



*Are you a pencil pusher trapped in a computer?
We can help!*

M J H COMPUTER TRAINING

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Adobe Indesign CS5 Level 1

Course Length: 2 day

Course Content

Lesson 1: Exploring the InDesign Environment

Topic 1A: Identify the InDesign Interface Components

Topic 1B: Customize the Interface

Topic 1C: Use 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 Graphical Objects

Lesson 3: Enhancing Documents

Topic 3A: Format Characters and Paragraphs

Topic 3B: Apply Colors, 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

Lesson 5: Managing Objects

Topic 5A: Transform Objects

Topic 5B: Manipulate Objects

Topic 5C: Thread Text Frames

Topic 5D: Search and Replace Content

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

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