



Adobe InDesign CS4 - Introduction

Two-Day Course

Windows and Macintosh

Course Overview:

This course is a comprehensive overview designed for those people who have little or no previous experience using Adobe InDesign or any other page layout software and those who are self-taught. From this course you will learn how to create a finished document using multiple elements such as text and graphics.

Course Content:

- The workspace: Toolbox panel, panels (nesting, viewing presets)
- Basic Program Preferences: Type and Spell Check
- Defining and saving Process and Pantone colours and gradients
- Control panel views, document tabs
- Ruler guides: measurements and point of origin
- Create Guides command
- Pages panel
- Moving around a document page
- Text frames: creating, placing and formatting text
- Stroke panel
- Text wrap
- Tabs & indents
- Bullets and numbering
- Creating and editing Style Sheets
- Paragraph rules
- Importing and manipulating graphics and images
- Master pages
- Links panel
- Preflight
- Package

Note: As of April 2009 DPA Communications will offer Adobe Acrobat, InDesign, Photoshop, Illustrator, Dreamweaver and Flash courses on version CS4 (Creative Suite 4). If you are currently using previous versions see the CS3 version of this course outline for any differences in training course content. Please contact DPA for more details or to have an instructor contact you.