



Creating long documents with Adobe InDesign CS3

Introduction

Adobe InDesign CS3 contains many new features that permit the creation and maintenance of long documents. If you are a new or novice user of Adobe InDesign, this 3-day course will take you through the basics of setting up documents and entering and formatting text and graphics. You will then explore the new features that enable the creation of simple and complex numbering, table styling and the use of variables. The creation of TOCs, Indexes and Books will also be covered along with PDF output.

General information

- ▶ As an Adobe Authorised Training Centre (AATC), Armada meets the demanding standards specified by Adobe, ensuring a high standard of training.
- ▶ This is based on Adobe's official *Creating Long Documents with Adobe InDesign CS3* course.
- ▶ The trainer for this course is an Adobe Certified Instructor (ACI) for InDesign.
- ▶ Hands-on exercises familiarise delegates with the concepts and operations.

Who should attend?

This course is aimed at novice InDesign users who wish to build on and improve their basic knowledge.

Duration

Three days.

Courseware and certification

Delegates receive comprehensive courseware to refer to throughout the course, and to use as a refresher following the course.

Delegates are issued with a certificate confirming they have attended and successfully completed the course.

What version of InDesign is covered?

The standard course is based on InDesign CS3. Similar training can be provided for InDesign CS2.

Further information and cost

This course is arranged *on-demand* for your group, meaning that the course can be run on a date and at a location that suits you, which may be our training centre in Bromsgrove (close to Birmingham and the M5/M6/M40/M42 motorway network) or your venue.

For further details and cost, please see:

www.armadaonline.co.uk/courseindesign.htm.

Course outline

- ▶ **Part 1: The Work Area**
Explore and modify the interface and work area, navigate documents, set preferences and defaults, save and export files and create snippets.
- ▶ **Part 2: Setting up new InDesign documents**
Create new documents and set up master pages, create ruler guides and grids.
- ▶ **Part 3: Textual content**
Import and flow text, examine the text import filter options, link/unlink text frames, set text frame options and enter special characters.
- ▶ **Part 4: Find/Change and the Spell Checker**
Explore the powerful new features of the Find/Change command
- ▶ **Part 5: Typography**
Format text and explore the wealth of typographical control offered by InDesign.
- ▶ **Part 6: Working with Styles**
Define and apply character, paragraph and object styles, create and use nested character styles inside a paragraph.
- ▶ **Part 7: Working with Images**
Placing images and other InDesign files, using the new multi-file place command, modifying graphic frames and their contents, creating in-line frames, wrapping text around object and managing links.
- ▶ **Part 8: Layers**
Use layers to hold and control separate content, e.g. text and graphics.
- ▶ **Part 9: Numbering and Footnotes**
Set up and control simple and multi-level numbered lists and format them to include text and special characters like tabs and special spaces, etc. Set up and use footnotes.
- ▶ **Part 10: Variables**
Create and modify variables to hold and display repetitive data, set up running headers/footers and use variables to automatically number chapters in multi-document books.
- ▶ **Part 11: Tables and Table Styles**
Creating and editing tables, adding content, formatting tables and creating table and cell styles.
- ▶ **Part 12: Colour**
Create and apply colour to your documents.
- ▶ **Part 13: Create Books, Tables of Contents and Indexes**
Assemble a collection of documents in a book file, control styling, page and chapter numbering and generate lists and indexes.
- ▶ **Part 14: Object Libraries**
Working with an object library, changing the library display, cataloging objects.
- ▶ **Part 15: Preflighting, Packaging and Output**
Use the preflight command to check the integrity of a document and examine the PDF output flow and print commands.