



# InDesign CS5

Conejo Valley Adult Education  
Computer Training Center

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## InDesign CS5, Level I

- **Getting to Know the Work Area.** Looking at the work area, Changing the magnification of your document, Navigating through your document
- **Setting Up Your Document.** Creating and saving a custom page size, Starting a new document, Editing master pages, Adding guides to the master, Renaming the master page, Creating a master page for footers, Dragging guides from rulers, Creating a footer text frame in the master page, Creating a placeholder master, Adding a title placeholder frame, Adding a placeholder frame for graphics, Drawing a colored shape, Creating text frames with columns, Applying the masters to document pages, Adding sections to change page numbering, Adding new pages, Deleting and arranging pages, Placing text and graphics on the document pages, Overriding master page items on document pages, Editing master pages.
- **Working with Frames.** Modifying text frames, Modifying graphics frames, Resizing a graphics frame, Creating new frames and adjusting the contents, Orienting objects in space.
- **Importing and Editing Text.** Creating and entering text, Flowing text, Flowing text automatically, Working with styles, Loading styles from another document, Vertically aligning text, Threading text, Adding a page continuation note, Finding and changing, Checking Spelling of a story, Adding words to a dictionary, Checking Spelling dynamically, Automatically correcting misspelled words, Checking Spelling with other languages, Drag and drop text editing, Using the story editor, Creating text on a path.
- **Working with Typography.** Adjusting vertical spacing, Changing fonts and type style, Changing paragraph alignment, Applying special font features, Adjusting the letter and word spacing, Working with tabs, Adding a rule below a paragraph.
- **Working with Color.** Defining printing requirements, Adding colors to the Swatches palette, Applying colors to objects, Creating dashed strokes, Working with gradients, Creating a tint, Creating a spot color, Applying color to text, Using advanced gradient techniques, Color management: An overview, Setting up color management in InDesign CS2, A look at the Bridge, Color-managing imported graphics, Assigning a profile after importing an image, Embedding a profile in a Photoshop image, Setting up color management in Photoshop CS2, Assigning a profile while importing a graphic.
- **Working with Styles.** Creating and applying object styles, Creating and applying character styles, Creating and applying paragraph styles, Nesting character styles inside paragraph styles, Globally updating styles, Loading styles from another document.
- **Importing and Linking Graphics.** Adding graphics from other programs, Comparing vector and bitmap graphics, Updating revised graphics, Adjusting view quality, Working with clipping paths, Importing a Photoshop file and alpha channels, Placing native files, Using a library to manage objects, Creating a library, Using Adobe Bridge to import graphics.
- **Creating Tables.** Importing and formatting a table, Using graphics within tables, Formatting text within a table.