

InDesign CS2 - Level 1

Days of Training: 1

Overview

In this course, students work with some of the tools and features to create eye-catching printed documents using InDesign CS2.

Prerequisites

Basic PC skills: a basic understanding of a computer operating system, launching an application, creating and saving files, and copying files from CDs and other media.

Lesson 1: Managing the InDesign Environment

- Introduction to InDesign
- Customize Your Workspace
- Set General Preferences
- Manage Document Presets

Lesson 2: Designing Documents

- Create a New Document
- Alter a Documents Layout
- Create the Structure of a Document
- Develop Master Pages
- Manage Text and Graphic Placement
- Develop Layers

Lesson 3: Managing Text

- Add Text
- Edit Text
- Spell Check Text
- Thread Text
- Change Text Threads
- Format Characters
- Format Paragraphs
- Manage Styles

Lesson 4: Utilizing Colors, Swatches, and Gradients

- Utilize Color
- Utilize Swatches
- Apply Fills, Gradients, and Strokes

Lesson 5: Managing Transparency

- Apply Transparency
- Apply Transparency Flattener Presets

Lesson 6: Utilizing Tables

- Create a Table
- Modify a Table
- Format a Table

Lesson 7: Preparing for Handoff to a Service Provider

- Check Documents for Problems
- Print a Document
- Package Files
- Preview Output

Lesson 8: Creating Acrobat PDF Files

- Prepare PDF Files for Web Distribution
- Manage PDF Presets
- Export PDF Files for Printing

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InDesign CS2 - Level 2

Days of Training: 1

Overview

In this course, students use the advanced features in InDesign to create documents that are attractive and have the highest degree of perfection.

Prerequisites

InDesign CS2 - Level 1

Lesson 1: Administering Advanced Styles

- Manage Style Overrides
- Base One Style on Another
- Import and Redefine Styles

Lesson 2: Controlling Text

- Create and Use Anchored Objects
- Flow Text and Inline Graphics
- Handle Text Layout
- Merge Data

Lesson 3: Handling Page Elements and Graphics

- Duplicate Items
- Locate Assets Using Adobe Bridge
- Place Items from Other Applications
- Align, Size, and Transform Images
- Manage Libraries

Lesson 4: Developing Bezier Paths

- Draw and Edit Bezier Paths
- Create Compound Paths
- Create Clipping Paths
- Create Type Outlines

Lesson 5: Managing Long Documents

- Create Document Sections
- Create a Table of Contents
- Generate an Index
- Insert and Format Footnotes
- Add and Edit Hyperlinks
- Create a Book

Lesson 6: Importing and Exporting Files

- Import Layered Files
- Export PDF Files

Lesson 7: Adjusting Print Settings

- Create Print Presets
- Preview Print Output

Lesson 8: Working with XML

- Integrate XML into a Document
- Import XML
- Export XML
- Integrate XML with Tables
- Create and Use a Snippet

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