

InDesign CS2 Introduction

Duration: 2 Days

Course Overview:

InDesign CS2 Introduction is a hands-on instruction course that introduces you to some of the tools and features used to create eye-catching printed documents using InDesign CS2.

Students Learn How To:

- Manage the InDesign environment
- Design documents
- Manage text
- Utilize colors, swatches, and gradients
- Manage transparency
- Utilize tables
- Prepare for handoff to a service provider
- Create Acrobat PDF files

Who Should Attend: This course is intended for graphic designers, creative professionals, print professionals, publishers, pre-press professionals, and marketing communications professionals.

Prerequisites: Students enrolling in this course should have basic PC skills, including a basic understanding of a computer's operating system, how to launch an application and create and save files, as well as how to copy files from CDs and other media.

Course Outline:

Managing the InDesign Environment

- Introduction to InDesign
- Customize Your Workspace
- Set General Preferences
- Manage Document Presets

Designing Documents

- Create a New Document
- Alter a Document's Layout
- Create the Structure of a Document
- Develop Master Pages
- Manage Text and Graphic Placement
- Develop Layers

Managing Text

- Add Text
- Edit Text
- Spell Check Text
- Thread Text
- Change Text Threads
- Format Characters
- Format Paragraphs
- Manage Styles

Utilizing Colors, Swatches, and Gradients

- Utilize Color
- Utilize Swatches
- Apply Fills, Gradients, and Strokes

Managing Transparency

- Apply Transparency
- Apply Transparency Flattener Presets

Utilizing Tables

- Create a Table
- Modify a Table
- Format a Table

Preparing for Handoff to a Service Provider

- Check Documents for Problems
- Print a Document
- Package Files
- Preview Output

Creating Acrobat PDF Files

- Prepare PDF Files for Web Distribution
- Manage PDF Presets
- Export PDF Files for Printing

Appendix A: ACE Objectives Map