



Adobe® InDesign® CS3: Level 1

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.

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.

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