



**Development Institute**  
For Science & Computer  
معهد التطوير  
للعلوم والكمبيوتر  
D I S C

Accredited Certificate from Education of Ministry

# Adobe® InDesign® CS

## Level 1

Adobe® InDesign® is a robust and easy to use design and layout program. With it you can create documents of many types, from single page advertisements and flyers, to complex multi-page color publications. In this course you will learn the basics of creating documents with InDesign®.

## I. Course Specifications

Course number: 078195

Course id: nc/ad/in/l1

Course length: 2 day

Software: Adobe\_InDesign CS

*Duration 9 hours*

## II. Prerequisites

In order to be successful with this course, a basic understanding of the operating system and of using applications in general is needed.

## III. Delivery Method

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

## IV. Certification

The UTTC Certified instructors and certified courseware leads you to the Adobe Certified Expert (ACE) Program objectives for the Photoshop CS exam. The ACE Program is for graphic designers, Web designers, developers, systems integrators, value-added resellers, and business professionals who seek recognition for their expertise with specific Adobe products. Certification candidates must pass a product proficiency exam in order to become an Adobe Certified Expert.

## V. Hardware / Software Requirements

You will need:

- An Intel Pentium II, III, or 4 processor.
- Microsoft Windows 2000 (with Service Pack 2), or XP operating system.



- A hard disk with at least 185 MB of available hard disk space to install the InDesign® CS software, and an additional 10 MB of free hard disk space for the course data files.
- At least 128 MB of random-access memory (RAM).
- A CD-ROM drive.
- Monitor resolution of at least 256 colors at 1024 X 768 pixels.
- Adobe® InDesign® CS.

## VI. Performance-based Objectives

- Identify and use InDesign® environment elements; and navigate through an InDesign® document.
- Create and modify text and graphic frames; and import text and images from other applications.
- Use master pages and guides to design a document's layout and to add automatic page numbering; and apply masters to document pages.
- Import text; thread text throughout a document; reflow text threads; and change the number of columns.
- Define colors and swatches and apply them to fills and strokes of frames.
- Apply character formatting; apply paragraph formatting; create styles to streamline formatting; and set text inset spacing.
- Place and manipulate graphics; control text wrap around graphics; and create and manage layers.
- Apply transparency effects to native objects and placed images and graphics; and work with Transparency Flattener settings.
- Create sophisticated tables.
- Prepare documents for handoff to commercial printers.
- Create Acrobat PDF files for the Web and for print.



## VII. Course Contents

### **Lesson 1: InDesign® Environment**

Topic 1A: InDesign Environment Elements

Topic 1B: Document Navigation

### **Lesson 2: Basic Documents**

Topic 2A: Document Setup

Topic 2B: Creating Text

Topic 2C: Working with Graphics

### **Lesson 3: Master Pages**

Topic 3A: Creating Masters

Topic 3B: Applying Masters

### **Lesson 4: Importing and Threading Text**

Topic 4A: Importing Text

Topic 4B: Threading Text

Topic 4C: Changing Text Threads

### **Lesson 5: Colors, Swatches, and Gradients**

Topic 5A: Colors and Swatches

Topic 5B: Gradients

Topic 5C: Applying Fills and Strokes to Frames and Type

### **Lesson 6: Formatting Type**

Topic 6A: Character Formatting

Topic 6B: Paragraph Formatting

Topic 6C: Styles

Topic 6D: Text Inset Spacing



## **Lesson 7: Graphics and Layout**

Topic 7A: Placing and Manipulating Graphics

Topic 7B: Text Wrap

Topic 7C: Layers

## **Lesson 8: Transparency**

Topic 8A: Applying Transparency

Topic 8B: Transparency Effects and Blending Modes

Topic 8C: Printing with Transparency

## **Lesson 9: Using Tables**

Topic 9A: Creating Tables

Topic 9B: Formatting Tables

## **Lesson 10: Preparing for Handoff to a Service Provider**

Topic 10A: Commercial Printing Overview

Topic 10B: Preflighting

Topic 10C: Printing

Topic 10D: Packaging Files

## **Lesson 11: Creating Acrobat PDF Files**

Topic 11A: PDF Files for the Web

Topic 11B: PDF Presets

Topic 11C: PDF Files for Printing