

# InDesign CS2 Introduction

## 2 day course

### Overview

You are starting to familiarize yourself with print layout and design using InDesign. You would like to learn about the tools and features available to you in InDesign CS2. In this course, you'll work with some of the tools and features to create eye-catching printed documents using InDesign CS2.

### Course Objective

You will utilize Adobe InDesign CS2 to create and deliver eye-catching printed documents and design content for the web.

### Target student

This course is intended for graphic designers, creative professionals, print professionals, publishers, pre-press professionals, and marketing communications professionals.

### Prerequisites

Before taking this course, the student must have basic PC skills, including a basic understanding of a computer's operating system, how to launch an application and create and save files, as well as how to copy files from CDs and other media.

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## Course Content:

### Managing the InDesign Environment

- Introduction to InDesign
- Customize Your Workspace
- Set General Preferences
- Manage Document Presets

### Designing Documents

- Create a New Document
- Alter a Document's Layout
- Create the Structure of a Document
- Develop Master Pages
- Manage Text and Graphic Placement
- Develop Layers

### Managing Text

- Add Text
- Edit Text
- Spell Check Text
- Thread Text
- Change Text Threads
- Format Characters
- Format Paragraphs
- Manage Styles

### Utilizing Colors, Swatches, and Gradients

- Utilize Color
- Utilize Swatches
- Apply Fills, Gradients, and Strokes

### Managing Transparency

- Apply Transparency
- Apply Transparency Flattener Presets

### Utilizing Tables

- Create a Table
- Modify a Table
- Format a Table

**Preparing for Handoff to a Service Provider**

- Check Documents for Problems
- Print a Document
- Package Files
- Preview Output

**Creating Acrobat PDF Files**

- Prepare PDF Files for Web Distribution
- Manage PDF Presets
- Export PDF Files for Printing

**Administering Advanced Styles**

- Manage Style Overrides
- Base One Style on Another
- Import and Redefine Styles

**Controlling Text**

- Create and Use Anchored Objects
- Flow Text and Inline Graphics
- Handle Text Layout
- Merge Data

**Handling Page Elements and Graphics**

- Duplicate Items
- Locate Assets Using Adobe Bridge
- Place Items from Other Applications
- Align, Size, and Transform Images
- Manage Libraries

**Developing Bezier Paths**

- Draw and Edit Bézier Paths
- Create Compound Paths
- Create Clipping Paths
- Create Type Outlines

**Managing Long Documents**

- Create Document Sections
- Create a Table of Contents
- Generate an Index
- Insert and Format Footnotes
- Add and Edit Hyperlinks
- Create a Book

**Importing and Exporting Files**

- Import Layered Files
- Export PDF Files

**Adjusting Print Settings**

- Create Print Presets
- Preview Print Output

**Working with XML**

- Integrate XML into a Document
  - Import XML
  - Export XML
  - Integrate XML with Tables
  - Create and Use a Snippet
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