



Introduction to Adobe® InDesign® CS4

Create professional publications using InDesign in this *one-day* class. Set up pages, work with frames, import text and graphics, format text, and output to PDF. Take advantage of InDesign's easy-to-use paragraph and character styles for consistent text formatting; and master pages for consistent placement of text and graphic elements.

Objectives:

- Navigate and zoom in an InDesign document
- Place and control the flow of text using text frames
- Place graphics
- Format text using paragraph and character styles
- Understand and use layers
- Edit and apply master pages
- Export an InDesign document to PDF

Outline:

Introduction

- Navigating in InDesign
- Controlling the workspace
- Zooming in a document
- Working with layers

Setting Up a Brochure

- Create a new document
- Set up margins and columns
- Create master pages
- Create a master based on another master
- Apply masters to document pages

Placing Text and Graphics

- Place text
- Control the flow of text
- Place graphics
- Scale graphics and frames

Working with Styles

- Understand paragraph and character styles
- Create and apply paragraph styles
- Modify a paragraph style
- Create and apply character styles

Exporting to PDF

- Choose PDF export settings