

InDesign CS3: Advanced, ACE Edition + CertBlaster, Student Manual

Duration:

One day

Description:

This ILT series course builds on the fundamentals taught in InDesign CS3: Basic. Students will learn how to create multiple-page spreads, tint and gradient swatches, object libraries, and snippets. Students will learn how to use Step and Repeat; vector, clipping, and text paths; manually resize type, apply a nested style; create a type mask; control leading and alignment; learn composition methods and keyboard shortcuts; use layers in placed graphic files; use transparency and lighting effects; apply object styles and transform objects; convert text to a table, modify tables; import Word and RTF documents; edit text in Story Editor; use special characters and Open Type fonts; create anchored objects; create sections in a document; generate a table of contents and an index; insert footnotes; and combine documents into a book file and export it to PDF.

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Topic B: Tint and gradient swatches

Topic C: Object libraries and snippets

Topic D: Item spacing

Unit 2: Vector paths

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Topic C: Vector paths and type

Unit 3: Typography

Topic A: Manual type resizing

Topic B: Quick Apply

Topic C: Nested styles

Topic D: Graphics in typography

Topic E: Precise leading control

Topic F: Composition, hyphenation, and justification

Topic G: Horizontal spacing

Topic H: Typography shortcuts

Unit 4: Graphics

Topic A: Layer comps

Topic B: Transparency

Topic C: Object styles

Topic D: Transforming objects

Unit 5: Tables

Topic A: Creating tables

Topic B: Changing table structure

Topic C: Formatting tables

Unit 6: Text editing

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Topic C: Column, frame, and page breaks

Topic D: Anchored objects

Unit 7: Long documents

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Topic C: Indexing

Topic D: Books

Topic E: Footnotes

Appendix A: ACE exam objectives map

Topic A: Comprehensive exam objectives