

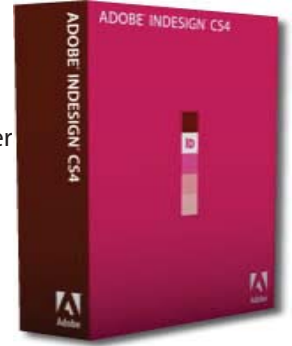


# Adobe InDesign CS4 Bootcamp

Duration: 4 days **Value Package**

## Course Synopsis:

This class provides you with the concepts and skills to use Adobe InDesign CS4 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, pre-press 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. This class is a discounted combination of the InDesign and InDesign Advanced classes. For student cancellation purposes, each separate component is treated as a separate class.

## 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
- Advanced Style Sheet Tips
- Creating and Formatting Text
- Working with Color
- Creating and Editing Tables
- XML and InDesign
- Working with Layers
- Working with Master Pages
- Output and PDF Exporting
- Scripting in InDesign

## 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](mailto:sales@ledet.com).

## Registration:

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



# Adobe InDesign CS4 Bootcamp

## 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



*We teach the cool stuff!*

## Course Outline



# Adobe InDesign CS4 Bootcamp

## LESSON PLANS

### LESSON 12

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

### LESSON 13

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

### LESSON 14

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

### LESSON 15

Drawing Tips and Tricks  
Mastering the Pen Tool  
Pen Tool Shortcuts  
Compound Paths

### LESSON 16

Where Text Meets Graphics  
Inline Graphics  
Creating Type Outlines  
Text Wrap Options  
Using Transparency

### LESSON 17

Importing and Exporting  
Adding Excel or Word Tables  
Import Text Options  
Import Graphic Options  
PDF Styles  
Export Options

### LESSON 18

Long Documents  
Adding Indexes  
Using Table of Contents  
Numbering & Section Options

### LESSON 19

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 20

Advanced Color Techniques  
Using the Eyedropper to Create New Swatches  
Spot or Process?

### LESSON 21

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

### LESSON 22

Scripting in InDesign  
Using the Script palette  
Editing the Scripting Label