

---

# Adobe InDesign Level 1

---

## Course Content

Giving your documents a well-designed, professional look will put you a step ahead in the marketplace cluttered with all kinds of communications. Paragraph and character styles that allow you to format pages of text uniformly, layout features that help you to build alternate size configurations of your document, and various panels that enable you to easily customize both text and graphics. Adobe InDesign has all the tools you need to elevate the look of your document and get it out to the people who need to see it, whether it be in print or on the web.

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

### Lessons include the following:

- 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 Colors, 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