Act Training

InDesign Level 1

Course Description

Students will learn the basic skills of using this popular desk top drawing package from Adobe.

Prerequisites

Windows Introduction or equivalent knowledge.

What Next?

InDesign Level 1 is the first course in this series. InDesign Level 2, the next course in this series, teaches students how to use more advanced features to be found in InDesign.

Course Content

Unit 1: Getting Started
- The InDesign environment
- Preferences and defaults
- InDesign Help

Unit 2: Basic documents
- New documents
- Text frames
- Graphics frames
- Custom colors

Unit 3: Guides and master pages
- Object positioning
- Master pages

Unit 4: Typesetting
- Text frame threading
- Paragraph formatting
- Styles

Unit 5: Modifying items
- Text frame options
- Graphics
- Grouped items
- Layers

Unit 6: Finalizing documents
- Printing and exporting documents
- Preparing for commercial printing