

Adobe InDesign CS2: Level 1

Course Content

Lesson 1: Managing the InDesign Environment

- Topic 1A: Introduction to InDesign
- Topic 1B: Customize Your Workspace
- Topic 1C: Set General Preferences
- Topic 1D: Manage Document Presets

Lesson 2: Designing Documents

- Topic 2A: Create a New Document
- Topic 2B: Alter a Document's Layout
- Topic 2C: Create the Structure of a Document
- Topic 2D: Develop Master Pages
- Topic 2E: Manage Text and Graphic Placement
- Topic 2F: Develop Layers

Lesson 3: Managing Text

- Topic 3A: Add Text
- Topic 3B: Edit Text
- Topic 3C: Spell Check Text
- Topic 3D: Thread Text
- Topic 3E: Change Text Threads
- Topic 3F: Format Characters
- Topic 3G: Format Paragraphs
- Topic 3H: Manage Styles

Lesson 4: Utilizing Colors, Swatches, and Gradients

- Topic 4A: Utilize Color
- Topic 4B: Utilize Swatches
- Topic 4C: Apply Fills, Gradients, and Strokes

Lesson 5: Managing Transparency

- Topic 5A: Apply Transparency
- Topic 5B: Apply Transparency Flattener Presets

Lesson 6: Utilizing Tables

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

Lesson 7: Preparing for Handoff to a Service Provider

- Topic 7A: Check Documents for Problems
- Topic 7B: Print a Document
- Topic 7C: Package Files
- Topic 7D: Preview Output

Lesson 8: Creating Acrobat PDF Files

Topic 8A: Prepare PDF Files for Web Distribution

Topic 8B: Manage PDF Presets

Topic 8C: Export PDF Files for Printing

Appendix A: ACE Objectives Map

Course Specifications

Course number: 084149
Software: InDesign CS2
Course length: 1.0 day(s)

Course Description

You are starting to familiarize yourself with print layout and design using InDesign. You would like to learn about the tools and features available to you in InDesign CS2. In this course, you'll work with some of the tools and features to create eye-catching printed documents using InDesign CS2.

Course Objective: You will utilize Adobe InDesign CS2 to create and deliver eye-catching printed documents.

Target Student: This course is intended for graphic designers, creative professionals, print professionals, publishers, pre-press professionals, and marketing communications professionals.

Prerequisites: Before taking this course, the student must have basic PC skills, including a basic understanding of a computer's operating system, how to launch an application and create and save files, as well as how to copy files from CDs and other media.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Hardware Requirements

- An Intel® Xeon, Xeon Dual, Centrino, or Pentium® class III or 4 processor.
- 192 MB of RAM (256 recommended).
- 280 MB of available hard disk space.
- A color monitor with a 16-bit or greater video card.
- A monitor with 1024 x 768 or greater resolution.
- A CD-ROM drive.

Software Requirements

- Microsoft® Windows 2000 with Service Pack 3, or Windows XP
- Adobe® InDesign® CS2
- Adobe® Reader® 7.0

Performance-Based Objectives

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

- Manage the InDesign environment
- Design documents
- Manage text
- Utilize colors, swatches, and gradients
- Manage transparency
- Utilize tables

- Prepare for handoff to a service provider
- Create Acrobat PDF files