

InDesign Introduction

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InDesign Introduction CS3 Training Overview

An introduction to InDesign shows you the basic skill needed to drive the software and create multi page documents with or without images, the text tools, page layouts, master pages and exporting to a PDF.

InDesign Introduction CS3 Training Course Prerequisites

Experience with either the Windows or Mac interface.

Some experience with other computer graphic principles would be an advantage but not necessary.

Introduction to Adobe InDesign CS3 Training Course Outline

Getting to Know the InDesign CS3 Work Area

- Looking at the work area
- Changing the magnification of a document
- Navigating through your document

Setting Up Your Document in InDesign CS3

- Creating a new document
- Understanding document options
- Setting columns and guides
- Layout adjustments
- Showing and locking guides and grids

Working with Frames in InDesign CS3

- Working with Layers
- Creating and editing text frames
- Creating and editing graphics frames
- Working with Frames

Importing and Editing Text in InDesign CS3

- Creating and entering text
- Vertically aligning text
- Flowing text
- Working with styles
- Flowing text automatically
- Page numbering
- Changing the number of columns on a page
- Loading styles from another document
- Flowing text into an existing frame
- Finding and changing
- Checking spelling of a story
- Adding words to a dictionary
- Checking spelling dynamically
- Automatically correcting misspelled words
- Drag and drop text editing
- Using the story editor

Working with Typography in InDesign CS3

- Adjusting vertical spacing
- Changing fonts and type style

- Changing paragraph alignment
- Creating a drop cap
- Adjusting letter and word spacing
- Working with tabs
- Adding a rule below a paragraph

Working with Color in InDesign CS3

- Defining printing requirements
- Adding colors to the Swatches panel
- Applying colors to objects
- Creating dashed strokes
- Working with gradients
- Creating a tint
- Creating a spot color
- Applying color to text
- Using the gradient palette
- Ensuring consistent color

Working with Styles in InDesign CS3

- 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

Importing and Linking Graphics in InDesign CS3

- Comparing vector and bitmap graphics
- How to import an Image
- What is linking and Embedding
- How to update, edit and relink and image
- Updating revised graphics
- Adjusting view quality
- Importing a Photoshop file and alpha channels
- Placing native files

Text Wrap

- Wrapping text around images
- Editing the wrapping path

course outlines are accurate at time of printing and may be subject to change

- Using paths and channels to wrap

Working with Master Pages

- Setting up master pages
- Page and master pages options
- Automatic page numbering
- Numbering and section options
- Tips for working with master pages

Creating Tables in InDesign CS3

- Importing and formatting a table
- Using graphics within tables
- Formatting text within a table
- Merging and splitting cells
- Adding and deleting rows and column

Bulleted and Numbered Lists

- Understanding ordered lists
- Defining lists
- Applying lists to styles
- Restarting lists

Advanced Styles

- Importing and embedding styles
- Word import options
- Nested styles
- Bulleted and numbered lists

Working with Transparency in InDesign CS3

- Applying transparency settings
- Working with effects

Working with Long Documents in InDesign CS3

- Defining a book
- Working with a table of contents
- Maintaining consistency across book files
- Indexing the book

Output and PDF Exporting in InDesign CS3

- Using Preflight
- Using Package
- Creating an Adobe PDF proof
- Previewing the page
- Linking

Introduction to Adobe InDesign CS3 Training Course Materials

Students will have the option of purchasing the Adobe InDesign CS3 Classroom in a Book by the Adobe Creative Team, which will serve as a guide for the class.

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