

MEDIAROOTS - INDESIGN CS3 VIDEO TRAINING

Summary of Contents

Short = 1 min

Medium = 3 - 4 mins

Long = 5 -10 mins

Introduction to Adobe InDesign

Welcome

Introduction - (short)

New features Overview - (medium)

The User Interface

Menu - (short)

Control palette - (short)

Main toolbar - (short)

Structure menu - (short)

Lower menu - (short)

Palettes - (medium)

Context menus - (medium)

Navigation

Zooming (using % or context menu) - (medium)

Zooming (using zoom tool) - (short)

Navigator - (short)

Hand Tool - (short)

Navigating pages - (medium)

Multiple windows - (medium)

Setting up your page

Welcome page - (short)

Creating new document - (medium)

Save, Save as, Package - (long)

Bleeds and Slugs - (medium)

Setting presets - (medium)

Changing measurements - (medium)

Document views- (medium)

Pasteboard - (medium)

Ruler Guides - (medium)

Baseline Grid - (long)

Display/hide frame edges - (short)

Setting up your document

Pages palette - (medium)

Changing page amount - (medium)

Duplicating a page - (medium)

Multiple page Spreads - (medium)

Re ordering pages - (medium)

Master Page - (long)

Using multiple Masters - (medium)

Overriding the Master - (short)

Placing Text

Text frames - (short)

Character Palette - (short)

Setting the typeface - (medium)

Styling text - (medium)

Line and character spacing - (medium)

Tab formatting - (medium)

Numbered lists (NEW) - (long)

Text Distortions - (medium)

Paragraph formatting - (medium)

Paragraph effects - (medium)

Text flow - (long)

Character Styles/Paragraph Styles - (long)

Text Wrap - (long)

Tables

Tables (part NEW) - (long)

Creating Graphics

Basic shapes - (medium)

Pen tools - (medium)

Using Images

Supported formats - (medium)

Placing Image - (short)

Positioning and resizing - (medium)

Linking images - (long)

Placing InDesign page (NEW) - (medium)

Editing Type and Graphics

Select - (long)

Arrange - (short)

Layers - (medium)

Stroke and fill - (medium)

Swatch palette - (medium)

Gradient - (medium)

Colourizing text - (medium)

Spell checking - (medium)

Find/change text and object (part NEW) - (long)

Rotating an object - (long)

Group, Scale, flip, shear - (medium)

Aligning objects - (medium)

Find/Change Objects (part NEW) - (medium)

Transparency (Part NEW) - (long)

Effects - (long)

PDF and Printing

Exporting to PDF - (long)

Printing basics - (long)

INDESIGN CS3 EXERCISES

Preparation exercise - (long)

Document setup exercise - (long)

Editing exercise - (long)

Styles exercise - (long)

Final adjustments exercise - (long)

Publishing exercise - (long)