

# Adobe® InDesign® CS4: Migration



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## Course Duration 2.0 days

### Course Description

You have been used to using an alternative electronic design tool, but are now wishing to migrate your skills across to Adobe InDesign CS4. In this course you will familiarize yourself with print layouts and designs using Adobe InDesign. You want to learn about the tools and features available to you in Adobe InDesign CS4. In this course, you will work with some of the tools and features to create eye-catching printed documents using InDesign CS4.

### Course Objective:

You will transfer your existing skills to Adobe InDesign CS4 so you can confidently use the various features of Adobe InDesign CS4 to create and deliver eye-catching printed documents.

### Target Student:

This course is intended for students who want to transfer their skills from QuarkXpress to InDesign.

## Course Content

Discuss key differences and terminology between QuarkXpress and Adobe InDesign CS4.

### Lesson 1: Exploring the InDesign Environment

- Topic 1A: Explore the InDesign Interface
- Topic 1B: Customize the Interface
- Topic 1C: Explore the Navigation Controls
- Topic 1D: Set General and Interface Preferences

### Lesson 2: Designing Documents

- Topic 2A: Create a Document
- Topic 2B: Add Text
- Topic 2C: Add Graphic
- Topic 2D: Convert Other Application Files to InDesign

### Lesson 3: Enhancing Documents

- Topic 3A: Format Characters and Paragraphs
- Topic 3B: Apply Colour, Swatches, and Gradients
- Topic 3C: Apply Fills and Strokes
- Topic 3D: Create and Apply Styles

### Lesson 4: Working with Page Elements

- Topic 4A: Arrange Objects
- Topic 4B: Align Objects
- Topic 4C: Manage Page Elements with Layers
- Topic 4D: Set Up Pages

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## Lesson 5: Managing Objects

- Topic 5A: Transform Objects
- Topic 5B: Edit Objects
- Topic 5C: Thread Text Frames
- Topic 5D: Search and Replace Objects
- Topic 5E: Edit Text

## Lesson 6: Working with Tables

- Topic 6A: Create a Table
- Topic 6B: Modify a Table Structure
- Topic 6C: Format a Table
- Topic 6D: Create Table and Cell Styles

## Lesson 7: Finalizing Documents

- Topic 7A: Check Documents for Errors
- Topic 7B: Print a Document
- Topic 7C: Package Files
- Topic 7D: Export PDF Files for Commercial Printing
- Topic 7E: Prepare PDF Files for Web Distribution

## Lesson 8: 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 9: 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 10: Developing Complex Paths

- Topic 3A: Create Bézier Paths
- Topic 3B: Create Clipping Paths
- Topic 3C: Create Compound Paths
- Topic 3D: Create Type Outlines

## Lesson 11: Administering External Files

- Topic 4A: Import Layered Files
- Topic 4B: Merge Data

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## **Lesson 12: Working with an XML File**

- Topic 5A: Integrate XML Content into a Document
- Topic 5B: Import XML Content
- Topic 5C: Create a Snippet

## **Lesson 13: 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 14: 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 15: Adjusting Print Settings**

- Topic 8A: Manage Colours
- 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**

Supplemental Topic: Append Metadata and Keywords to Assets

### **Appendix D: Adobe Certified Expert (ACE) Objectives Mapping**

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