

COURSE OVERVIEW

ADOBE INDESIGN CS3

Revised as of 7/9/08

This 2 day course is designed to teach the student to use InDesign, Adobe's page layout and design software, to create professional print publications. The student will become familiar with the fundamentals of InDesign terminology and workspaces, along with the basic techniques and options for setting up well organized multi-page documents.

Prerequisites required for taking this course

- *Knowledge of Windows file structure (finding, opening, saving and closing files with ease).*
- *Understanding of basic graphic design principals is helpful, but not necessary.*

Performance Objectives for InDesign CS3

- The Work Area
- Setting up your document
- Working with Frames
- Importing and Editing Text
- Working with Typography
- Working with Color
- Working with Styles

Course Outline

Lesson 1: The Work Area

- Using Tools
- Viewing Images
- Working with panels
- Customizing the workspace

Lesson 2: Setting up your document

- Custom page settings
- Creating and applying master pages
- Placeholders for text and graphics
- Wrapping texts
- Drawing shapes
- Frames with columns
- Page numbering
- Placing texts and graphics
- Overriding the master objects

Lesson 3: Working with Frames

- Working with layers
- Creating, resizing and reshaping text frames
- Creating, resizing and reshaping graphics frames
- Rotating, aligning and scaling objects

Lesson 4: Importing and Editing text

- Missing fonts
- Creating, aligning and flowing text
- Working with styles
- Text flow options
- Finding and changing text and formatting

Lesson 5: Working with Typography

- Using a baseline grid
- Changing character attributes
- Adding decorative font characters
- Working with tabs and indents

Lesson 6: Working with Color

- Adding colors to the Swatches panel
- Applying colors to objects
- Working with gradients
- Tints and spot colors
- Color management basics

Lesson 7: Working with Styles (time permitting)

- Creating and applying a paragraph style
- Creating and applying a character style
- Creating and applying an object