

Course Name

Adobe InDesign Level 1

Course Duration

One Day

Course Objectives

This course is intended for those who want to use the basic tools and features of InDesign for creating professional page layout and designs.

Course Content

- **Getting Started with InDesign**
 - Identify Components of the InDesign Interface
 - Customize the InDesign Interface
 - Use the Navigation Controls
 - Set Preferences
- **Designing a Document**
 - Create a New Document
 - Add Text to a Document
 - Add Graphics to a Document
- **Customizing a Document**
 - Format Characters and Paragraphs
 - Apply Colours, Swatches, and Gradients
 - Create and Apply Styles
- **Working with Page Elements**
 - Arrange and Align Objects
 - Use Layers
 - Transform and Manipulate Objects
 - Thread Text Frames
 - Edit Text
- **Building Tables**
 - Create a New Table
 - Modify a Table Structure
 - Format a Table
- **Preparing a Document for Delivery**
 - Resolve Errors in a Document
 - Print a Document
 - Package a Document
 - Export Files for Printing
 - Export Files for the Web

Prerequisites

Knowledge of Windows along with familiarity with using a keyboard and mouse is assumed.

Interested in this course?

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