

## InDesign CS3: Level 2, ACE Edition + CertBlaster

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**Course Length:** 1-day (6+ hours)

**Prerequisites:** InDesign CS3: Basic or equivalent experience

**What's in InDesign CS3: Level 2, ACE Edition + CertBlaster:**

This ILT Series course builds on the concepts and skills taught in Adobe InDesign CS3: Level 1. Students will learn how to use the application to create professional-looking layouts more efficiently. Specifically, they will learn how to set up multi-page spreads, work with vector paths, format type using advanced features, create lighting effects, adjust transparency, define object styles, explore the use of tables in a document, use the Story Editor, and manage long documents.

### Topic-Level Outline

#### Unit 1 : Efficient layout

*Topic A: \* Document setup*

A-1: Setting up a multiple-page spread

*Topic B: \* Tint and gradient swatches*

B-1: Creating tint swatches

B-2: Creating gradients

*Topic C: \* Object libraries and snippets*

C-1: Creating an object library and adding items to it

C-2: Placing library items

C-3: Creating and placing a snippet

*Topic D: \* Item spacing*

D-1: Stepping and repeating items

D-2: Aligning and distributing items

#### Unit 2 : Vector paths

*Topic A: \* Vector path creation*

A-1: Drawing vector paths

A-2: Editing vector paths

*Topic B: \* Vector paths and pictures*

B-1: Creating clipping paths

*Topic C: \* Vector paths and type*

C-1: Wrapping type on a path

#### Unit 3 : Typography

*Topic A: \* Manual type resizing*

A-1: Resizing type interactively

*Topic B: \* Quick Apply*

B-1: Using Quick Apply

*Topic C: \* Nested styles*

C-1: Creating and applying a nested style

*Topic D: \* Graphics in typography*

D-1: Specifying text wrap based on image contours

D-2: Creating a type mask

*Topic E: \* Precise leading control*

E-1: Snapping text to a baseline grid

E-2: Applying justified leading

*Topic F: \* Composition, hyphenation, and justification*

F-1: Adjusting hyphenation

F-2: Controlling hyphenation for specific words

F-3: Setting justification

*Topic G: \* Horizontal spacing*

G-1: Adjusting tracking

G-2: Adjusting kerning

*Topic H: \* Typography shortcuts*

H-1: Creating and using shortcuts

#### Unit 4 : Graphics

*Topic A: \* Layer comps*

A-1: Selecting layer comps in a PSD file

*Topic B: \* Transparency*

B-1: Creating semi-transparent lighting effects

B-2: Adjusting opacity

*Topic C: \* Object styles*

C-1: Defining and using object styles

*Topic D: \* Transforming objects*

D-1: Using the Pathfinder panel to transform objects

D-2: Using the Transform Again command

#### Unit 5 : Tables

*Topic A: \* Creating tables*

A-1: Converting text to a table

A-2: Generating a table from a Microsoft Word file

*Topic B: \* Changing table structure*

B-1: Inserting a header and footer

B-2: Merging table cells

*Topic C: \* Formatting tables*

C-1: Changing the color in table cells

C-2: Positioning text in table cells

C-3: Adjusting stroke and border attributes

C-4: Adjusting a table with the Table panel

C-5: Creating a table style

C-6: Applying a table style

#### Unit 6 : Text editing

*Topic A: \* Story Editor*

A-1: Editing with the Story Editor

*Topic B: \* Special characters*

B-1: Adding special characters

*Topic C: \* Column, frame, and page breaks*

C-1: Using break characters

*Topic D: \* Anchored objects*

D-1: Placing anchored objects

#### Unit 7 : Long documents

*Topic A: \* Sectioning*

A-1: Sectioning a document

*Topic B: \* Tables of contents*

B-1: Generating a table of contents

B-2: Generating additional tables

*Topic C: \* Indexing*

C-1: Indexing a document

*Topic D: \* Books*

D-1: Creating a book

D-2: Exporting a book

*Topic E: \* Footnotes*

E-1: Inserting and formatting footnotes

Appendix A : ACE exam objectives map

*Topic A: \* Comprehensive exam objectives*