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# Pennsylvania College of Technology Workforce Development & Continuing Education

## InDesign: Level I MST 623 Course Outline

**Course Description:** Work with tools that help you create eye-catching printed documents. Topics include managing the InDesign environment, designing and enhancing documents, adding tables, and finalizing documents.

**Textbook:** Logical Operations, InDesign CS6: Part I

**Prerequisites:** Familiar with Windows-based computers

**Course Length:** 6 hours

### Course Outline:

#### ✦ Getting Started with InDesign

- Identify components of the InDesign interface
- Customize the InDesign interface
- Use the navigation controls
- Set preferences

#### ✦ Designing a Document

- Create a new document
- Add text to a document
- Add graphics to a document

#### ✦ Customizing a Document

- Format characters and paragraphs
- Apply colors, swatches, and gradients
- Create and apply styles

## ✚ **Working with Page Elements**

- Arrange and align objects
- Use layers
- Transform and manipulate objects
- Thread text frames
- Edit text

## ✚ **Building Tables**

- Create a new table
- Modify a table structure
- Format a table

## ✚ **Preparing a Document for Delivery**

- Resolve errors in a document
- Print a document
- Package a document
- Export files for printing
- Export files for the web