

## InDesign CS3: Level 2

1 Day

### Description

This course is designed for students who want to use Adobe InDesign to create professional documents and print layouts. You should have little or no experience using Adobe InDesign. You will get the most out of this course if your goal is to learn how to use Adobe InDesign CS3 to create professional print documents and publications.

### Objectives

After completing this course, you will know how to:

- Set up multiple-page spreads, create tint and gradient swatches, use object libraries and snippets, and evenly space and align items.
- Create and edit vector paths, create and edit clipping paths, and wrap type on a path.
- Manually resize type; use Quick Apply, create nested styles, create path-based text wraps, and convert type to outlines; precisely control leading, hyphenation, justification, and horizontal spacing in text; and use shortcuts with fonts.
- Use layer comps in a placed PSD file, create lighting effects, adjust transparency, define and use object styles, and transform objects by using the Pathfinder panel and Transform Again commands.
- Create, modify, and format tables; add headers and footers to tables; and merge table cells.
- Edit text with the Story Editor; insert special characters; create column, frame, and page breaks; and use anchored objects.
- Create sections, tables of contents, and indexes for a document; combine several documents into a book file for printing; and insert footnotes.

#### Efficient layout

Document setup  
Tint and gradient swatches  
Object libraries and snippets  
Item spacing

#### Vector paths

Vector path creation  
Vector paths and pictures  
Vector paths and type

#### Typography

Manual type resizing  
Quick apply  
Nested styles  
Graphics in typography  
Precise leading control  
Composition, hyphenation, and justification  
Horizontal spacing  
Typography shortcuts

#### Graphics

Layer comps  
Transparency

#### Object styles

Transforming objects

#### Tables

Creating tables  
Changing table structure  
Formatting tables

#### Text editing

Story editor  
Special characters  
Column, frame, and page breaks  
Anchored objects

#### Long Documents

Sectioning  
Tables of contents  
Indexing  
Books  
Footnotes