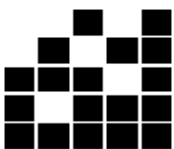


InDesign CS3 Level 1

- Audience** This course is intended for the person who is familiar with the personal computer and Windows, and word processing. No previous knowledge of InDesign is required; however, knowledge of graphics is recommended.
- Description** The course uses a combination of lecture, hands-on practice, and independent exercises to teach students to introduce students to the basics of InDesign. You explore the environment, work with multi-page documents, explore typesetting techniques, and work with text, graphics, and layers on a page. Creating PDFs and preparing documents for commercial printing is also covered.
- Objectives** Upon successful completion of the class, students should be able to:
- Start Adobe InDesign and explore elements of the environment
 - Create a new document and add basic elements to a layout
 - Position elements precisely by using guides and the Control palette
 - Create a facing-pages document and master pages
 - Thread text between text frames
 - Add jump lines
 - Adjust the number of columns in a text frame
 - Use the Paragraph Formatting Controls to apply paragraph formatting
 - Use Find/Change to replace formatting
 - Create and edit paragraph and character styles
 - Position text in text frames and format frame borders
 - Add Photoshop images to documents
 - Adjust text wraps, modify graphics, and nest frames
 - Group items and manipulate items within a group
 - Create layers and assign items to them
 - Print documents and create print styles
 - Export documents to PDF
 - Prepare documents for commercial printing
 - Set up multiple-page spreads
 - Create tint and gradient swatches
 - Use object libraries and snippets
 - Evenly space and align items
 - Create and edit vector paths and clipping paths
 - Wrap type on a path
 - Manually resize type
 - Use quick apply



- Create path-based text wraps and convert type to outlines
- Precisely control leading, hyphenation, justification, and horizontal spacing in text
- Use shortcuts with fonts
- Create lighting effects and adjust transparency
- Define and use object style
- Create, modify, and format tables
- Add headers and footers to tables
- Merge table cells
- Edit text with the story editor
- Insert special characters
- Create column, frame, and page breaks
- Use anchored objects
- Create sections, tables of contents, and indexes for a document
- Combine several documents into a book file for printing

Length 2 days

I. Getting started

- A. The Adobe InDesign environment
- B. InDesign Help

II. Basic Documents

- A. New Documents
- B. Custom Colors
- C. Item Position

III. Structuring multi-page documents

- A. Multi-page documents
- B. Master pages

IV. Typesetting

- A. Text frame threading
- B. Paragraph formatting
- C. Styles

V. Modifying items

- A. Text frames
- B. Graphics
- C. Grouped items
- D. Layers

VI. Finalizing documents

- A. Outputting documents
- B. Commercial printing preparation
- C. Adobe Bridge
- D. Preferences and Defaults

VII. Efficient Layout

- A. Document setup
- B. Tint and gradient swatches
- C. Object libraries and snippets
- D. Item spacing

VIII. Vector Paths

- A. Vector path creation
- B. Vector paths and pictures
- C. Vector paths and type

IX. Typography

- A. Manual type resizing
- B. Quick Apply
- C. Nested styles
- D. Graphics in typography

- E. Precise leading control
- F. Composition, hyphenation, and justification
- G. Horizontal spacing
- H. Typography shortcuts

X. Graphics

- A. Layer comps
- B. Transparency
- C. Object styles
- D. Transforming objects

XI. Tables

- A. Creating tables
- B. Changing table structure
- C. Formatting tables

XII. Text Editing

- A. Story Editor
- B. Special characters
- C. Column, frame, and page breaks
- D. Anchored objects

XIII. Long Documents

- A. Sectioning
- B. Tables of contents
- C. Indexing
- D. Books
- E. Footnotes

