



Adobe InDesign CS4

Duration: 2 days

Course Synopsis:

This class provides you with the concepts and skills to use Adobe InDesign effectively. You get hands-on practice working with basic through advanced techniques to get the most out of your experience. You will learn type controls, graphics file management, layers and document setup. Whether you are a designer, prepress professional or just a beginner, you will find InDesign to be a powerful but intuitive page layout application. We also recommend this course for those planning to obtain the Adobe Certified Expert status.

Who Should Attend:

Graphic professionals who need an essential understanding of page layout using Adobe's flagship page layout application, with an emphasis on real-world issues.

Prerequisites:

Because of the amount of material we cover in class, we do require students to be comfortable using a mouse, opening and saving files, and the general operations of computers. While we will make every reasonable effort to help, students with insufficient skills may be required to observe the class lessons or do their best to keep up without slowing down the rest of the class. We highly recommend working with the application tutorial before coming to the course.

What You Will Learn:

- Navigating within InDesign
- Adding Graphics
- Formatting with Styles
- Creating and Formatting Text
- Working with Color
- Creating and Editing Tables
- Working with Layers
- Working with Master Pages
- Output and PDF Exporting

Time:

Class time is 9:00 a.m.- 4:00 p.m. Breaks are scheduled throughout the day and lunch is typically scheduled 12-1. Students provide their own lunch.

Course Materials:

Course materials are provided. Our goal is to make sure your class meets your objectives, not ours. Therefore, all of our outlines are treated as guides to help steer the workshop. We may change or alter course topics to best suit the classroom situation.

Locations:

We have company-operated facilities in Atlanta, Chicago, Denver, San Diego and Washington DC. We also work with a network of rental facilities to offer our classes regularly across the United States and in Canada. Please double-check the location of your class with our office to make sure you get to the right location.

Related Courses:

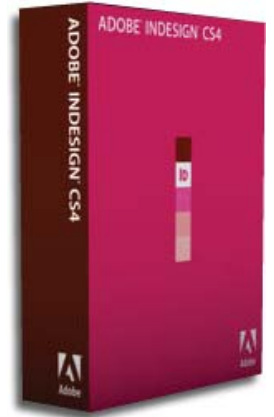
We recommend the following courses that relate to this class: Adobe Illustrator and Adobe Photoshop. Please take a look at our other course outlines at our web site, <http://www.ledet.com>.

Goals:

Sterling Ledet and Associates realizes the importance of education and we take pride in being able to offer you classes that are more custom fit to your needs. Call us at (770) 414-5007 if you have any special questions or e-mail us at sales@ledet.com.

Registration:

Please fill out our registration form and fax it to us at (312) 896-9094.



URL: <http://www.ledet.com> • Local: (770) 414-5007 • Toll Free: 1-877-819-COOL



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LESSON PLANS

LESSON 1

Learning the Work Area
Using the Panel Menus
Learning the Tools Panel
Using Multiple Document Windows
Viewing and Arranging Panels
Customizing your Workspace
Changing the Magnification
Using the Zoom Tool
Navigating the Document
Scrolling Through a Document
Using the Navigator Panel
Using Context Menus
Using InDesign Help

LESSON 2

Setting Up a Document
Creating and Saving Custom Page Settings
Creating a New Document
Switching Between Open InDesign Documents
Working with Master Pages
Adding Sections to Change Page Numbers
Adding New Pages
Arranging and Deleting Pages
Placing Graphics and Text
Overriding Master Page Items

LESSON 3

Working with Frames
Working with Layers
Creating and Editing Text Frames
Creating and Editing Graphics Frames
Transforming and Aligning Objects
Selecting and Modifying Grouped Objects

LESSON 4

Importing and Editing Text
Creating and Entering Text
Vertically Aligning Text

Flowing Text Automatically
Adding a Jump Line Page Number
Using Semi-Autoflow to Place Text
Loading Styles
Adding Pages While Flowing Text
Finding and Changing Text
Text Formatting
Editing Text by Drag and Drop
Using the Story Editor

LESSON 5

Working with Typography
Adjusting Vertical Spacing
Changing Fonts and Type Style
Changing Paragraph Alignment
Creating a Drop Cap
Adjusting Letter and Word Spacing
Setting Tabs
Adding Rule Above a Paragraph

LESSON 6

Working with Color
Defining Print Requirements
Creating and Applying Colors
Working with Gradients
Creating a Tint
Creating a Spot Color
Applying Color to Text
Using Advanced Gradients
Adobe Bridge
Working with Imported Images

LESSON 7

Working with Styles
Creating and Applying Paragraph Styles
Creating and Applying Character Styles
Nesting Character Styles
Creating Object Styles
Globally Updating Styles

LESSON 8

Importing and Modifying Graphics
Adding Graphics from Other Programs
Vector and Bitmap Graphics
Managing Links to Imported Files
Updating Revised Graphics
Adjusting View Quality
Working with Clipping Paths
Working with Alpha Channels
Placing Native Files
Using a Library to Manage Objects
Creating a Library

LESSON 9

Creating Tables
Importing and Formatting a Table
Using Graphics within Tables
Formatting Text within a Table

LESSON 10

Working with Transparency
Importing and Colorizing Grayscale
Applying Transparency Settings
Adjusting Transparency to Images
Importing and Adjusting Illustrator Files
Applying Transparency Settings to Text
Working with Effects

LESSON 11

Output and Exporting
Preflighting Files
Packaging Files
Creating an Adobe PDF Proof
Previewing Separations
Previewing How Transparency will be Flattened
Previewing the Page
Printing a Laser or Inkjet Proof