

Ruth Stryker Training



CERTIFIED EXPERT
CERTIFIED INSTRUCTOR

InDesign CS4 (2 days)

No prerequisite

Getting Started

- The Adobe InDesign Environment
- Elements of an InDesign Document
- Navigation
- The Panels
- Preferences and Defaults
- InDesign Help

Basic Documents

- New Documents
- Document Presets
- Measurement Systems
- Insert Pages
- Text Frames
- Character Formatting
- Creating Text
- Placing Text
- Graphics Frames
- Graphics Formats
- Place Graphics
- Stacking Order
- Place InDesign Documents
- Import Options
- Swatches Panel
- Custom Colors
- Load and Save Swatches

Guides and Master Pages

- Precise Positioning
- Ruler Guides
- Smart Guides
- Control Panel
- Rename Master Pages

- Edit Master Pages
- Insert Page Numbers
- Locking Masters
- Create New Master Pages
- Parent and Child Master Pages
- Load and Copy Master Pages
- Apply Master Pages
- Override a Master Item

Typesetting

- Text Frame Threading
- Smart Text Reflow
- Unthread Text Frames
- Multiple-column Text Frames
- Jump-line Page Numbers
- Paragraph Formatting Controls
- Setting Tabs
- Show Hidden Characters
- Indents
- Keep Options
- Bulleted and Numbered Lists
- Drop Caps
- Paragraph Spacing
- Paragraph Rules
- Find/Change
- Using Styles
- Importing Styles
- Paragraph Styles
- Nested Styles
- Editing Styles
- Character Styles
- Style Groups

Modifying Items

- Position Text
- First Baseline Offset
- Format Frame Edges
- Modify Graphics
- Place Photoshop files
- Text Wrap
- Rotate Frames and Graphics
- Scale Objects
- Nested Frames
- Group Items
- Manipulate Items Within Groups
- Create New Layers
- Duplicate and Delete Layers
- Hide and Lock Layers
- Layer Stacking Order
- Assign Items to Layers
- Merge Layers and Flatten a Document

Finalizing a Document

- Dynamic Spell Checking
- Autocorrect
- Print a Proof
- Save a Preset
- Export a PDF
- Check Picture Usage
- Check Font Usage
- Preflight and Package