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Adobe InDesign Course Outline

Adobe InDesign CS3

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 fi ll 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
- 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 7

- 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 8

- 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 9

- Output and PDF exporting
- Using Preflight
- Using Package
- Separation preview
- Previewing the page
- Printing a laser or inkjet proof

END