



**RELATED TRAINING :**

It isn't enough to know one piece of software. Most software utilize graphics or elements from other software. And now Adobe has made them easier than ever to work together. We'll show you how easy it is to make your project the best it can be. Here are a few additional classes you would benefit from.

*Click for class details >>*

 **Photoshop** Essential Skills I

 **Illustrator** Essential Skills I

 **InDesign** Essential Skills II

## InDesign CS4/CS5 : Essential Skills I

Publish engaging documents for print, online, and mobile devices. Lay out compelling pages, brought to life with interactive media to attract new audiences and deliver enhanced reading experiences. You'll learn smart ways to utilize InDesign such as, how to import text and graphics, use layers, proper color usage, new features that are useful not fluffy, how to deliver your final project, and much more. Each of our classes are unique, as our curriculum is a guide and we teach to the needs of the students in the class.

Lumenbrite's instructors are Industry Experts as well as Adobe Experts. We use official Adobe training curriculum and add supplemental courseware and learning to offer you the practical, real world techniques that we use in our own projects. Courses are offered monthly at our regular locations, in addition we provide training to clients at their location across the United States. We can customize training for your organization to meet your specific needs. We encourage you to bring in your projects so that we can answer your specific questions.

*Recommended Prerequisites:* Basic computer skills on Windows or Mac

*Duration:* 2 Days

## Adobe InDesign CS4/CS5 : Essential Skills I Lesson Plan

### **NEW FEATURES OF CS5 COVERED**

- Interactive documents and presentations
- Simplified object selection and editing
- Multiple page sizes
- Track text changes
- Paragraphs that span and split columns
- All-new Layers panel

### **LEARNING THE WORK AREA**

- Pull Down Menus
- Quick Keys
- Learning the Tools Panel
- The Control Panel
- Viewing and Arranging Panels
- Using the Panel Menus
- Customizing Your Workspace
- Changing the magnification
- Using the Zoom tool
- Navigating the Document
- Scrolling through a Document
- Using InDesign Help
- InDesign Foundations:
- Resolution & Color for Print & Screen
- When to use InDesign, Illustrator or Photoshop
- File Formats
- The Difference between Raster and Vector

### **BUILD A DOCUMENT AND GO**

- Measurement Preferences
- Create a New Document
- Place a Photo and Resize it
- Rectangle Tool
- Draw Shapes for Your Design
- Control Panel for an Exact Size
- Fill Shapes with Color
- Arrange Design Elements
- Place and Format Text

### **SETTING UP YOUR DOCUMENT**

- Creating a New Document & Preset
- Working with Master Pages
- Adding Guides to the Master
- Dragging Guides from Rulers
- Creating Additional Master Pages
- Adding Placeholders for Graphics
- Adding New Pages from Master
- Arranging and Deleting Pages
- Overriding Master Page Items
- Preview the Completed Spread

### **IMPORTING AND LINKING GRAPHICS**

- Linking External Content
- Managing Links to Imported Files
- Links Panel
- Updating Modified Graphics
- Fix Missing Links
- Layered File Types
- Placing Layered Files
- Change Visibility of Layered Files

### **WORKING WITH FRAMES**

- Working with Layers
- Creating Multiple Columns
- Aligning Text within a Frame
- Creating Graphics Frames
- Placing and Resizing Graphics
- Working with Frames and Pathfinders
- Rotating an Object
- Aligning and Scaling Objects

## Adobe InDesign CS4/CS5 : Essential Skills I Lesson Plan

### **IMPORTING AND EDITING TEXT**

- Fix Missing Fonts
- Creating and Entering Rext
- Vertically Aligning Text
- Flowing Text Manually
- Flowing Text Automatically
- Resizing a Text Frame
- Adding a Column Break
- Working with Page Columns
- Find and Replace in InDesign
- Changing Format
- Checking Spelling Dynamically
- Drag and Drop Text Editing

### **WORKING WITH TYPOGRAPHY**

- Clear Existing Type Settings
- Set a Space Before
- Word and Letter Spacing
- Adjusted Vertical Spacing
- Changing Fonts and Type Style
- Changing Paragraph Alignment
- Creating a Drop Cap
- Applying Fill and Stroke to Text
- Adjusting Letter and Word Spacing
- Working with Tabs
- Creating a Hanging Indent
- Adding a Rule Below a Paragraph

### **WORKING WITH COLOR**

- Adding Colors to the Swatches Panel
- Applying Colors to Objects
- Working with Gradients
- Creating a Tint
- Creating a Spot Color
- Applying Color to Text
- Assuring Consistent Color

### **WORKING WITH STYLES**

- Creating and Applying Paragraph Styles
- Creating a Character Style
- Nesting Character Styles
- Creating and Applying Object Styles
- Creating and Applying Cell Styles
- Globally Updating Styles
- Loading Styles from Another Document

### **PRINTING AND PDF EXPORTING**

- Create a High and Low Res .pdf
- Save .pdf Presets for Use Later Using
- Preflight
- Create a Package
- Separation Preview
- Previewing the Page
- Printing a Laser or Inkjet Proof