

Adobe InDesign CS4: Styles and Multipage Documents

Course Summary

Description

Now that you can create, import and modify your content in InDesign, it's time to create styled, multipage documents. We'll show you how to save time and create consistency using libraries and object, text and table styles. Master Pages will help you add headers, footers and pagination to your multipage documents. We'll also show you some advanced text options such as bullets and numbering, advanced find/change and spell checking. We'll even get to some advanced effects and talk about best object and layer management practices.

Topics

- Brief review
- Working with multi-page documents
- Master items
- Working with styles
- Advanced text options
- Transparency and effects
- Working with layers

Prerequisites

Students should have taken the Adobe InDesign CS4 before attending this course.

Duration

Three days

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Course Outline

I. Brief review

- A. workspace
- B. working with images
- C. working with text
- D. bringing it all together
- E. output options

II. Working with multi-page documents

- A. navigating
- B. adding/deleting/duplicating/moving pages
- C. working with spreads
- D. master text frame

III. Master items

- A. master page basics
- B. local overrides/detaching items
- C. remastering/reapplying master items
- D. automatic page numbering/numbering and section options

IV. Working with styles

- A. defining text styles
- B. loading/importing styles
- C. applying styles and style overrides
- D. clearing overrides
- E. redefining and deleting styles
- F. drop cap and nested styling
- G. defining/working with object styles
- H. styles between applications

V. Advanced text options

- A. spell check
- B. find/change text
- C. keep options
- D. working with tabs
- E. working with tables
- F. headers and footers
- G. bullets and numbering
- H. footnotes/endnotes

VI. Transparency and effects

- A. object transparency
- B. overprinting colours
- C. drop shadow
- D. feather
- E. corner effects
- F. flattener presets and preview

VII. Working with layers

- A. creating/deleting/modifying layers
- B. layer options
- C. layer transparency
- D. exporting with layers