



**Millbrook**  
Office Support & Training Center



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Center

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Alabama's Only



**Microsoft**  
Partner

## Adobe® InDesign® CS3 Level 2

This workshop is for the experienced user as well as students who have taken a previous InDesign workshop with us. Students must be actively working in InDesign with a minimum of 1 year experience.

In class we will cover concepts such as master pages, advanced typography, style sheets, placing graphics from Photoshop and Illustrator, text wrap, clipping paths, tables, anchored objects, drawing, coloring and modifying objects. New features to InDesign CS3 will be covered, as well as advanced InDesign topics and many shortcuts, tips and tricks of the trade.

Prerequisite: Solid computer skills and a high level of familiarity and facility with Adobe Illustrator CS3

Length of Workshop: 2 Days

### Course Outline

#### The InDesign CS3 Interface and Customization

- Work with new panels in CS3
- Customize and save Panel workspaces
- Create custom keyboard shortcuts and save a keyboard shortcut set

#### Adobe Bridge CS3 and InDesign

- View, sort, search and manage files within Adobe CS3 Bridge
- Drag & drop from Adobe CS3 Bridge to import instead of File/Place
- Create Favorites and commonly used folders in the Bridge
- Use the OS Dialog box vs. the Adobe Dialog for Open, Place & Save commands

#### Pages & Document Info

- Add and move pages: use the pages palette
- Create and manipulate master pages and spreads
- Target pages vs. Select pages
- Create, modify, apply, and use "based on" Masters
- Release objects and remove overrides from the master
- Set section markers and learn advanced page numbering
- Save and use templates
- Load masters from another document



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## **Course Outline Continued**

### **Advanced Graphics**

- Anchored objects – Inline, custom and floating anchored graphics
- Apply a clipping path to an object with and without having a path in Photoshop
- Apply text wrap around graphics and placed logos
- Place graphics from Photoshop and Illustrator
- Use object layer options to control visible layers of Photoshop and Illustrator files Libraries, Create, add items, name and find library items easily

### **Effects**

- Use the new effects panel to apply effects to text, fills and strokes separately
- Understand Drop shadow, feather, corner effects, outer glow, inner glow etc

### **Long Documents**

- Text Variables to automate repetitive text
- Create Book Files. Add documents, synchronize styles between files, repaginate
- Create a Table of Contents

### **Place documents into InDesign**

- Place a multi-page PDF file
- Place an InDesign file into another InDesign file
- Place multiple graphics or text files at one time. Cycle thru loaded files before placing.
- Set the default graphic frame to size a graphic automatically

### **Text, Columns & Typography**

- Advanced frame linking techniques
- Place and link text into a master text frame
- Advanced Character Typography - No Break, Underline Options
- Shortcuts to character and paragraph typography
- Advanced Paragraph Typography - Rules, tabs, hanging bullets – custom uses for all
- Automatic numbering and bullets with advanced numbering
- Paste text with unformatted paste command
- Place MS Word text files with or without formatting
- Story Editor
- Customize Hyphenation and Justification
- Use the Glyphs palette to create a custom set of characters
- Add page and column breaks, white space and special characters
- Find and Change – Find & replace text, custom text strings, object formats and more



## Course Outline Continued

### Styles

- Create and apply paragraph and character styles. Shortcuts!
- Quick Apply for all styles and menu commands
- Reapply paragraph and character styles to replace local changes and/or character styles
- Redefine a style from selected text
- Create nested character styles within a paragraph style, repeat styles
- Advanced applications of Character styles and Paragraph styles
- Use find and change to apply character and paragraph styles
- Use Next style to apply formatting to multiple paragraphs instantly
- Place MS Word text files and link directly to InDesign Styles
- Extensive use of customized styles
- Create Style Groups
- Object Styles – Save formatting for an entire text or object frame
- Include paragraph styles in an object style

### Layers

- Create, reorder and delete InDesign layers
- Move objects from one layer to another
- Show, hide and lock layers
- Make a layer not print
- Move objects between layers
- Advanced layer usage and rules for using layers with objects on masters

### Tables

- Understand the difference between tabs and tables
- Place text and convert it to a table
- Control line weights and colors
- Control cell, row and column fills
- Merge cells, split cells, shortcuts on working with cells and tables
- Create a header and footer row to repeat on a multiple page table
- Alternate fills and strokes automatically
- Place graphics within a table
- Create Table and Cell styles to make repetitive table formatting easy

### Printing and Workflow

- Separations - how it affects transparency
- Use the links palette to link and embed graphics
- Understand the Preflight options
- Save an InDesign file as a .pdf
- Export to InDesign Interchange format (.inx) and .jpg
- Use the Separations and Overprint preview palettes to check your printing settings
- Ink Manager