry-level knowledge of Adobe InDesign by using advanced features and collaboration tools. To ensure your success in this course, it is strongly recommended that you take the following Element K course: Adobe® InDesign® CS5: Level 1, or have equivalent knowledge.

Course Objectives

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

- handle page elements.
- manage styles.
- develop complex paths.
- import and export data to external files.
- work with XML files.
- create dynamic documents.
- manage long documents.
- export InDesign files to other formats.
- adjust print settings.

Course Content

Lesson 1: Handling Page Elements

- Topic 1A:** Create Duplicate Items
- Topic 1B:** Handle Text Layouts
- Topic 1C:** Create Transparency
- Topic 1D:** Create Anchored Objects
- Topic 1E:** Manage a Library

Lesson 2: Managing Styles

- Topic 2A:** Import Styles from Word Documents
- Topic 2B:** Create Nested Styles
- Topic 2C:** Create Related Styles
- Topic 2D:** Apply Styles in a Sequence
- Topic 2E:** Manage Style Overrides
- Topic 2F:** Redefine Styles
- Topic 2G:** Break the Link to Styles

Lesson 3: Developing Complex Paths

- Topic 3A:** Create Bézier Paths
- Topic 3B:** Create Clipping Paths
- Topic 3C:** Create Compound Paths
- Topic 3D:** Create Type Outlines

Lesson 4: Administering External Files

- Topic 4A:** Import Layered Files
- Topic 4B:** Merge Data

Lesson 5: Working with an XML File

- Topic 5A:** Integrate XML Content into a Document
- Topic 5B:** Import XML Content
- Topic 5C:** Create a Snippet

Lesson 6: Creating Dynamic Documents

- Topic 6A:** Create Interactive Documents
- Topic 6B:** Insert Footnotes
- Topic 6C:** Insert Text Variables
- Topic 6D:** Create Text Conditions
- Topic 6E:** Create Document Sections

Lesson 7: Managing Long Documents

- Topic 7A:** Create a Book
- Topic 7B:** Create a Table of Contents
- Topic 7C:** Create Hyperlinks
- Topic 7D:** Create Cross-References
- Topic 7E:** Generate an Index

Lesson 8: Exporting InDesign Files in Other Formats

- Topic 8A:** Export PDF Files
- Topic 8B:** Export Files for the Web
- Topic 8C:** Export Files for Animation



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COURSE OUTLINES

**Adobe Creative Suite CS5
Windows 7**

Lesson 9: Adjusting Print Settings

Topic 9A: Manage Colors

Topic 9B: Preview the Print Output

Topic 9C: Create Print Presets

Appendix A: Authoring Documents

Appendix B: Organizing Assets Using Adobe® Bridge

Appendix C: New Features in Adobe InDesign CS5