



# Adobe InDesign CS5 – Intermediate/Advanced

Two-Day Course

Windows and Macintosh

## Course Overview:

The InDesign Intermediate/Advanced is a course designed specifically for participants who have the basic introductory skills with the program and who can build a complete simple document using text styles, graphics and custom colors.

This course will introduce the participants to better and more efficient procedures for building a document. It will reveal some of the more custom settings available such as keyboard shortcuts and enhanced typography, color and graphic features as well as additional tools and menus.

## Course Content:

### Application and Work Space

- Application Preference settings
- Customizing Workspace Area — Menus, Control Panel, Screen Modes
- Setting and Modifying Keyboard shortcuts
- Document Grids and Guide Settings
- Customizing Pages Panel options
- Creating and Editing Document and Printing Presets

### Layout Options

- Master Pages—Creating and using enhanced features
- Using multiple masters and the “Based On” feature
- Creating Gatefold Spreads and Rotated Spreads
- Unlocking and Changing Master Column Guides
- Master page items – using the override and detach features
- Creating multiple page sizes using the CS5 Page Tool
- Save and Load Master Pages between documents

### Enhanced Text Formatting

- Hyphenation, Justification, keep options, Open type, special characters
- Creating a Nested Paragraph style
- Creating a Paragraph Line style
- Creating Multiple Levels of Bullets & Numbers
- Use the Track Changes feature

### Creating and Colouring

- Importing and Creating Tables
- Table styles and Cell styles
- Anchored Objects
- Outline type headings
- Gradient Swatch and Gradient Feather Tools
- Adding and importing Swatch Libraries
- Kuler Extension



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## Document Automation

- Using library items
- Creating and exporting InDesign snippets
- Placing and using text in the Master Text Frame
- Making Layout Adjustment
- Setting Layout Adjustment options
- Using the Eye Dropper
- Editing graphics with the Links Panel
- Running a Preflight check up
- Package a document up for backup and printing

## Graphics - Adding & Manipulating

- Using Mini Bridge
- Frame Fitting Options
- Creating Clipping Paths
- Placing Native PhotoShop and Illustrator files with layers.

Note: As of February 2011 DPA Communications will offer Adobe Acrobat, InDesign, Photoshop, Illustrator, Fireworks, Premiere, After Effects, Dreamweaver, Flash and Flash Catalyst courses on version CS5 (Creative Suite 5). If you are currently using previous versions see the CS4 version of this course outline for any differences in training course content.

Please contact DPA for more details or to have an instructor contact you.