



# Adobe InDesign CS4 Advanced for Professionals

Duration: 2 days

## Course Synopsis:

This class provides the InDesign user the ability to hone their skills and move their knowledge of Adobe InDesign CS4 to an advanced level. Using the skills learned in the Level I class, students will create complex documents and work with a variety of palettes and tools to further understand the capabilities of this high-end design application. We also recommend this course for those planning to obtain the Adobe Certified Expert status.

## Who Should Attend:

Graphic professionals who are already experienced in Adobe InDesign CS4 and want more in-depth knowledge of the application and the management of complex documents.

## 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. In addition, students are required to be relatively well-versed in the basics of Adobe InDesign.

## What You Will Learn:

- Advanced Pen Tool Tricks
- Managing Long Documents
- Working with Libraries
- Creating Indexes
- Adding a Table of Contents
- Adding XML Structure
- Export to PDF
- Adding and Editing Scripts
- Advanced Text Flow

## 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 Acrobat. 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](mailto: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





# Advanced Adobe InDesign CS4 for Professionals

## LESSON PLANS

### LESSON 1

#### Managing Your Workspace

- Organizing Your Palettes
- Advanced Zooming and Navigation
- Advanced View Options
- Dragging Items Between Documents
- Third-Party plug-ins

### LESSON 2

#### Page Layout

- Master Page Tips and Tricks
- Using Facing Pages
- Using Libraries
- File Formats

### LESSON 3

#### Type

- Advanced Style Sheet Tips
- Managing Long Documents
- Indexing
- Table of Contents
- Text Gradients
- Hyphenation and Justification
- Tracking and Kerning

### LESSON 4

#### Drawing

- Mastering the Pen Tool
- Pen Tool Shortcuts
- Compound Paths

### LESSON 5

#### Where Text Meets Graphics

- Inline Graphics
- Creating Type Outlines
- Text Wrap Options
- Using Transparency

### LESSON 6

#### Importing and Exporting

##### Adding Excel or Word Tables

- Import Text Options
- Import Graphic Options
- PDF Styles
- Export Options

### LESSON 7

#### Long Documents

- Adding Indexes
- Using Table of Contents
- Numbering & Section Options

### LESSON 8

#### The XML Factor

- What is XML?
- Adding Structure with XML
- Exporting to XML
- Mapping Styles to Tags
- Tips for Working with XML
- Libraries for Efficient XML Production

### LESSON 9

#### Color

- Using the Eyedropper to Create New Swatches
- Spot or Process?

### LESSON 10

#### Printing

- Using Printer Styles
- Color Separations
- Understanding the Print Menu
- The Transparency Flattener
- Preflight and Package

### LESSON 11

#### Scripting

- Using the Script palette
- Editing the Scripting Label