



Adobe® InDesign® CS6: Level 1

Training Course Content

Course Objective: 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.

- 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.

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.

Lesson 1: Getting Started with InDesign

Topic 1A: Identify Components of the InDesign Interface
Topic 2B: Customize the InDesign Interface
Topic 3C: Use the Navigation Controls
Topic 4D: Set Preferences

Lesson 2: Designing a Document

Topic 2A: Create a New Document
Topic 2B: Add Text to a Document
Topic 2C: Add Graphics to a Document

Lesson 3: Customizing a Document

Topic 3A: Format Characters and Paragraphs
Topic 3B: Apply Colors, Swatches, and Gradients
Topic 3C: Create and Apply Styles

Lesson 4: Working with Page Elements

Topic 4A: Arrange and Align Objects
Topic 4B: Use Layers
Topic 4C: Transform and Manipulate Objects
Topic 4D: Thread Text Frames
Topic 4E: Edit Text

Lesson 5: Building Tables

Topic 5A: Create a New Table
Topic 5B: Modify a Table Structure
Topic 5C: Format a Table

Lesson 6: Preparing a Document for Delivery

Topic 6A: Resolve Errors in a Document
Topic 6B: Print a Document
Topic 6C: Package a Document
Topic 6D: Format a Table
Topic 6E: Export Files for Printing
Topic 6F: Export Files for the Web



Adobe® InDesign® CS6: Level 2

Training Course Content

Course Objective: Students will learn advanced InDesign techniques to enhance the look and functionality of documents. Create interactive documents and export them for viewing in a web browser. Assign color profiles and establish print presets, as well as include a table of contents, footnotes, cross-references and an index.

Prerequisites: To ensure your success, you will need to take Adobe InDesign CS6: Part 1 or have equivalent knowledge and skills.

Lesson 1: Creating Documents for Multiple Formats

Topic 1A: Build Layout Variations
Topic 2B: Link Content

Lesson 2: Managing Advanced Page Elements

Topic 2A: Create Repeating Content
Topic 2B: Work with Text Layouts
Topic 2C: Create Transparency
Topic 2D: Use Anchored Objects
Topic 2E: Manage a Library

Lesson 3: Managing Styles

Topic 3A: Import Styles from Word Documents
Topic 3B: Create Nested and GREP Styles
Topic 3C: Apply Styles in a Sequence and Manage Overrides
Topic 3D: Redefine Styles and Break Style Links

Lesson 4: Building Complex Paths

Topic 4A: Create Bézier Paths
Topic 4B: Create Clipping Paths
Topic 4C: Create Compound Paths

Lesson 5: Managing External Files

Topic 5A: Import Layered Files

Topic 5B: Merge Data

Lesson 6: Creating Dynamic Documents

Topic 6A: Create Document Sections
Topic 6B: Insert Text Variables
Topic 6C: Create Interactive Documents

Lesson 7: Managing Long Documents

Topic 7A: Create a Book
Topic 7B: Build a Table of Contents
Topic 7C: Create Hyperlinks and Cross-References
Topic 7D: Generate an Index
Topic 7E: Insert Footnotes

Lesson 8: Publishing InDesign Files for Other Formats

Topic 8A: Export PDF files for Print
Topic 8B: Export Interactive PDF Files
Topic 8C: Export Files for Animation
Topic 8D: Export Files for the Web

Lesson 9: Customizing Print Settings

Topic 9A: Manage Colors
Topic 9B: Preview the Print Output
Topic 9C: Create Print Presets