

InDesign CS5 Course outline

Session 1

Section A: Introduction

- History
- Role of CS5 Applications
- New Features

Section B: InDesign Interface Tour

- Launch InDesign CS5
- Application Frame
- Welcome Screen
- Tools Panel
- Control Panel and Application Bar
- Panel Dock
- Opening and Closing Panels
- Customizing the Workspace
- Create a New Workspace
- Customizing Application Menus
- Working with Multiple Documents
- Open Documents as Tabs
- Arrange Documents Options

Section C: Navigating Documents

- Open Existing Document
- Pages Panel
- Jump to Page
- Zoom Tool
- Zoom Shortcuts
- Hand Tool
- Power Zoom
- Spread Rotation

Section D: Laying Out a Document

- New Document Preferences
- Units and Increments
- Global vs. Document Preferences
- Setting up a Document
- Bleed/Slug
- Document Presets
- Facing Pages
- Creating a Gatefold
- Master Pages
- Guides
- Measure Tool

- Internal Margin Guides
- Creating a Magazine
- Editing Presets
- Grids
- Show/Hide Baseline Grid

Section E: Drawing Objects

- Object Frames
- Rectangle Tool
- Pen Tool
- Object Grid
- Polygon Tool
- Ellipse Tool

Section F: Transforming Objects

- Duplicating Objects
- Basic Transformations
- Scale and Rotate
- Free Transform Tool
- Transform Again
- Group Objects
- Arrange Objects
- Horizontal Transform
- Preview Modes

Session 2

Section A: Understanding Color

- Group Elements
- Selecting Colors
- Named Colors
- Applying Colors
- Editing Swatches
- Swatch Creation

Section B: Enhanced Color Options

- Kuler Website
- Shared Themes
- Kuler Panel
- Swatches Panel
- Load and Save Swatches
- Tint Swatch
- Gradient Swatch
- Gradient Tool

Section C: Working with Spot Color

- Spot Colors
- Color Mode/Type
- Fill/Stroke Color
- Tint
- Separations Preview
- Ink Manager

Section D: Working with Type

- Text
- Frames
- Formatting Text
- Text Color and Size
- Type on a Path
- Type on a Path Options
- Text on a Shape
- Rotate Type
- Tracking
- Kerning
- Effects and Align

Section E: Document Layout

- Pages Panel
- Footnotes
- Drag and Drop Text
- Detach from Master
- Placing Text
- Multiple Masters
- Linking Text Boxes
- Smart Text
- Spell Check

Section F: Styles

- Clear Imported Formatting
- Paragraph Styles
- Apply and Refine Styles
- Quick Apply
- Span Columns
- Style Override
- Automated Styles
- Character Styles
- Captions
- Nested Styles

Section G: Working with Graphics

- Adobe Bridge
- Mini Bridge

- Place an Image
- Content Grabber
- Corner Effects
- Place with Mini Bridge
- Frame Fitting Options
- Auto-Fit Content
- Place Image without Frame
- Image Shortcuts
- Links Panel
- Update Modified Image
- Update Missing Image
- Edit Original

Session 3

Section A: Working with Layers

- Stacking Order
- Layers Panel
- Locking Layers
- Rearranging Layers
- Layers and Master Pages

Section B: Effects

- Text Frame Options
- Preparing Text
- Effects Panel
- Applying Effects
- Editing Effects
- Object Styles
- Transparency Flattening
- Flattener Preview

Section C: Working with Tables

- Insert a Table
- Modify Table
- Place a Table
- Basic Table Formatting
- Add Strokes
- Cell Styles
- Table Styles
- Update Linked Table

Section D: Advanced Type

- Mapping Styles
- Define Text Variables
- Insert Text Variables

- Keep Options
- Hyphenation
- Text Wrap
- Baseline Options
- Clipping Path Options
- Update Linked Document

Section E: Automation

- Data Merge
- Placeholders
- Data Merge Preview
- Create Merged Document
- Multiple Record Document
- Multiple Record Layout

Section F: Export Formats

- Adding Hyperlinks
- Interactive PDF
- SWF
- Animation
- Timing
- Animation Properties
- Export to SWF

Section G: Preparing for Print

- Live Preflight
- Preflight Profiles
- Fixing Errors
- Export/Embed Profile
- Package Options
- Document Fonts