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Microsoft®
GOLD CERTIFIED

Partner

isett seta
COMMITTED TO SKILLS DEVELOPMENT IN THE ICT SECTOR
Accreditation No.: ACC02 000 077

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InDesign CS4: Advanced, ACE Edition + CertBlaster

ISBN-10: 1-4260-0515-6

Duration: One day

Description:

This ILT series course builds on the fundamentals taught in InDesign CS4: Basic, ACE Edition. Students will start by learning how to create complex document structures, create tint and gradient swatches, and use object libraries and snippets to work more efficiently. Students will then learn how to create vector paths and wrap type on a path. Students will also learn advanced typography and composition techniques. In addition, students will work with graphics, object styles, tables, special characters, and the Story Editor. Finally, students will learn how to manage long documents.

Prerequisites: *InDesign CS4: Level 2, ACE Edition* or equivalent experience

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: * Creating vector paths*

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: Flowing 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: * Automated styles*

C-1: Creating and applying a nested style

C-2: Creating and applying a GREP 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: Changing stroke and border attributes

C-4: Adjusting a table with the Table panel

C-5: Adding editorial notes

C-6: Creating a table style

C-7: 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

Unit 7 : Long documents

*Topic A: * Sections*

A-1: Dividing a document into sections

A-2: Adding a running header

*Topic B: * Tables of contents*

B-1: Generating a table of contents

B-2: Generating additional tables

*Topic C: * Indexes and cross-references*

C-1: Indexing a document

C-2: Inserting a cross-reference

*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*