



Adobe® InDesign® CS4: Level 2

Course Description

Using Adobe® InDesign® you created simple documents. Now, you need to create large documents that are attractive and that which can be accessed globally. In this course, you will deploy the advanced InDesign techniques to enhance the look and functionality of documents.

Course Objective

You will use the advanced features of Adobe® InDesign® CS4 to create and design content for the web and print.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- handle page elements.
- manage styles.
- develop complex paths.
- import and export data to external files.
- work with an XML file.
- manage long documents.
- export InDesign files to other formats.
- adjust print settings.

Course Content

Lesson 1: Handling Page Elements

Topic 1A: Create Duplicate Items

Topic 1B: Handle Text Layout

Topic 1C: Create Transparency

Topic 1D: Create Anchored Objects

Topic 1E: Manage a Library

Lesson 2: Managing Styles

Topic 2A: Import Styles from Microsoft® Word Documents

Topic 2B: Create Nested Styles

Topic 2C: Create Related Styles

Topic 2D: Apply Styles in a Sequence

Topic 2E: Manage Style Overrides

Topic 2F: Redefine Styles

Topic 2G: Break the Link Between Styles

Lesson 3: Developing Complex Paths

Topic 3A: Create Bézier Paths

Topic 3B: Create Clipping Paths

Topic 3C: Create Compound Paths

Topic 3D: Create Type Outlines

Lesson 4: Administering External Files

Topic 4A: Import Layered Files

Topic 4B: Merge Data

Lesson 5: Working with an XML File

Topic 5A: Integrate XML Content into a Document

Topic 5B: Import XML Content

Topic 5C: Create a Snippet

Lesson 6: Managing Long Documents

Topic 6A: Insert Footnotes

Topic 6B: Insert Text Variables

Topic 6C: Create Text Conditions

Topic 6D: Create Document Sections

Topic 6E: Create a Book

Topic 6F: Create the Table of Contents

Topic 6G: Create Hyperlinks

Topic 6H: Create Cross-References

Topic 6I: Generate an Index

Lesson 7: Exporting InDesign Files in Other Formats

Topic 7A: Export PDF Files

Topic 7B: Export Files for the Web

Topic 7C: Export Files for Animation

Lesson 8: Adjusting Print Settings

Topic 8A: Manage Colors

Topic 8B: Preview the Print Output

Topic 8C: Create Print Presets

Appendix A: Organizing Assets Using Adobe® Bridge**Appendix B: Working with Adobe Bridge**

Supplemental Topic: Work with Adobe Bridge

Appendix C: Appending Metadata and Keywords to Assets

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Appendix D: Adobe Certified Expert (ACE) Objectives Mapping