



BUILDING TRAINING SOLUTIONS
FOR THE IT WORLD

Number of Days: 1

Format: Instructor-Led

Class Code: INDCS4B

Recommended Course Sequence

Knowledge of prerequisites
noted below.

*Course content is subject to change
without notice.*

Course Description:

This ILT series course will teach students fundamental concepts and terminology and the basic features of Adobe InDesign CS4. Students will learn how to create documents, place text and graphics, and create custom color swatches. Students will also learn how to work with master pages and multi-page documents. In addition, students will learn how to format text, apply styles, work with threaded text frames, position and group objects, and work with layers. Finally, students will print documents, create print presets, and package documents for commercial printing.

Delivery Method:

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

Course Outline

Lesson 1: Getting started
<ul style="list-style-type: none">■ Topic A: The Adobe InDesign environment■ Topic B: Preferences and defaults■ Topic C: InDesign Help
Lesson 2: Basic documents
<ul style="list-style-type: none">■ Topic A: New documents■ Topic B: Text frames■ Topic C: Graphics frames■ Topic D: Custom colors
Lesson 3: Guides and master pages
<ul style="list-style-type: none">■ Topic A: Item position■ Topic B: Master pages
Lesson 4: Typesetting
<ul style="list-style-type: none">■ Topic A: Text frame threading■ Topic B: Paragraph formatting■ Topic C: Styles
Lesson 5: Modifying items
<ul style="list-style-type: none">■ Topic A: Text frame options■ Topic B: Graphics■ Topic C: Grouped items■ Topic D: Layers

InDesign CS4: Basic

Lesson 6: Finalizing documents
<ul style="list-style-type: none">■ Topic A: Outputting documents■ Topic B: Commercial printing preparation
Appendix A: ACE exam objectives map
<ul style="list-style-type: none">■ Topic A: Comprehensive exam objectives