



## Adobe InDesign CS6 / CS5

### Course Duration:

14 Hours / 2 Days

### 1 Working with InDesign Interface

- Understanding Global and Local Control
- Exploring the Document Window
- Working with Panels and Docks
- Working with Windows
- Working with Views

### 2 Creating, Opening, and Saving Documents

- Setting Up a New Publication
- Creating new documents
- Opening Documents and Templates
- Saving Documents and Templates
- Export formats for whole documents

### 3 Working with Pages

- Working with Multipage Documents
- Adding pages
- Changing pages' sizes
- Deleting pages
- Copying and moving pages
- Working across documents
- Starting documents on a left page
- Controlling page shuffling
- Creating gatefold spreads

- Working with page numbers
- Dividing a document into sections

### 4 Working with Layers

- Creating layers
- Working with individual objects on layers
- Manipulating entire layers

### 5 Creating Layout Standards

- Creating and Applying Master Pages
- The Pages panel
- Creating a new master page
- Importing a master page
- Laying out a master page
- Applying a master page to document pages
- Modifying master items on document pages

### 6 Using Templates

- Creating templates
- Modifying templates
- Creating documents from templates

### 7 Working with Styles

- Creating styles
- Modifying styles
- Applying styles
- Managing styles
- Using style groups
- Understanding predefined styles
- Unapplying a style

### 8 Using Ruler Guides and Grids

- Ruler guides
- Creating a set of guides automatically
- Working with column guides
- Working with the baseline grid
- Working with the document

- grid
- Snapping to guides

### 9 Defining Colors, Tints, and Gradients

- Defining Color Terms
- Identifying methods of color printing
- Mixing spot and process colors
- Converting spot color to process color
- Working with Color Models
- Creating colors the ideal way: The Swatches panel
- Using Kuler to add to your color swatches
- Creating tints
- Mixing color swatches to create more colors
- Working with Gradients
- Creating unnamed gradients
- Adjusting gradient angle and location
- Applying Colors, Tints, and Gradients

### 10 Object Fundamental

- Adding Frames, Shapes, and Lines
- Creating a Text Frame
- Creating a Graphics Frame
- Converting Frames for Specific Content
- Drawing Straight Lines

### 11 Manipulating Objects

- Selecting Objects
- Selecting objects
- Selecting overlapping objects
- Selecting multiple objects
- Deselecting objects
- Moving Objects
- Creating Copies of Objects

- Deleting Objects
- Preventing Objects from Printing
- Hiding Objects
- Aligning and Distributing Objects
- Working with the Align panel
- Working with live distribution
- Working with smart guides
- Working with smart spacing and measurements
- Using the Gap Tool

### 12 Transforming Objects

- Resizing and Scaling Objects
- Scaling methods
- Performing Other Transformations
- Rotating objects
- Flipping objects
- Using the Free Transform tool
- Repeating Transformations
- Replacing Object Attributes

### 13 Applying Effects to Objects

- Working with Strokes
- Creating stroke styles
- Applying Corner Options
- Applying Lighting Effects
- Using the Effects panel and related controls
- Applying transparency
- Applying drop shadows and inner shadows
- Applying feathering
- Applying outer and inner glows
- Applying beveling and embossing
- Applying satin effects

### 14 Orchestrating Objects

- Stacking Objects
- Combining Objects into a



## Adobe InDesign CS6 / CS5 Course Overview

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- Group
- Using groups within groups
- Selecting objects within groups
- Ungrouping
- Locking Objects
- Creating Inline Frames
- Wrapping Text around Objects
- Using the Text Wrap panel
- Setting text-wrap preferences
- Changing the shape of a text wrap

### 15 Defining and Applying Object Styles

- Creating object styles
- Applying object styles
- Managing Links
- Menu options for managing links
- Menu options for managing link information
- Panel Options dialog box

### 16 Graphics Fundamentals

- Importing Graphics
- repairing Graphics Files
- Graphics embedded in text files
- Issues with vector files
- Issues with bitmap formats
- Web-oriented bitmap formats
- Using import options
- Import options for vector file formats
- Using other ways to import graphics

### 17 Fitting Graphics and Frames Together

- Fitting Graphics within Their Frames
- Resizing a graphic's frame
- Moving a graphic in its frame

- Using an irregular frame
- Figuring Out the Fitting Commands
- Working with Clipping Paths
- Creating a clipping path in InDesign

### 18 Drawing Free-form Shapes and Curved Paths

- Drawing Lines with the Pen Tool
- Drawing Free-Form Shapes
- Joining Paths
- Working with Compound Paths
- Examples of compound paths in use

### 19 Text Fundamentals

- Using the Type tool
- Pasting text
- Dragging and dropping text
- Importing text with the Place dialog box
- Import options for Microsoft Word and RTF files
- Import options for text-only files
- Import options for Microsoft Excel files
- Import options for Tagged Text files
- Flowing Text through a Document
- Working with Text Frames
- Creating text frames on master pages
- Drawing additional text frames
- Threading Text Frames
- Threading frames and adding pages automatically
- Breaking and rerouting threads

- Adjusting Columns
- Managing Other Text Frame Behaviors
- Using the Story Editor
- Correcting Spelling Mistake
- Searching and replacing text
- Searching and replacing formatting
- Changing fonts globally
- Working with Notes

### 20 Specifying Character and Paragraph Attributes

- Setting character attributes
- Setting paragraph attributes
- Adding Automatic Bullets and Numbered Lists
- End-of-Story Markers
- Making text follow a path
- Using the Glyphs panel

### 21 Setting Up Tabs and Tables

- Using the Tabs Panel
- Tab ruler
- Creating a table
- Working with cells
- Using table and cell styles
- Converting Tabs to Tables
- Working with Footnotes
- Creating Tables of Contents

### 22 Document Package and Output

- Final preflighting before you package
- Putting the package together
- Setting Up Booklet
- Printing Documents
- The Setup pane
- The Marks and Bleed pane
- The Output pane
- The Graphics pane
- The Color Management pane
- The Advanced pane

- The Summary pane
- Exporting to Interactive PDFs and E-Books
- Exporting e-books