

Course:**Adobe® InDesign® CS3**

ET 84490 – ET 84491**3 Days****Description:**

You are starting to familiarize yourself with print layout and design using InDesign. You would like to learn about the tools and features available to you in InDesign CS3. In this course, you'll work about the tools and features to create eye-catching printed documents using InDesign CS3. You can create huge documents that are attractive as well as can be accessed globally. You will deploy the advanced InDesign techniques to enhance the look and functionality of your documents.

Target Student:

This course is intended for graphic designers, creative professionals, print professionals, publishers, pre-press professionals, and marketing communications professionals.

Prerequisites:

Before taking this course, students should be familiar with the basic functions of their computer's operating system such as creating folders, launching programs, and working with windows. Students should also have the basic Windows application skills, such as copying and pasting objects, formatting text, and saving files.

Objectives:

Upon successful completion of this course, students will be able to:

- Manage the InDesign environment.
- Design documents.
- Enhance documents.
- Add tables.
- Finalize documents.
- Manage styles.
- Develop complex paths.
- Handle page elements.
- Import and export data to external files.
- Work with XML.
- Manage long documents.
- Adjust print settings

Outline:**Lesson 1: Managing the InDesign Environment**

- Topic 1A: Explore the InDesign Environment
- Topic 1B: Customize the Workspace
- Topic 1C: Set General and Interface Preferences

Lesson 2: Designing Documents

- Topic 2A: Create a New Document
- Topic 2B: Add Text and Graphics
- Topic 2C: Edit Text
- Topic 2D: Thread Text Frames
- Topic 2E: Convert Other Application Files to InDesign

Lesson 3: Enhancing Documents

- Topic 3A: Apply Colors and Swatches
- Topic 3B: Apply Fills, Gradients, and Strokes
- Topic 3C: Format Characters and Paragraphs
- Topic 3D: Create and Apply Styles
- Topic 3E: Search and Replace Text and Characters
- Topic 3F: Develop Layers
- Topic 3G: Apply Transparency and Transparency Flattener Presets

Lesson 4: Adding Tables

- Topic 4A: Create a Table
- Topic 4B: Modify a Table Structure
- Topic 4C: Format a Table
- Topic 4D: Create Table and Cell Styles

Lesson 5: Finalizing Documents

- Topic 5A: Check Documents for Problems
- Topic 5B: Print a Document
- Topic 5C: Package Files
- Topic 5D: Prepare PDF Files for Web Distribution
- Topic 5E: Export PDF Files for Printing

Lesson 6: Managing Styles

- Topic 6A: Manage Style Overrides
- Topic 6B: Base One Style on Another
- Topic 6C: Apply Styles in a Sequence
- Topic 6D: Import Styles from a Microsoft® Word Document
- Topic 6E: Redefine Styles

Lesson 7: Developing Complex Paths

- Topic 7A: Create Bézier Paths
- Topic 7B: Create Compound Paths
- Topic 7C: Create Clipping Paths
- Topic 7D: Create Type Outlines

Lesson 8: Handling Page Elements

- Topic 8A: Place Inline Graphics
- Topic 8B: Manipulate Graphics
- Topic 8C: Handle Text Layout
- Topic 8D: Create Duplicate Items
- Topic 8E: Create Anchored Objects
- Topic 8F: Manage Libraries

Lesson 9: Administering External Files

- Topic 9A: Locate Assets Using Adobe® Bridge
- Topic 9B: Merge Data
- Topic 9C: Import Layered Files
- Topic 9D: Export PDF Files
- Topic 9E: Export XHTML Files

Lesson10: Working with XML

- Topic 10A: Integrate XML into a Document
- Topic 10B: Import XML
- Topic 10C: Export Documents as XML Files
- Topic 10D: Create a Snippet

Lesson 11: Managing Long Documents

- Topic 11A: Create Hyperlinks
- Topic 11B: Insert Footnotes
- Topic 11C: Insert Text Variables
- Topic 11D: Create the Table of Contents
- Topic 11E: Generate an Index
- Topic 11F: Create Document Sections
- Topic 11G: Create a Book

Lesson 12: Adjusting Print Settings

- Topic 12A: Create Print Presets
- Topic 12B: Preview Print Output

Appendix A: Adobe® Certified Expert (ACE) Program