



InDesign Level 1

Giving your documents a well-designed, professional look will put you a step ahead in the marketplace. Using Adobe's familiar tools and palettes, you will find it easy to create professional-looking newsletters, flyers, posters and PDF files for the Web or for professional printing. You will also learn about the latest techniques for working with text and graphics to create multiple page layouts.

Who Should Take This Course?

This course is designed for individuals with no prior knowledge of InDesign who wish to learn how to utilize the tools and functionality of this software to create professional looking documents including newsletters, flyers, posters, and business cards.

Course Objectives

- Navigate the InDesign interface.
- Create a new document.
- Customize a document using color, swatches, gradients, and styles.
- Manage page elements.
- Add tables.
- Prepare documents for deployment.

Course Info

- Length: 9 hours
- Format: Classroom instruction and demonstration
- Prerequisite: Basic computer skills and proficiency using Windows 7. Previous experience with an Adobe application is very helpful.

Course Content

Navigate the InDesign interface.

- Customize the InDesign Interface
- Apply the Navigation Controls and Set Preferences

Create a new document.

- Establish Project Requirements
- Apply Design Principles
- Create a New Document
- Add Text to a Document
- Add Graphics to a Document

Customize a document using color, swatches, gradients, and styles.

- Format Characters and Paragraphs



CONTINUING EDUCATION Course Outline

- Apply Colors, Swatches, and Gradients
- Create and Apply Styles

Manage page elements.

- Arrange and Align Objects
- Apply Layers
- Transform and Manipulate Objects
- Thread Text Frames
- Edit Text

Add tables.

- Create and Modify a New Table
- Format a Table

Prepare documents for deployment.

- Resolve Errors in a Document
- Export Files for Printing and for the Web

Assessment /Evaluation

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

Course Completion Letter

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Continuing Education Unit (CEU) letter, **after the final session**. You must attend 80 percent of the course to qualify for the letter.* To request a CEU letter, please stop by the front desk after the last session of class and complete the CEU Request Form.

Certificates of Completion for Certificate Programs

Certificates of Completion are automatically given at the end of the certificate program to those who have registered for a certificate program series (or after Part 2 of the series, when applicable) as long as attendance* and other program requirements have been met. If you complete a certificate program by taking courses individually (not through a series), please stop by the front desk and complete a Certificate Request Form. Attendance requirements for certificate programs vary by certificate and can be found by visiting [Certificate Programs & Certifications](#) on our website.

*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is the students' responsibility to sign-in.

Green River College is committed to providing access to all who visit, work and study on campus. The College will provide reasonable accommodations for individuals with disabilities, with advance notice of need. If you require accommodations, please contact Disability Support Services as soon as possible to determine eligibility and/or request accommodations. Accommodations are determined on a case-by-case basis. Please contact Disability Support by email at dss@greenriver.edu; by phone at 253-833-9111, ext. 2631; TTY 253-288-3359; or in person at the



CONTINUING EDUCATION Course Outline

Student Affairs and Success Center, Room 274, to request accommodations. For additional information, please visit www.greenriver.edu/student-affairs/disability-support-services.htm. The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided.

This syllabus is available in alternate formats upon request.

Green River College is an equal opportunity educator and employer. Learn more at www.greenriver.edu/accessibility.