

**Overview:** In this course, you will work with some of the tools and features to create eye-catching printed documents using InDesign CS4.

**Course Objective:** You will utilize Adobe InDesign CS4 to create and deliver eye-catching printed documents.

**Prerequisites:** Before taking this course, students should be familiar with the functions of their computer's operating system such as creating folders, launching programs, copying and pasting objects, formatting text, and retrieving and saving files. Familiarity with other Adobe software applications is helpful, but not required.

**Course length:** 2.0 Day(s)

### **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: Exploring the InDesign Environment**

Explore the InDesign Interface  
Customize the Interface  
Explore the Navigation Controls  
Set General and Interface Preferences

### **Lesson 2: Designing Documents**

Create a Document  
Add Text  
Add Graphic  
Convert Other Application Files to InDesign

### **Lesson 3: Enhancing Documents**

Format Characters and Paragraphs  
Apply Color, Swatches, and Gradients  
Apply Fills and Strokes  
Create and Apply Styles

### **Lesson 4: Working with Page Elements**

Arrange Objects  
Align Objects  
Manage Page Elements with Layers  
Set Up Pages

### **Lesson 5: Managing Objects**

Transform Objects  
Edit Objects  
Thread Text Frames  
Search and Replace Objects  
Edit Text

### **Lesson 6: Working with Tables**

Create a Table  
Modify a Table Structure  
Format a Table  
Create Table and Cell Styles

### **Lesson 7: Finalizing Documents**

Check Documents for Errors  
Print a Document  
Package Files  
Export PDF Files for Commercial Printing  
Prepare PDF Files for Web Distribution