

# Adobe® InDesign® CS3: Level 1

## Course Description

You are starting to familiarize yourself with print layout and design using InDesign. You would like to learn about the tools and features available to you in InDesign CS3. In this course, you'll work with some of the tools and features to create eye-catching printed documents using InDesign CS3.

**Course Objective:** You will utilize Adobe InDesign CS3 to create and deliver eye-catching printed documents.

**Target Student:** This course is intended for graphic designers, creative professionals, print professionals, publishers, pre-press professionals, and marketing communications professionals.

**Prerequisites:** Before taking this course, students should be familiar with the basic functions of their computer's operating system such as creating folders, launching programs, and working with windows. Students should also have the basic Windows application skills, such as copying and pasting objects, formatting text, and saving files.

## Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- manage the InDesign environment.
- design documents.
- enhance documents.
- add tables.
- finalize documents.

## Course Content

### Lesson 1: Managing the InDesign Environment

Topic 1A: Explore the InDesign Environment  
Topic 1B: Customize the Workspace  
Topic 1C: Set General and Interface Preferences

### Lesson 2: Designing Documents

Topic 2A: Create a New Document  
Topic 2B: Add Text and Graphics  
Topic 2C: Edit Text  
Topic 2D: Thread Text Frames  
Topic 2E: Convert Other Application Files to InDesign

### Lesson 3: Enhancing Documents

Topic 3A: Apply Colors and Swatches  
Topic 3B: Apply Fills, Gradients, and Strokes  
Topic 3C: Format Characters and Paragraphs  
Topic 3D: Create and Apply Styles  
Topic 3E: Search and Replace Text and Characters  
Topic 3F: Develop Layers  
Topic 3G: Apply Transparency and Transparency Flattener Presets

### Lesson 4: Adding Tables

Topic 4A: Create a Table  
Topic 4B: Modify a Table Structure

Topic 4C: Format a Table  
Topic 4D: Create Table and Cell Styles

**Lesson 5: Finalizing Documents**

Topic 5A: Check Documents for Problems  
Topic 5B: Print a Document  
Topic 5C: Package Files  
Topic 5D: Prepare PDF Files for Web Distribution  
Topic 5E: Export PDF Files for Printing

**Appendix A: ACE Objectives Map**