

# Adobe® InDesign® CS6: Part 1

## Course Specifications

### Course Number:

092021

### Course Length:

1 day

## Course Description

### Overview:

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® CS6 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 also designed to cover the InDesign CS6 Adobe Certified Expert (ACE) exam objectives.

### Course Objectives:

Upon successful completion of this course, you will be able to use Adobe® InDesign® CS6 to create and deliver professional-looking printed and digital documents.

You will:

- Identify the elements of the InDesign interface.
- Create a new document.
- Customize a document by using graphics, colors, and styles.
- Manage page elements.
- Build a table.
- Prepare a document for delivery.

## Target Student:

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

## Prerequisites:

To ensure your success in this course, you should be familiar with the functions of your computer's operating system such as creating folders, launching programs, copying and pasting objects, formatting text, retrieving files, and saving files. You can obtain this level of skill and knowledge by taking the following Logical Operations course:

- Introduction to Personal Computers: Using Windows 7

## Course-specific Technical Requirements

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 1 GHz or faster 32-bit (x86) or 64-bit (x64) processor
  - 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)
  - 16 GB available hard disk space (32-bit) or 20 GB (64-bit)
  - DVD-ROM drive
  - Keyboard and mouse (or other pointing device)
  - 1024 x 768 resolution monitor recommended
  - Network cards and cabling for local network access
  - Internet access (contact your local network administrator)
  - Printer (optional) or an installed printer driver
  - Projection system to display the instructor's computer screen
- 
- Adobe® InDesign® CS6
  - Adobe® Reader X (10.1.3)
  - Microsoft® Windows® 7 Professional with Service Pack 1
  - Artistamp Medium (TrueType)

## Course Content

### Lesson 1: Getting Started with InDesign

**Topic A:** Identify Components of the InDesign Interface

**Topic B:** Customize the InDesign Interface

**Topic C:** Use the Navigation Controls

**Topic D:** Set Preferences

## **Lesson 2: Designing a Document**

**Topic A:** Create a New Document

**Topic B:** Add Text to a Document

**Topic C:** Add Graphics to a Document

## **Lesson 3: Customizing a Document**

**Topic A:** Format Characters and Paragraphs

**Topic B:** Apply Colors, Swatches, and Gradients

**Topic C:** Create and Apply Styles

## **Lesson 4: Working with Page Elements**

**Topic A:** Arrange and Align Objects

**Topic B:** Use Layers

**Topic C:** Transform and Manipulate Objects

**Topic D:** Thread Text Frames

**Topic E:** Edit Text

## **Lesson 5: Building Tables**

**Topic A:** Create a New Table

**Topic B:** Modify a Table Structure

**Topic C:** Format a Table

## **Lesson 6: Preparing a Document for Delivery**

**Topic A:** Resolve Errors in a Document

**Topic B:** Print a Document

**Topic C:** Package a Document

**Topic D:** Export Files for Printing

**Topic E:** Export Files for the Web

**Appendix A: Productivity Enhancements**

**Appendix B: Adobe InDesign CS6 ACE Certification Exam Objectives**

**Appendix C: New Features in Adobe InDesign CS6**