

Adobe® InDesign® (2020): Part 1

Overview

Giving documents a well-designed, professional look will put students a step ahead in the marketplace cluttered with all kinds of communications. Paragraph and character styles that allow students to format pages of text uniformly, layout features that help students to build alternate size configurations of documents, and various panels that enable students to easily customize both text and graphics; Adobe InDesign CC (2019) has all the tools students need to elevate the look of documents and get it out to the people who need to see it, whether it be in print or on the web. This course is a great component of your preparation for the Adobe Certified Expert (ACE) InDesign CC exam and the Adobe Certified Associate (ACA) Print & Digital Media Publication Using Adobe InDesign exam.

Prerequisite Comments

To ensure a student's success in 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 files, and saving files. Students can obtain this level of skill and knowledge by taking one of the following courses: Using Microsoft Windows 8.1 Using Microsoft Windows 10 Microsoft Windows 10: Transition from Windows 7

Target Audience

This course is intended for students who want to use the basic tools and features of InDesign for creating professional page layouts and designs.

Course Objectives

In this course, students will use Adobe InDesign CC (2019) to create and deliver professional looking printed and interactive documents. Students will learn to:

- Navigate the InDesign interface
- Create a new document
- Customize a document using color, swatches, gradients, and styles
- Manage page elements
- Add tables
- Prepare documents for deployment

Course Outline

1 - Getting Started with InDesign

- Identify Components of the InDesign Interface
- Customize the InDesign Interface
- Apply the Navigation Controls and Set Preferences

2 - Designing a Document

Establish Project Requirements
Apply Design Principles
Create a New Document
Add Text to a Document
Add Graphics to a Document

3 - Customizing a Document

Format Characters and Paragraphs
Apply Colors, Swatches, and Gradients
Create and Apply Styles

4 - Working with Page Elements

Arrange and Align Objects
Apply Layers
Transform and Manipulate Objects
Thread Text Frames
Edit Text

5 - Building Tables

Create and Modify a New Table
Format a Table

6 - Preparing a Document for Delivery

Resolve Errors in a Document
Export Files for Printing and for the Web

Related Courses, Certifications, Exams

- Using Microsoft Windows 10
- Microsoft Windows 10 - Transition from Windows 7
- Adobe® InDesign® (2020): Part 2
- Adobe Certified Expert - Adobe InDesign CC
- Adobe InDesign CC