



# Adobe® InDesign CS4 Beginner (3 Days)

## Overview:

Adobe InDesign CS4: is a robust and easy-to-use design and layout program. With it, you can create documents of many types, from single-page advertisements to complex multi-page colour publications. You will create text frames and also use master pages and guides to design a document's layout. You will wrap text around graphics, apply transparency effects to graphics, and create sophisticated tables. You will also prepare documents for hand-off to commercial printers and create Acrobat PDF files.

## Pre Requisites:

A basic understanding of the computer operating system you are using.

## InDesign Environment

- InDesign interface
- Preferences & Shortcuts
- Global vs document defaults
- Basic Concepts and Techniques
- Document Navigation
- File Information
- Smart Cursors

## Basic Documents

- Document Setup
- Bleed and Slug setup
- Document presets
- Adding pages
- Targeting pages
- Spread view rotation
- Margins, columns, grids, Smart Guides and Guides
- Frame based grids
- Smart Dimensions and Smart Spacing

## Saving & Exporting

- Difference between Document & Template
- Saving File (Copy, Revert, Version)
- Export file formats
- Browsing Bridge

## Graphic Placement

- Placing and Manipulating Graphics
- Integration with Adobe Photoshop, Illustrator, PDF and other graphic formats
- Placing Multiple Files
- Links Panel
- Fast Frame Fitting

## Page Elements

- Create and use graphic & text placeholders and containers
- Item Duplication
- File Formats



**Adobe**

Alignment

Arrangement & Selections

Find & Change

Applying Fills and Strokes to Frames and Type

Custom Strokes

Quick Applying of Attributes

### **Importing and Threading Text**

Importing Text (Word, Excel, PDF, other)

Threading Text & Splitting Text

Changing Text Threads

Word Count Facility

### **Spelling & Custom Dictionaries**

Spelling

Auto Correct

Create a User Dictionary

Import a Word List into a User Dictionary

Manage Text

### **Colors, Swatches, and Gradients**

Colors, Swatches, and Gradients

Select Colors Using the Color Picker

Load and Save Swatches Using the Swatches Panel

Exchanging Swatches between Applications

### **Shapes & Frames**

Drawing Shapes and frames

Pathfinder and compound paths

Path Manipulation

Modifying and resizing objects

Corner effects and Converting Shapes

### **Bézier Shapes**

Bézier Paths

Compound Paths

Clipping Paths

### **Master Pages & Templates**

Difference between Masters & Templates

Creating and Applying Masters

Basing Master Pages on Existing Master Pages

Applying Master Pages to Multiple Document Pages

Overriding Master Page items

### **Layers**

Creating layers

Viewing & locking layers

Stacking & rearranging layers

Selecting, copying, merging & flattening layers





## Adobe Effects

Applying Transparency Effects and Blending Modes  
Applying Effects eg. Drop Shadows and Feathering  
Editing Effects



### **Text Manipulation**

Open Type Fonts  
Glyphs Panel  
Special Characters, Inserting white spaces, Breaks  
Text Wrap  
Type on path  
Auto Page Numbering  
Bullets & Numbering

### **Formatting Type**

Character Formatting (Tracking, Kerning, Sizing, Leading, Case Position, Skew, Scale, Underline)  
Paragraph Formatting (Alignment, Indenting, Drop Cap, Paragraph spacing)  
Story Editor vs. Story Panel  
Tabs  
Composition, Hyphenation, and Justification  
Inline Graphics  
Creating Character & Paragraph Styles  
Local Overrides in Styles  
Basing One Style on Another  
Importing and Redefining Styles

### **Using Tables**

Creating Tables  
Formatting Tables  
Importing tables from Excel  
Creating and applying Named Ranges

### **Creating Acrobat PDF Files**

PDF Files for the Web and Email  
PDF Presets  
PDF Files for Printing

### **Output and the Print Dialog Box**

Exploring the Print Setup Options  
Output preview  
Print Presets  
Color Separation Print Settings

### **Workshop**