



WELCOME TO INDESIGN® CS2

WELCOME TO INDESIGN CS2 introduces all of the **fundamentals** necessary to professionally edit, retouch and creatively process your images. This is a beginner course intended for users with little or no InDesign experience.

Attendees are welcome to bring and use their MacBooks or other laptops if they wish. Training and handouts are designed for the latest versions of **InDesign® CS2**.

WELCOME TO INDESIGN CS2
(6 Hour Hands-on course)

Prerequisites: Knowledge of Mac or Windows OS.
Experience with graphics or word processing applications is helpful.

QUICK TOUR

- Opening documents
- Keyboard commands
- Navigating & Selections
- Context menus
- Duplicating & Overlapping objects
- Preview mode

STARTING

- Setting up new documents
- Margins & guides
- Custom workspaces
- Saving
- Preferences & Defaults

FRAMES

- Text frames vs. graphics frames
- Importing Photoshop files
- Layer Support
- Cropping & scaling
- Why use photo frames?

TEXT

- Text blocks, Flowing & Threading
- Improved Word import
- Columns
- Spell checking
- Type on a curve

BASIC TEXT FORMATTING

- Applying attributes
- Font, size, color
- Kerning & tracking
- Paragraph spacing & alignment
- Hyphenation & justification
- Eye dropper

MODIFY & MANAGE IMPORTS

- Importing graphics & PDF files
- Alternate ways to import
- Importing vs. embedding
- Adobe Bridge
- Clipping paths & alpha channels
- Rotate, slant, flip
- Links palette & Updating graphics
- Wrapping text around objects

TRANSPARENCY & EFFECTS

- Adjusting opacity & Blending modes
- Drop shadows & feathering
- Round corners

TEXT MANAGEMENT

- Paragraph styles
- Character Styles
- OpenType and Glyphs
- Special characters & Drop caps

- Drag & drop text
- Text rules
- Spell & Live spell checking

DRAWING

- Lines and shapes
- Fill, strokes, color
- Color picker
- Gradients
- Align & distribute
- Pathfinder
- Transforming

MANAGING OBJECTS & LAYOUT

- Object styles
- Libraries
- Snippets

PAGES, LAYERS, ORGANIZATION

- Page numbers, sections
- Master pages
- Layers

PRINT, EXPORT & OUTPUT

- Separation Preview
- Exporting to PDF & PDF-X
- Preflighting & packaging
- Printing Basics

Attendees receive: CD (Mac and Windows compatible) with lesson files, notes and instructions. Seating is limited to nine students. Individual student fee is \$299. \$279 per student for 3 or more. Educators are eligible for 25% off the individual fee per registering attendee for Intro and Intermediate classes. ComputerTree reserves the right to reschedule class dates with 72 hr. notice, due to low enrollment.

About the instructor: *Mical Fowler is a thought leader and reformed Art Director who has been shaking up the graphics status quo since the Macintosh appeared in 1984. Equally at home in print, multimedia and video design and production, he has taught hundreds of classes in professional graphics applications, including Photoshop®, InDesign®, Illustrator®, Acrobat®, Final Cut Pro®, Dreamweaver®, Flash® and others.*

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