

# **Adobe InDesign CS3: Level 2**

## **Course Description:**

Using Adobe® InDesign®, you have created simple documents. Now, you may need to create huge documents that are attractive as well as can be accessed globally. In this course, you will deploy the advanced InDesign techniques to enhance the look and functionality of your documents.

## **Course Objective:**

You will use the advanced features of Adobe InDesign CS3 to create and design content for print and web.

## **Target Student:**

The target student is any professional who would like to create and design print documents.

## **Prerequisites:**

To ensure successful completion of this course, we recommend that you first complete the Adobe InDesign CS3: Level 1 course or have equivalent knowledge.

## **Performance-Based Objectives:**

Upon successful completion of this course, students will be able to:

- manage styles.
- develop complex paths.
- handle page elements.
- import and export data to external files.
- work with XML.
- manage long documents.
- adjust print settings.

## **Course Content:**

### **Lesson 1: Managing Styles**

Topic 1A: Manage Style Overrides

Topic 1B: Base One Style on Another

Topic 1C: Apply Styles in a Sequence

Topic 1D: Import Styles from a Microsoft® Word Document

Topic 1E: Redefine Styles

### **Lesson 2: Developing Complex Paths**

Topic 2A: Create Bézier Paths

Topic 2B: Create Compound Paths

Topic 2C: Create Clipping Paths

Topic 2D: Create Type Outlines

### **Lesson 3: Handling Page Elements**

Topic 3A: Place Inline Graphics

Topic 3B: Manipulate Graphics

Topic 3C: Handle Text Layout

Topic 3D: Create Duplicate Items

Topic 3E: Create Anchored Objects

Topic 3F: Manage Libraries

### **Lesson 4: Administering External Files**

Topic 4A: Locate Assets Using Adobe® Bridge

Topic 4B: Merge Data

Topic 4C: Import Layered Files

Topic 4D: Export PDF Files

Topic 4E: Export XHTML Files

### **Lesson 5: Working with XML**

Topic 5A: Integrate XML into a Document

Topic 5B: Import XML

Topic 5C: Export Documents as XML Files

Topic 5D: Create a Snippet

## **Lesson 6: Managing Long Documents**

Topic 6A: Create Hyperlinks

Topic 6B: Insert Footnotes

Topic 6C: Insert Text Variables

Topic 6D: Create the Table of Contents

Topic 6E: Generate an Index

Topic 6F: Create Document Sections

Topic 6G: Create a Book

## **Lesson 7: Adjusting Print Settings**

Topic 7A: Create Print Presets

Topic 7B: Preview Print Output

## **Appendix A: Adobe® Certified Expert (ACE) Program**