

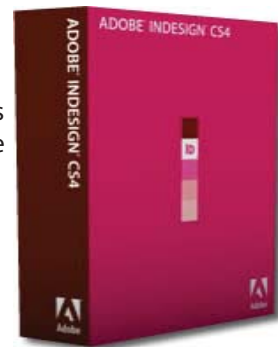


Migrating from QuarkXPress to InDesign CS4

Duration: 2 days

Course Synopsis:

This class provides the QuarkXPress converter the ability to hone their skills and increase their knowledge of Adobe InDesign CS4 to a proficient level. Using prior QuarkXPress knowledge, students will create complex documents and work with a variety of palettes and tools to further understand and utilize the capabilities of this high-end design application. We recommend this course for those planning to migrate from QuarkXPress to InDesign or 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
- Working with Long Documents
- Creating and Formatting Text
- Working with Color
- Creating and Editing Tables
- Converting Quark Documents
- Working with Layers
- Working with Master Pages
- Output and PDF Exporting
- Preflighting and Packaging

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



Migrating from QuarkXPress to InDesign CS4

LESSON PLANS

LESSON 1

- Learning the work area
- Using the Palette 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

- Creating a new document
- Switching between documents
- Working with master pages
- Adding guides to the master
- Dragging guides from rulers
- Creating additional master pages
- Adding placeholders for graphics
- Wrapping text around a graphic
- Creating text frames with columns
- Adding new pages from master
- Arranging and deleting pages
- Overriding master page items
- Viewing the completed spread

LESSON 3

- Working with frames
- Working with layers
- Creating multiple columns
- Aligning text within a frame
- Creating graphics frames
- Placing and resizing graphics
- Working with frames and Pathfinders
- Using the Position tool
- Rotating an object
- Aligning and scaling objects

LESSON 4

- Working with text in InDesign
- Managing fonts
- Creating and entering text
- Vertically aligning text
- Flowing text manually
- Flowing text automatically
- Resizing a text frame
- Adding a column break
- Working with page columns
- Find and replace in InDesign
- Changing format
- Checking spelling dynamically
- Drag and drop text editing
- Using the story editor

LESSON 5

- Working with Typography
- Adjusted vertical spacing
- Viewing baseline grid
- Changing fonts and type style
- Changing paragraph alignment
- Creating a drop cap
- Applying fill and stroke to text
- Adjusting letter and word spacing
- Adjusting kerning and tracking
- Working with tabs
- Creating a hanging indent
- Adding a rule below a paragraph

LESSON 6

- Working with color
- Adding colors to the Swatches panel
- Applying colors to objects
- Working with gradients
- Creating a tint
- Creating a spot color
- Applying color to text
- Introduction to ICC profiles
- Ensuring consistent color

LESSON 7

- Working with styles
- Creating and applying paragraph styles
- Creating a character style
- Nesting character styles
- Creating and applying object styles
- Creating and applying cell styles
- Globally updating styles
- Loading styles from another document

LESSON 8

- Importing and linking graphics
- Managing links to imported files
- Updating revised graphics
- Working with clipping paths
- Working with alpha channels
- Placing native files
- Importing Photoshop files
- Using a library to manage objects
- Using Adobe Bridge to import graphics

LESSON 9

- Creating tables in InDesign
- Importing and formatting a table
- Formatting and editing tables
- Adding and deleting columns
- Using graphics within tables
- Formatting text within a table
- Working with styles and tables

LESSON 10

- Converting Quark Documents
- Opening Quark Documents in InDesign
- Alert Dialog Boxes
- Fixing Font Errors
- Relinking Images
- Other Things to Watch For
- Turning on Warnings in Preferences



We teach the cool stuff!

Course Outline



Adobe InDesign CS4

LESSON PLANS

LESSON 11

Long Documents: The Advantages of
InDesign Over QuarkXPress
Managing Book Files
Making a Table of Contents
Building an Index

LESSON 12

Preflighting
Packaging a Document for Print
Printing
Think Outside the Box: Transparency
& Printing
Advanced Print Settings
Creating Printer Styles
Trapping
Exporting EPS
Creating PDF Files
Exporting to HTML