



## Enhanced Network Solutions Group

Systems Integration • Learning Solutions • CIO Consulting  
Managed Outsourcing • Healthcare Solutions • Security Solutions

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# InDesign CS4: Basic

AD-ID-BAS-AX Rev 07.09

## 2 days

### Description

This ILT series course will teach students fundamental concepts and terminology and the basic features of Adobe InDesign CS4. Students will learn how to create documents, place text and graphics, and create custom color swatches. Students will also learn how to work with master pages and multi-page documents. In addition, students will learn how to format text, apply styles, work with threaded text frames, position and group objects, and work with layers. Finally, students will print documents, create print presets, and package documents for commercial printing.

### Prerequisites

- *Windows XP: Basic or Windows Vista: Basic*
- *Previous experience with a word processing application is recommended*

### Course Outline

#### **Unit 1: Getting started**

Topic A: The Adobe InDesign environment

Topic B: Preferences and defaults

Topic C: InDesign Help

#### **Unit 2: Basic documents**

Topic A: New documents

Topic B: Text frames

Topic C: Graphics frames

Topic D: Custom colors

#### **Unit 3: Guides and master pages**

Topic A: Item position

Topic B: Master pages

#### **Unit 4: Typesetting**

Topic A: Text frame threading

Topic B: Paragraph formatting

Topic C: Styles

#### **Unit 5: Modifying items**

Topic A: Text frame options

Topic B: Graphics

Topic C: Grouped items

Topic D: Layers

#### **Unit 6: Finalizing documents**

Topic A: Outputting documents

Topic B: Commercial printing preparation

#### **Appendix A: ACE exam objectives map**

Topic A: Comprehensive exam objectives



Advanced Infrastructure Solutions  
Information Worker Solutions  
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Unified Communication Solutions



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