



Adobe InDesign CS5

Duration: 5 Days | 40 Hrs

Create compelling print content, immersive Flash publications, and interactive PDF documents all with beautiful typography and stunning design. InDesign CS4 gives you the tools you need to create sophisticated layouts for traditional and online media. Work faster and more efficiently with intuitive new tools that streamline tedious production tasks.

Audience :

You should have a working knowledge of computer and its operating system. Make sure you know how to use the mouse and standard menus and commands, and also how to open, save, and close files.



Course Outline

Unit 1. Introducing the Workspace

- Lesson Overview
- Getting started
- Looking at the workspace
- Working with panels
- Customizing the workspace
- Changing the magnification of a document
- Navigating through a document
- Using context menus
- Finding resources for using InDesign

Unit 2. Getting to Know InDesign

- Lesson Overview
- Getting started
- Viewing the lesson document
- Preflighting as you work
- Viewing guides
- Adding text
- Working with styles
- Working with graphics
- Working with objects
- Working with object styles

Unit 3. Setting Up a Document and Working with Pages

- Lesson Overview
- Getting started
- Creating and saving custom document settings
- Creating a new document
- Switching between open InDesign documents
- Working with master pages
- Applying master pages to document pages
- Adding sections to change page numbering
- Adding new pages
- Arranging and deleting pages
- Placing text and graphics on the document pages
- Overriding master page items on document pages



- Changing the size of pages
- Viewing the completed spread

Unit 4. Working with Objects

- Lesson Overview
- Getting started
- Working with layers
- Creating and editing text frames
- Creating and editing graphics frames
- Adding metadata captions to graphics frames
- Changing the shape of a frame
- Wrapping text around a graphic
- Modifying the shape of frames
- Transforming and aligning objects
- Selecting and modifying grouped objects
- Finishing up

Unit 5. Flowing Text

- Lesson Overview
- Getting started
- Flowing text into an existing frame
- Flowing text manually
- Creating text frames while flowing text
- Flowing text automatically
- Creating threaded frames automatically
- Adding a jump line page number

Unit 6. Editing Text

- Lesson Overview
- Getting started
- Finding and changing a missing font
- Entering and importing text
- Finding and changing text and formatting
- Checking spelling
- Editing text by dragging and dropping
- Using the Story Editor
- Tracking changes



Unit 7. Working with Typography

- Lesson Overview
- Getting started
- Adjusting vertical spacing
- Changing fonts and type style
- Fine-tuning Columns
- Changing paragraph alignment
- Creating a drop cap
- Adjusting letter and word spacing
- Setting tabs
- Adding a rule above a paragraph

Unit 8. Working with Color

- Lesson Overview
- Getting started
- Defining printing requirements
- Creating and applying colors
- Working with gradients
- Creating a tint
- Creating a spot color
- Applying colors to text and objects
- Using advanced gradient techniques

Unit 9. Working with Styles

- Lesson Overview
- Getting started
- Creating and applying paragraph styles
- Creating and applying character styles
- Nesting character styles inside paragraph styles
- Creating and applying object styles
- Creating and applying table and cell styles
- Globally updating styles
- Loading styles from another document



Unit 10. Importing and Modifying Graphics

- Lesson Overview
- Getting started
- Adding graphics from other programs
- Comparing vector and bitmap graphics
- Managing links to imported files
- Updating revised graphics
- Adjusting display quality
- Working with clipping paths
- Working with alpha channels
- Importing native Adobe graphics files
- Using a library to manage objects
- Using Adobe Bridge to import graphics

Unit 11. Creating Tables

- Lesson Overview
- Getting started
- Converting text to a table
- Formatting a table
- Creating a header row
- Adding graphics to table cells
- Creating and applying table and cell styles

Unit 12. Working with Transparency

- Lesson Overview
- Getting started
- Importing and colorizing a grayscale image
- Applying transparency settings
- Adjusting transparency settings for EPS images
- Adding transparency effects
- Importing and adjusting Illustrator files that use transparency
- Applying transparency settings to text
- Working with effects



Unit 13. Output and Exporting

- Lesson Overview
- Getting started
- Preflighting files
- Packaging files
- Creating an Adobe PDF proof
- Previewing separations
- Previewing how transparency effects will be flattened
- Previewing the page
- Printing a laser or inkjet proof
- Using the Ink Manager

Unit 14. Creating Rich Interactive Documents

- Lesson Overview
- Getting started
- Setting up an online document
- Adding buttons, page transitions, and hyperlinks
- Exporting as Flash Player (SWF)
- Exporting as Adobe PDF (Interactive)
- Converting a print document for online use
- Adding advanced interactivity, animation, and video

Unit 15. Working with Long Documents

- Lesson Overview
- Getting started
- Starting a book
- Creating a running footer
- Adding a footnote
- Adding a cross-reference
- Synchronizing a book
- Generating a table of contents
- Indexing a book



Appendix: Color Management

- The need for color management
- Synchronizing color settings in Adobe Bridge
- Specifying color settings in InDesign
- Displaying images at full resolution
- Proofing colors onscreen