

Adobe InDesign CS5

General Description	The skills and knowledge acquired in Adobe InDesign CS5 are sufficient to be able to use a variety of techniques to create publications.
Learning Outcomes	<p>At the completion of Adobe InDesign CS5 you should be able to:</p> <ul style="list-style-type: none"> • work with the features in the InDesign window • select and work with tools • create new documents • add text to documents • format text using a variety of techniques • add graphics to a document • create and work with layers • work with and apply colour • create and work with objects • apply a range of formatting techniques to objects • create and apply styles • create and work with tables • prepare your document for printing
Target Audience	Adobe InDesign CS5 is designed for users who are keen to learn how to produce high quality and attractive publications when using this powerful page layout software.
Prerequisites	Adobe InDesign CS5 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.
Pages	158 pages
Approx* Duration	26.3 hrs
Course Disk	Many of the topics in Adobe InDesign CS5 require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com . Simply follow the student files link on the home page. You will need the product code for this course which is INF533.
Methodology	The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario.
Companion Publications	There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at www.watsoniapublishing.com .

* Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Thursday, March 24, 2011 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.

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Contents

InDesign Basics

- Starting Adobe InDesign CS5
- Opening An Existing Document
- The InDesign Workspace
- Understanding The InDesign Workspace
- Understanding Panels
- Displaying And Hiding Panels
- Floating And Docking Panels
- Saving The Workspace
- Navigating A Document
- Zooming A Document
- Using Keyboard Shortcuts
- Using Shortcut Menus
- Saving And Closing A Document

Tools

- Understanding The Tools Panel
- Selecting Tools
- Understanding Frames And Shapes
- Selecting Objects
- Creating Frames And Shapes
- Selecting Text
- Understanding The Line Tool
- Using The Line Tools
- Using The Transform Tools
- Using The Navigation Tools

Creating Documents

- The Project
- Understanding Documents
- Creating A Blank Document
- Saving A New Document
- Understanding Master Pages
- Creating Ruler Guides
- Setting Document Bleed And Slug
- Changing Screen Views
- Creating Master Pages
- Inserting Auto Page Numbering
- Applying A Master Page
- Adjusting Column Guides

Text

- Creating Text Frames
- Creating Text Frames
- Threading Text Frames
- Threading Text Frames
- Typing Text Into Text Frames
- Importing Text From A Word Document
- Importing Word Documents
- Editing Text In Place
- Editing Text Using The Story Editor

Using Glyphs

Formatting Text

- Applying A Typeface And Type Style
- Changing Font Size And Leading
- Changing The Vertical Text Alignment
- Changing The Horizontal Text Alignment
- Applying An Indent
- Applying A First Line Indent
- Adjusting Kerning
- Adjusting Tracking
- Setting Tabs
- Setting Drop Caps
- Applying Subscript Or Superscript To Text
- Creating A Bulleted List

Graphics

- Understanding File Formats
- Placing Graphics
- Placing Graphics
- Fitting Graphics
- Positioning Graphics Within A Frame
- Using Adobe Bridge To Place Graphics
- Using The Links Panel
- Placing In-Line Graphics
- Embedding Graphics
- Creating A Clipping Path
- Applying Text Wrap
- Adjusting Text Wrap
- Creating A Caption
- Changing Display Performance

Layers

- Understanding Layers
- Understanding The Layers Panel
- Creating A Layer
- Assigning Objects To Layers
- Naming Layers And Assigning Colours
- Hiding And Viewing Layers
- Reordering Layers

Colour

- Understanding Colour Terminology
- Creating And Adding Process Colours
- Creating Spot Colours
- Applying A Fill Colour
- Applying A Stroke Colour

- Creating A Tint
- Creating A Gradient
- Removing Colour

Objects

- Understanding Objects
- Creating Objects
- Modifying Objects
- Creating Objects
- Creating Objects Using Pathfinder
- Duplicating Objects
- Arranging Objects
- Grouping Objects
- Aligning And Distributing Objects
- Creating An Outline
- Placing Graphics In An Outline

Formatting Objects

- Applying Corner Effects To An Object
- Applying A Drop Shadow To An Object
- Applying Transparency To An Object
- Applying Feathering To An Object
- Using The Eyedropper Tool
- Creating A Snippet
- Inserting A Snippet
- Inserting Snippets

Styles

- Understanding Styles
- Creating Character Styles
- Applying Character Styles
- Creating Paragraph Styles
- Creating A Style From Existing Formatting
- Applying Paragraph Styles
- Applying Paragraph Styles I
- Applying Paragraph Styles II
- Editing Styles
- Creating Object Styles
- Applying Object Styles

Tables

- Understanding Tables
- Creating A Table
- Selecting Tables And Table Cells
- Entering Text In A Table Cell
- Deleting A Table And Table Contents

Importing A Microsoft Excel Table
Adjusting A Table
Formatting Text In A Table
Aligning Text In Table Cells
Applying Colour To Tables

Preparing For Printing

Running A Preflight Check
Printing A Document
Defining A Print Preset
Understanding Ink Handling
Terms
Adjusting Overprint And Trap
Settings
Creating A Postscript File
Exporting A PDF
Soft-Proofing
Packaging A Document

Concluding Remarks