

**Course:****InDesign CS5: Basic - Advanced**

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**Course Details****Course Number:** (978-1-4260-2095-7) – (978-1-4260-2098-8)**Category:** Business & Office Applications**Duration:** 3 days**Description (Basic)**

InDesign CS5: Basic, ACE Edition, is part of a three-course ILT series, which is designed to help students prepare for the Adobe Certified Expert exam for InDesign CS5. This course will teach students fundamental concepts, terminology, and the basic features of Adobe InDesign CS5. Students will learn how to create documents, place text and graphics, and create custom color swatches. Students will also learn how to work with master pages and multi-page documents. In addition, students will learn how to format text, apply styles, work with threaded text frames, position and group objects, and work with layers. Finally, students will print documents, create print presets, create a PDF file, and package documents for commercial printing.

**Description (Advanced)**

InDesign CS5: Advanced, ACE Edition, is part of a three-course ILT series, which is designed to help students prepare for the Adobe Certified Expert exam for InDesign CS5. This course builds on the fundamentals taught in InDesign CS5: Basic, ACE Edition. Students will start by learning how to create complex document structures, create tint and gradient swatches, and use object libraries and snippets to work more efficiently. Students will then learn how to create vector paths and wrap type on a path. Students will also learn advanced typography and composition techniques. In addition, they'll will work with graphics, object styles, tables, special characters, the Story Editor, and with the CS Review panel. Finally, students will learn how to manage long documents.

**Outline of Basic****Unit 1: Getting started**

- Topic A: The Adobe InDesign environment
- Topic B: Preferences and defaults
- Topic C: InDesign Help

## **Unit 2: Basic documents**

- Topic A: New documents
- Topic B: Text frames
- Topic C: Graphics frames
- Topic D: Custom colors

## **Unit 3: Guides and master pages**

- Topic A: Object positioning
- Topic B: Master pages

## **Unit 4: Typesetting**

- Topic A: Text frame threading
- Topic B: Paragraph formatting
- Topic C: Styles

## **Unit 5: Modifying items**

- Topic A: Text frame options
- Topic B: Graphics
- Topic C: Grouped items
- Topic D: Layers

## **Unit 6: Finalizing documents**

- Topic A: Printing and exporting documents
- Topic B: Preparing for commercial printing

## **Outline of Advanced**

### **Unit 1: Efficient layout**

- Topic A: Document setup
- Topic B: Tint and gradient swatches
- Topic C: Object libraries and snippets
- Topic D: Item spacing

### **Unit 2: Vector paths**

- Topic A: Creating vector paths

- Topic B: Vector paths and pictures
- Topic C: Vector paths and type

### **Unit 3: Typography**

- Topic A: Manual type resizing
- Topic B: Automated styles
- Topic C: Graphics in typography
- Topic D: Precise leading control
- Topic E: Composition, hyphenation, and justification
- Topic F: Horizontal spacing

### **Unit 4: Graphics**

- Topic A: Layer comps
- Topic B: Transparency
- Topic C: Object styles
- Topic D: Transforming objects

### **Unit 5: Tables**

- Topic A: Creating tables
- Topic B: Changing table structure
- Topic C: Formatting tables

### **Unit 6: Text editing**

- Topic A: The Story Editor
- Topic B: The CS Review panel
- Topic C: Special characters
- Topic D: Column, frame, and page breaks

### **Unit 7: Long documents**

- Topic A: Sections
- Topic B: Tables of contents
- Topic C: Indexes and cross-references
- Topic D: Books
- Topic E: Footnotes