

Outline for InDesign® 3.0.1 Short Class

This is a class for students who already have some Page Layout experience, with either Adobe PageMaker or Quark XPress. The class is **not** for students who have never used a Page Layout program. This class will make it easy for users to migrate to InDesign from other applications.

Adobe InDesign User Interface

- Similarities with Illustrator and Photoshop
- Layers, Color Palettes, Characters Palette
- Setting of measurements and increments
- Eyedropper tool for styles and color

Unlimited Undo and Redo

Keyboard shortcuts

- Availability of Quark Shortcuts
- Ability to customize shortcuts

Preview Mode for viewing without guides etc.

Document creation

- Facing pages vs non, Master Frames

Creating Frames

- Various types of frames
- Adding color

Color Palette and Swatches palette

- Creating a custom color

Text handling

- Placing text
- Linking text frames
- Formatting text manually
- Formatting text with Paragraph and Character Styles
- Optical Margin Alignment
- Optical Kerning
- Paragraph Composer

OpenType

- Description of OpenType
- Fractions, Glyphs palette

Working with Graphics and Transparency

- Placing native PS files
- Text Wrap around graphics
- Drop Shadows on text – live active editing etc.
- Dynamic Picture Preview for cropping and arranging

Tables

- Creating from tabbed text in InDesign
- Importing of .doc and .xls files
- Formatting tables

Printing

- New User Interface – no need for Adobe PS
- Features such as thumbnails, printing of guides etc.

PDF Export

Introduction to Libraries

Introduction to Master pages

- Create master page items
- Create auto page numbering

Overview discussion of the following features

- Books
- TOC & Indexing
- XML CrossMedia