

InDesign CS2 Level 1

1 day course

Overview

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.

Course Content:

Managing the InDesign Environment

- Introduction to InDesign
- Customize Your Workspace
- Set General Preferences
- Manage Document Presets

Designing Documents

- Create a New Document
- Alter a Document's Layout
- Create the Structure of a Document
- Develop Master Pages
- Manage Text and Graphic Placement
- Develop Layers

Managing Text

- Add Text
- Edit Text
- Spell Check Text
- Thread Text
- Change Text Threads
- Format Characters
- Format Paragraphs
- Manage Styles

Utilizing Colors, Swatches, and Gradients

- Utilize Color
- Utilize Swatches
- Apply Fills, Gradients, and Strokes

Managing Transparency

- Apply Transparency
- Apply Transparency Flattener Presets

Utilizing Tables

- Create a Table
- Modify a Table
- Format a Table

Preparing for Handoff to a Service Provider

- Check Documents for Problems
- Print a Document
- Package Files
- Preview Output

Creating Acrobat PDF Files

- Prepare PDF Files for Web Distribution
 - Manage PDF Presets
 - Export PDF Files for Printing
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