

# Adobe InDesign CS3 Level I

Tuition: \$ 225.00      Hours: 6

**Prerequisite:** Before taking this course, students should be familiar with the basic functions of their computer's operating system such as creating folders, launching programs, and working with windows. Students should also have the basic Windows application skills, Word formatting skills, such as copying and pasting objects, formatting text, and saving files.



**Course Description:** Familiarize yourself with print layout and design using InDesign. Learn about the tools and features available in InDesign CS3. Work with some of the tools and features to create eye-catching printed documents using InDesign CS3.

## Course Content

### Managing the InDesign Environment

- Explore the InDesign Environment
- Customize the Workspace
- Set General and Interface Preferences

### Designing Documents

- Create a New Document
- Add Text and Graphics
- Edit Text
- Thread Text Frames
- Convert Other Application Files to InDesign

### Enhancing Documents

- Apply Colors and Swatches
- Apply Fills, Gradients, and Strokes
- Format Characters and Paragraphs
- Create and Apply Styles
- Search and Replace Text and Characters
- Develop Layers
- Apply Transparency and Transparency Flattener Presets

### Adding Tables

- Create a Table
- Modify a Table Structure
- Format a Table
- Create Table and Cell Styles

### Finalizing Documents

- Check Documents for Problems
- Print a Document
- Package Files
- Prepare PDF Files for Web Distribution
- Export PDF Files for Printing

# Adobe InDesign CS3 Level II

Tuition: \$ 225.00      Hours: 6

**Prerequisite:** To ensure successful completion of this course, it is recommended that the student first complete the Adobe InDesign CS3: Level 1 course or have equivalent knowledge.

**Course Description:** Having created simple documents with Adobe® InDesign® you may now need to create larger documents that are attractive as well as accessed globally. In this course, you will deploy the advanced InDesign techniques to enhance the look and functionality of your documents.



## Course Content

### Managing Styles

- Manage Style Overrides
- Base One Style on Another
- Apply Styles in a Sequence
- Import Styles from a Microsoft® Word Document
- Redefine Styles

### Developing Complex Paths

- Create Bézier Paths
- Create Compound Paths
- Create Clipping Paths
- Create Type Outlines

### Handling Page Elements

- Place Inline Graphics
- Manipulate Graphics
- Handle Text Layout
- Create Duplicate Items
- Create Anchored Objects
- Manage Libraries

### Administering External Files

- Locate Assets Using Adobe® Bridge
- Merge Data
- Import Layered Files
- Export PDF Files
- Export XHTML Files

### Working with XML

- Integrate XML into a Document
- Import XML
- Export Documents as XML Files
- Create a Snippet

### Managing Long Documents

- Create Hyperlinks
- Insert Footnotes
- Insert Text Variables
- Create the Table of Contents
- Generate an Index
- Create Document Sections
- Create a Book

### Adjusting Print Settings

- Create Print Presets
- Preview Print Output