



COMPLETE COMPUTING, INC.

Adobe® InDesign® CS3: Level 1

Course length: 1.5 days

Certification: Adobe Certified Expert (ACE) Program®

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 CS3. In this course, you'll work with some of the tools and features to create eye-catching printed documents using InDesign CS3.

Course Objective

You will utilize Adobe InDesign CS3 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, students should be familiar with the basic functions of their computer's operating system such as creating folders, launching programs, and working with windows. Students should also have the basic Windows application skills, such as copying and pasting objects, formatting text, and saving files.

Performance-Based Objectives

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

- Ⓞ manage the InDesign environment.
- Ⓞ design documents.
- Ⓞ enhance documents.
- Ⓞ add tables.
- Ⓞ finalize documents.



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Course Content

Lesson 1: Managing the InDesign Environment

- Topic 1A: Explore the InDesign Environment
- Topic 1B: Customize the Workspace
- Topic 1C: Set General and Interface Preferences

Lesson 2: Designing Documents

- Topic 2A: Create a New Document
- Topic 2B: Add Text and Graphics
- Topic 2C: Edit Text
- Topic 2D: Thread Text Frames
- Topic 2E: Convert Other Application Files to InDesign

Lesson 3: Enhancing Documents

- Topic 3A: Apply Colors and Swatches
- Topic 3B: Apply Fills, Gradients, and Strokes
- Topic 3C: Format Characters and Paragraphs
- Topic 3D: Create and Apply Styles
- Topic 3E: Search and Replace Text and Characters
- Topic 3F: Develop Layers
- Topic 3G: Apply Transparency and Transparency Flattener Presets

Lesson 4: Adding Tables

- Topic 4A: Create a Table
- Topic 4B: Modify a Table Structure
- Topic 4C: Format a Table
- Topic 4D: Create Table and Cell Styles

Lesson 5: Finalizing Documents

- Topic 5A: Check Documents for Problems
- Topic 5B: Print a Document
- Topic 5C: Package Files
- Topic 5D: Prepare PDF Files for Web Distribution
- Topic 5E: Export PDF Files for Printing

Appendix A: ACE Objectives Map