



# COMPLETE COMPUTING, INC.

---

## Adobe® InDesign® CS4: Level 1

*Course length: 1.5 day(s)*

### Course Description

You are starting to familiarize yourself with print layouts and designs using Adobe InDesign. You want to learn about the tools and features available to you in Adobe InDesign CS4. In this course, you will work with some of the tools and features to create eye-catching printed documents using InDesign CS4.

### Course Objective

You will utilize Adobe InDesign CS4 to create and deliver eye-catching printed documents.

### Prerequisites

Before taking this course, students should be familiar with the functions of their computer's operating system such as creating folders, launching programs, copying and pasting objects, formatting text, and retrieving and saving files. Familiarity with other Adobe software applications is helpful, but not required.

### Performance-Based Objectives

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

- explore the various elements of the Adobe InDesign interface.
- design documents.
- enhance documents.
- work with page elements.
- manage objects.
- work with tables.
- finalize documents.



# COMPLETE COMPUTING, INC.

---

## Course Content

### **Lesson 1: Exploring the InDesign Environment**

- Topic 1A: Explore the InDesign Interface
- Topic 1B: Customize the Interface
- Topic 1C: Explore the Navigation Controls
- Topic 1D: Set General and Interface Preferences

### **Lesson 2: Designing Documents**

- Topic 2A: Create a Document
- Topic 2B: Add Text
- Topic 2C: Add Graphic
- Topic 2D: Convert Other Application Files to InDesign

### **Lesson 3: Enhancing Documents**

- Topic 3A: Format Characters and Paragraphs
- Topic 3B: Apply Color, Swatches, and Gradients
- Topic 3C: Apply Fills and Strokes
- Topic 3D: Create and Apply Styles

### **Lesson 4: Working with Page Elements**

- Topic 4A: Arrange Objects
- Topic 4B: Align Objects
- Topic 4C: Manage Page Elements with Layers
- Topic 4D: Set Up Pages

### **Lesson 5: Managing Objects**

- Topic 5A: Transform Objects
- Topic 5B: Edit Objects
- Topic 5C: Thread Text Frames
- Topic 5D: Search and Replace Objects
- Topic 5E: Edit Text

### **Lesson 6: Working with Tables**

- Topic 6A: Create a Table
- Topic 6B: Modify a Table Structure
- Topic 6C: Format a Table
- Topic 6D: Create Table and Cell Styles

### **Lesson 7: Finalizing Documents**

- Topic 7A: Check Documents for Errors
- Topic 7B: Print a Document
- Topic 7C: Package Files
- Topic 7D: Export PDF Files for Commercial Printing
- Topic 7E: Prepare PDF Files for Web Distribution