

MEDIAROOTS - InDesign CS4 & CS3 Core Training

Summary of Contents

Overview

Welcome
New Features in CS3

User Interface

The Menu Bar
New Interface
Control Palette
Main Toolbar
Structure Menu
Lower Menu
Palettes and Docks
Context Menus

Navigation

Zooming with the Context Menu
Zooming using the Zoom Tool
Navigation Palette
Hand Tool
Hand Tool Zoom
Navigating Pages
Multiple Windows
Rotate Spread

Set Up your Page

The CS3 Welcome Page
Create New Document
Custom Page Size for Digital Media
Save, Save as, Package
Better Backward Compatibility
Bleed and Slug
Setting Presets
Changing Measurements
Document Views
Pasteboard
Ruler and Margin Guides
Baseline Grid
Display or Hide Frame Edges

Setting Up your Document

Pages Palette
Adding or Removing Pages
Duplicating Pages
Re-ordering Pages
Using Master Pages
Multiple Page Spreads
Using Multiple Master Pages
Overriding Master Pages
Text on a Master Page

Placing Text

Text Frames
Character Palette
Setting the Typeface
Styling Text
Character and Line Spacing
Tab Formatting
Optical Margin Alignment
Numbered Lists

Paragraph Formatting
Text Flow
Character and Paragraph Styles
Grouping Styles
Conditional Text
Text Wrap

Tables

Tables

Interactive and Flash

Interactive Document Export
Export to Flash as XFL File
Page Transitions

Using Images

Supported Formats
Placing Images
Position and Resize Images
Smart Text Reflow
Smart Guides, Spacing and More
Linked Images
Improved Links Palette
Placing InDesign Pages

Creating Graphics

Basic Shapes
Pen Tools

Edit Type and Graphics

Select
Arrange
Layers
Stroke and Fill
Swatches Palette
Colour Picker
Gradient
Spell Checking
Find/Change
Rotate
Group, Scale, Flip and Shear
Aligning Objects
Transparency
Effects
Managing Photoshop Layers

PDF and Printing

Exporting to PDF - Part 1
Exporting to PDF - Part 2
Print
Live Preflight

Magazine Exercise (Case Study)

Prepare Magazine Layout
Prepare Master Pages and Front Cover
Magazine Page Layout - Part 1
Magazine Page Layout - Part 2
Editing the Double Page Spreads - Part 1
Editing the Double Page Spreads - Part 2

Magazine Exercise (Case Study) cont...

Creating a Back Cover

Formatting and Styling Text

Final Adjustments

Total Number Of Videos : 96

Total Number Of Hours : 5.5 hrs