

Adobe InDesign CS4 Foundation Course Outline

- Duration:** 2 Days (This course can be tailored for one day)
- Benefits:** The Adobe InDesign CS4 Foundation course is suitable for those with no previous experience of the software or those who are self-taught.
- Pre-requisites:** Familiarity with the operating system, the keyboard and mouse are course prerequisites.

● INTRODUCTION

Introduction to the interface
Overview of the toolbox
Document setup
Specifying page attributes
Setting margins and columns
Adjusting document setup
Setting preferences
Using ruler guides
Using x and y references
Locking a point in the proxy box
Showing hidden characters
Creating text frames
Resizing, repositioning & rotating
Setting margins and columns
Saving InDesign files
Printing InDesign files
Using Smart Guides

● TEXT FRAMES

Using the transform palette
Specifying frame options
Text frame properties
Frame alignment options
Fitting content to a frame
Apply fills and strokes
Changing a frames content
Locking and unlocking
Grouping and ungrouping
Magnification and views
Placing text files
Linking and unlinking text frames
Introduction to typography

● TYPOGRAPHIC TERMS

Typeface, style and size
Leading and spacing
Formatting paragraphs
Setting rules, and drop caps

● WORK WITH TEXT

Setting tabs and leaders
Measuring tab positions
Modifying tabs
Setting bulleted paragraphs

Using find and change Styles
Applying style sheets
Modifying style sheets
Locally formatting a style
Importing style sheets to a new document
Create a Table of Contents
Creating nested styles

● DOCUMENT

Importing graphics
Resizing graphics
Combining text and graphics
Setting a text wrap
Duplicating objects
Using arrangement options
Master pages
Creating master pages
Applying master pages
Modifying master pages
Inserting page numbering
Add & remove pages
Working with colour
Using the colour palette
Colour application
Stroke and fill options
Work With Colour - Swatches palette
Specifying a pantone colour
Spot and process colour
Customising the swatches palette
Gradient palette
Creating graduated blends
Adding and deleting colours
Aligning objects

● GRADIENT

Using the gradient tool

● TABLES

Create & Modify Tables
Format Tables
Insert & Delete Rows & Columns

● PREPARE FOR PRINTING

Preflight & Package
Print Preview