

## **GRDSN 168 INDESIGN II**

### **Course Outline**

#### **Chapter 1 – Document Layout**

- CP-06.167 Control master pages.
- CP-06.168 Create and use document templates.
- CP-06.169 Add, delete, and rearrange pages in a document.
- CP-06.170 Create spreads with more than two pages.
- CP-06.171 Control pagination with the options in the Pages palette.
- CP-06.172 Create longer documents in seconds using automatic text flow.
- CP-06.173 Create document structure with grids and guides
- CP-06.174 Use layers to create versioned documents.
- CP-06.175 Use the Automatic Layout Adjustment feature.

#### **Chapter 2 – Long Documents**

- CP-06.176 Work with consistency on large projects and collaborative projects.
- CP-06.177 Create document sections.
- CP-06.178 Apply custom page numbering systems.
- CP-06.179 Alter document pagination in multiple-file projects.
- CP-06.180 Create tables of contents using lists.
- CP-06.181 Build and generate an index, and create custom index entries.

#### **Chapter 3 – Multiple Documents**

- CP-06.182 Create document consistency using multiple page masters and master documents.
- CP-06.183 Import styles and swatches to create a master document.
- CP-06.184 Store reusable content using the Library function.
- CP-06.185 Create tables of contents and indexes from multiple files using InDesign's Book function.

#### **Chapter 4 – Advanced Typesetting**

- CP-06.186 Define column specifications, text inset, and vertical alignment.
- CP-06.187 Copy text attributes with the Eyedropper tool.
- CP-06.188 Copyfit using the advanced hyphenation and justification options.
- CP-06.189 Adjust baseline positions.
- CP-06.190 Create and modify type on a path.
- CP-06.191 Create tables with advanced InDesign features.

#### **Chapter 5 – Controlling and Editing Objects**

- CP-06.192 Use advanced path operations.
- CP-06.193 Align, distribute, and arrange objects.
- CP-06.194 Place images and graphics within text.

- CP-06.195 Create and modify clipping paths.
- CP-06.196 Wrap text around objects on the page.
- CP-06.197 Use and control transparency modes.

### **Chapter 6 – Advanced Color**

- CP-06.198 Work with the various color models used in the graphic-arts industry.
- CP-06.199 Use software –based color management.
- CP-06.200 Apply color management in InDesign.

### **Chapter 7 – Managing Output**

- CP-06.201 Set up trapping for an InDesign document.
- CP-06.202 Preflight an InDesign document.
- CP-06.203 Export InDesign pages as EPS files for use in other layouts or in other applications.

### **Chapter 8 – Working with PDF**

- CP-06.204 Use the PDF format.
- CP-06.205 Embed fonts.
- CP-06.206 Publish a PDF version of an InDesign document to a Web page.
- CP-06.207 Export a high-resolution press-ready PDF version of an InDesign document.
- CP-06.208 Use PDF files for proofs.
- CP-06.209 Use security controls.
- CP-06.210 Optimize PDF files for various uses.
- CP-06.211 Use tagged PDF files.
- CP-06.212 Place PDF files into InDesign documents.

### **Chapter 9 – HTML and XML**

- CP-06.213 Use HTML and XML markup languages.
- CP-06.214 Create designs that accommodate all Web users.
- CP-06.215 Apply hyperlinks to documents destined for the Web.
- CP-06.216 Export an InDesign document to HTML
- CP-06.217 Export structures XML from InDesign.
- CP-06.218 Import XML into an empty document.