

# GALE COURSES

## Expand Your Knowledge, Empower Your Future

Available 24/7, Gale Courses provides over 325 six-week, online programs taught by college instructors.

### GET STARTED

- Access **Gale Courses** from your library website.
- **Browse Catalog** to discover the courses available.
- When you find a course you want to take, select **Enroll Now**.

### NEW STUDENTS

- You will be prompted to create a free account.
- Enter your email address in the **New Student Area** and click **Create Account**.
- Then complete the **Account and Student Information** page, click continue when finished.

### RETURNING STUDENTS

- Enter your account email and password, then click **Sign In**.

### LIBRARY INFORMATION

- Once you are logged in, you will enter your **library bar code** in the box labeled **Submit**.
- Then select **Use Library Card** to complete your enrollment.

### ENROLLMENT CONFIRMATION

- You will receive confirmation of enrollment in your selected course.
- Enrollment information will include the **Course Name** and **Start Date**.
- Select **Enter My Classroom** to access and begin your course.

**NOTE:** Once enrolled in a course, students must log in and view both lessons one and two in the first 13 days of the course. If both lessons are not viewed, the student will be automatically dropped. Students who have been dropped can always reenroll in a later session.

The screenshot shows the Gale Courses homepage. At the top, there are navigation links for "My Classroom", "About Us", and "Help", along with a "Sign in" button. Below this is the "GALE COURSES" logo and a search bar with the placeholder text "Search for Courses: Enter Search Here". A "Browse Catalog" section is visible on the left, with tabs for "Featured", "Popular", and "New". The main content area features a "Speed Spanish" course card with a "NEW POPULAR" badge and a "View More Courses" button. Below the course card is a "Welcome to Gale Courses!" message, followed by a "How to Enroll:" section with four numbered steps. The steps include finding courses, selecting a start date, creating an account, and using a library card. An "IMPORTANT!" section follows, stating that students must log in and view lessons one and two within 13 days of the start date, or they will be automatically dropped.

The screenshot shows the Gale Courses enrollment confirmation page. At the top, there are navigation links for "Home", "View Catalog", and "Search for Courses: Enter Search Here". Below this is a "Browse Catalog" section with tabs for "Featured", "Popular", and "New". The main content area features a "Thank you for your Enrollment!" message, followed by a "Notice: You must remain current and active with your studies or you will lose access to the course(s) listed below." Below the notice is a "Please print this page for your records. A copy of this confirmation will be e-mailed to you. To ensure receipt of your e-mail confirmation, please add [redacted] to your safe sender list." Below this is an "Order Confirmation Details:" section with fields for "Your Name:", "Your Username:", "E-mail:", and "Enrollment Date:". Below the details is a table with two columns: "Selected Courses" and "Start Date". The table contains one row: "Introduction to InDesign CC" and "June 14, 2023". Below the table is a "Enter My Classroom" button. At the bottom, there is a "Questions? Need help? Forgot your password? Click the Help link at the top of any page." message, followed by a "Congratulations! Tell your friends!" message with "Share on Facebook" and "Share on Twitter" buttons.

## COURSE ORIENTATION

- You can view course orientation materials, including:
  - Course Description**
  - Requirements** (including any necessary hardware and/or software)
  - Course Mechanics**
  - Questions**
  - Reminders**
  - Syllabus**
  - Instructor Information.**

## COURSE NAVIGATION

- Once you enter your classroom, the **Navigation Pane** on the left side of your screen is where you will access all course content including:
  - Instructional Videos**
  - Learning Games**
  - Assignments**
  - Quizzes**
  - Supplementary Materials**
  - Discussion Boards**
  - and more
- The **Navigation Pane** is also where you can view all **Scores** and **Discussions** from the course in one convenient location.
- Follow the learning path** to view your course progression and complete activities and assignments.
- A **check mark** will appear next to each item once complete.

## THINGS TO KNOW

- Most courses have a **Pretest** that allows you to gauge baseline knowledge going into the course. Compare these results to your test at the end of the course to see how much you have learned!
- Be sure to check out the **Resources** section in the **Navigation Pane** for additional materials, like recommended books

My Classroom About Us Help  
Online Classes  
Home View Catalog Search for Courses: Enter Search Here  
Orientation: Introduction to InDesign CC  
Course Description:  
Have you ever seen a terrific-looking brochure or newsletter and wondered how it was made? Chances are the designer used Adobe InDesign CC, the industry-standard desktop publishing software now available through the Creative Cloud.  
In each lesson, you will learn an important aspect of InDesign CC and prepare a range of print and online products for a fictional company. You will get dozens of files to work with, including a partially completed InDesign document used to start each lesson. Then you will use the downloaded graphics, images, forms, and other content to complete the project. To check your work or troubleshoot any problems you encounter, you will always get a copy of the finished InDesign project file.  
Lesson by lesson, you will discover how the program features relate to producing actual usable documents. You will explore the best ways to create different types of material, how to reuse items such as colors and artwork, and how to produce publications for different page sizes and devices. You will come away knowing how to use this popular page layout software to design and create professional-quality letterhead, business cards, brochures, forms, interactive PDF files, an ebook, and more.  
Course Requirements:  
Requirements:  
Hardware Requirements:  
• This course can be taken on either a PC or Mac.  
Software Requirements:  
• PC: Windows 8 or later  
• Mac: macOS 10.7 or later  
• Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible.  
• Adobe InDesign CS6 (Windows), Adobe CS6 Design and Web Premium (Windows), Adobe CS6 Master Collection (Windows), InDesign CS6 (Mac), Adobe CS6 Design and Web Premium (Mac), Adobe CS6 Master Collection (Mac), or Adobe InDesign CC Student or Retail versions (Mac or Windows). Older versions of Adobe InDesign are also applicable, including all versions of Adobe InDesign CS5 and CS4 (not included in enrollment).  
• Adobe Acrobat Reader  
• Software must be installed and fully operational before the course begins.  
Other:  
• Email capabilities and access to a personal email account.  
Instructional Material Requirements:  
The instructional materials required for this course are included in enrollment and will be available online.

Introduction to InDesign CC  
Pretest  
Your grade is determined by your only attempt.  
This pretest is optional, and it's meant to help you gauge how much you already know about the subject matter of this course. To help prepare for the final exam, you may wish to take the pretest now and then again after completing the course to compare your scores.  
As you go through the pretest, you'll be able to save your answer choices and change them up until you submit your pretest for a score. To see your score, click the Next button that appears beside the last question on the pretest. This button will appear when you have saved answers for every question.  
Skip It Get Started  
Return Home  
Student Support  
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Introduction to InDesign CC  
Resources  
Recommended Books  
InDesign CC: Visual QuickStart Guide  
by Sandee Cohen  
Pearson Press, 2013  
544 pages  
View this book here  
Real World Adobe InDesign CC  
by Olav Martin Kierem, David Butner, and Bob Bringham  
Pearson Press, 2013  
840 pages  
View this book here