



Adobe® InDesign® CS4: Level 1

1 day – Instructor led

Course Description

You are starting to familiarize yourself with print layouts and designs using Adobe InDesign. You want to learn about the tools and features available to you in Adobe InDesign CS4. 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.

Target Student: This course is intended for students who want to explore the basic tools and features of InDesign for creating professional page layouts and designs.

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.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- Explore the various elements of the Adobe InDesign interface.
- Design documents.
- Enhance documents.
- Work with page elements.
- Manage objects.
- Work with tables.
- Finalize documents.



Course Content

Lesson 1: Exploring the InDesign Environment

- Topic 1A: Explore the InDesign Interface
- Topic 1B: Customize the Interface
- Topic 1C: Explore the Navigation Controls
- Topic 1D: Set General and Interface Preferences

Lesson 2: Designing Documents

- Topic 2A: Create a Document
- Topic 2B: Add Text
- Topic 2C: Add Graphic
- Topic 2D: Convert Other Application Files to InDesign

Lesson 3: Enhancing Documents

- Topic 3A: Format Characters and Paragraphs
- Topic 3B: Apply Color, Swatches, and Gradients
- Topic 3C: Apply Fills and Strokes
- Topic 3D: Create and Apply Styles

Lesson 4: Working with Page Elements

- Topic 4A: Arrange Objects
- Topic 4B: Align Objects
- Topic 4C: Manage Page Elements with Layers
- Topic 4D: Set Up Pages

Lesson 5: Managing Objects

- Topic 5A: Transform Objects
- Topic 5B: Edit Objects
- Topic 5C: Thread Text Frames
- Topic 5D: Search and Replace Objects
- Topic 5E: Edit Text

Lesson 6: Working with Tables

- Topic 6A: Create a Table
- Topic 6B: Modify a Table Structure
- Topic 6C: Format a Table
- Topic 6D: Create Table and Cell Styles

Lesson 7: Finalizing Documents

- Topic 7A: Check Documents for Errors
- Topic 7B: Print a Document
- Topic 7C: Package Files
- Topic 7D: Export PDF Files for Commercial Printing
- Topic 7E: Prepare PDF Files for Web Distribution



Adobe® InDesign® CS4: Level 2

1 day – Instructor led

Course Description

Using Adobe® InDesign® you created simple documents. Now, you need to create large documents that are attractive and that which can be accessed globally. In this course, you will deploy the advanced InDesign techniques to enhance the look and functionality of documents.

Course Objective: You will use the advanced features of Adobe® InDesign® CS4 to create and design content for the web and print.

Target Student: This course is intended for students who want to expand their entry-level knowledge of Adobe InDesign by using advanced features and collaboration tools.

Prerequisites: To ensure your success in this course, it is strongly recommended that you take the following course: Adobe® InDesign® CS4: Level 1, or have the equivalent knowledge.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- Handle page elements.
- Manage styles.
- Develop complex paths.
- Import and export data to external files.
- Work with an XML file.
- Manage long documents.
- Export InDesign files to other formats.
- Adjust print settings.



Course Content

Lesson 1: Handling Page Elements

- Topic 1A: Create Duplicate Items
- Topic 1B: Handle Text Layout
- Topic 1C: Create Transparency
- Topic 1D: Create Anchored Objects
- Topic 1E: Manage a Library

Lesson 2: Managing Styles

- Topic 2A: Import Styles from Microsoft® Word Documents
- Topic 2B: Create Nested Styles
- Topic 2C: Create Related Styles
- Topic 2D: Apply Styles in a Sequence
- Topic 2E: Manage Style Overrides
- Topic 2F: Redefine Styles
- Topic 2G: Break the Link Between Styles

Lesson 3: Developing Complex Paths

- Topic 3A: Create Bézier Paths
- Topic 3B: Create Clipping Paths
- Topic 3C: Create Compound Paths
- Topic 3D: Create Type Outlines

Lesson 4: Administering External Files

- Topic 4A: Import Layered Files
- Topic 4B: Merge Data

Lesson 5: Working with an XML File

- Topic 5A: Integrate XML Content into a Document
- Topic 5B: Import XML Content
- Topic 5C: Create a Snippet

Lesson 6: Managing Long Documents

- Topic 6A: Insert Footnotes
- Topic 6B: Insert Text Variables
- Topic 6C: Create Text Conditions
- Topic 6D: Create Document Sections
- Topic 6E: Create a Book
- Topic 6F: Create the Table of Contents
- Topic 6G: Create Hyperlinks
- Topic 6H: Create Cross-References
- Topic 6I: Generate an Index

Lesson 7: Exporting InDesign Files in Other Formats

- Topic 7A: Export PDF Files
- Topic 7B: Export Files for the Web
- Topic 7C: Export Files for Animation

Lesson 8: Adjusting Print Settings

- Topic 8A: Manage Colors
- Topic 8B: Preview the Print Output
- Topic 8C: Create Print Presets



Appendix A: Organizing Assets Using Adobe® Bridge

Appendix B: Working with Adobe Bridge

Supplemental Topic: Work with Adobe Bridge

Appendix C: Appending Metadata and Keywords to Assets

Supplemental Topic: Append Metadata and Keywords to Assets

Appendix D: Adobe Certified Expert (ACE) Objectives Mapping