

InDesign CS3: Level 1

1 Day

Description

This course is designed for students who want to use Adobe InDesign to create professional documents and print layouts. You should have little or no experience using Adobe InDesign. You will get the most out of this course if your goal is to learn how to use Adobe InDesign CS3 to create professional print documents and publications.

Objectives

After completing this course, you will know how to:

- Start Adobe InDesign, explore elements of the environment, and use InDesign Help.
- Create a document, add basic elements to a layout, and position elements precisely by using guides and the Control panel.
- Create a facing-pages document; create master pages; and apply master pages to a document.
- Thread text between text frames, add jump lines, and adjust the number of columns in a text frame; use the Paragraph Formatting Controls to apply paragraph formatting; use Find/Change to replace formatting; and create and edit paragraph and character styles.
- Position text in text frames and format frame borders; add Photoshop images to documents, adjust text wraps, modify graphics, and nest frames; group items and manipulate items within a group; and create layers and assign items to them.
- Print documents, create print styles, and export documents to PDF; prepare documents for commercial printing; convert document files from other applications to InDesign; and use Adobe Bridge.

Getting Started

The Adobe InDesign environment

InDesign Help

Unit summary: Getting started

Basic documents

New documents

Custom colors

Item position

Unit summary: Basic documents

Structuring multi-page documents

Multi-page documents

Master pages

Unit summary: Structuring multi-page documents

Typesetting

Text frame threading

Paragraph formatting

Styles

Unit summary: Typesetting

Modifying items

Text frames

Graphics

Grouped items

Layers

Unit summary: Modifying items

Finalizing documents and setting defaults

Outputting documents

Commercial printing preparation

Adobe Bridge

Preferences and defaults

Unit summary: Finalizing documents and setting defaults