

TOTAL TRAINING™ FOR ADOBE® INDESIGN® CS3

ESSENTIALS

QUICK REFERENCE GUIDE

Part 1 –

1 QUICK START TOUR OF INDESIGN CS3 35:14

- 1 Creating a New Document
- 2 Creating Guides
- 3 Placing Photoshop® Files
- 4 Placing Illustrator® Files
- 5 Using Transparency Effects
- 6 Placing & Formatting Text
- 7 Exporting to Adobe PDF

2 CUSTOMIZING THE INTERFACE 18:37

- 1 Navigating the New Interface
- 2 Introducing the Control Panel
- 3 Customizing Keyboard Shortcuts
- 4 Customizing Menus

3 ADJUSTING APPLICATION PREFERENCES 24:30

- 1 Adjusting Interface Preferences
- 2 Customizing Typography
- 3 Adjusting Units, Grids & Guides
- 4 Customizing Spell Check
- 5 Controlling Display Settings
- 6 Handling Files & Clipboards

4 WORKING WITH DOCUMENTS 21:14

- 1 Creating New Documents
- 2 Working with Document Presets
- 3 Working with Templates
- 4 Opening Existing Documents
- 5 Missing Fonts & Outdated Links
- 6 Saving Backwards for Compatibility

5 NAVIGATING INDESIGN DOCUMENTS 17:00

- 1 Navigating Pages & Layers
- 2 Zooming & Panning in a Document
- 3 Previewing a Document
- 4 Exploring Adobe Bridge®

6 USING GUIDES & GRIDS 16:20

- 1 Working with Margins & Columns
- 2 Setting Up Rulers
- 3 Working with Guides
- 4 Using Advanced Guide Techniques

7 ADDING TEXT TO YOUR LAYOUTS 28:58

- 1 Understanding Frame Types
- 2 Formatting Text
- 3 Selecting Text
- 4 Placing Text Content
- 5 Threading Text Frames
- 6 Creating Text on a Path
- 7 Auto-Flowing Text Stories

8 CHARACTER FORMATTING OPTIONS 21:15

- 1 Choosing Fonts
- 2 Controlling Font Size & Leading
- 3 Exploring Character Options
- 4 Adjusting Tracking & Kerning
- 5 Using the Eyedropper Tool

9 PARAGRAPH FORMATTING OPTIONS 19:24

- 1 Controlling Alignment Options
- 2 Understanding Indents & Spacing
- 3 Controlling Hyphenation
- 4 Creating Drop Caps
- 5 Using Optical Margin Alignment

10 FORMATTING TEXT WITH STYLES 24:54

- 1 Creating Paragraph Styles
- 2 Applying Styles
- 3 Understanding Next Styles
- 4 Clearing Style Options
- 5 Redefining Styles
- 6 Importing & Managing Styles
- 7 Managing Styles

11 DESIGNING WITH TABS & TABLES 27:29

- 1 Formatting Text with Tabs
- 2 Creating, Selecting & Navigating Tables
- 3 Formatting Tables & Cells
- 4 Saving Time with Table & Cell Styles
- 5 Final Comments & Credits

Part 2 –

1 PLACING PHOTOSHOP® FILES 27:46

- 1 Introduction to Placing Photoshop Files
- 2 Scaling Images
- 3 Modifying Object Layer Options
- 4 Frame & Content Fitting Options
- 5 Placing Multiple Files
- 6 Managing Linked Images

2 PLACING ILLUSTRATOR® & INDESIGN® FILES 23:24

- 1 Placing Illustrator Files
- 2 Placing InDesign Files
- 3 Working with Snippets
- 4 Using Libraries

3 WORKING WITH SHAPES & TEXT WRAP 33:12

- 1 Creating Shapes & Frames
- 2 Customizing Shapes
- 3 Transforming Shapes
- 4 Aligning & Distributing Shapes
- 5 Applying Text Wrap

4 WORKING WITH COLOR & SWATCHES 25:59

- 1 Applying a Stroke Color
- 2 Choosing Colors in the Color Panel
- 3 Creating New Color Swatches
- 4 Working with Gradient Swatches
- 5 Managing Swatches

5 WORKING WITH LAYERS 15:08

- 1 Creating Layers
- 2 Putting Content on Layers
- 3 Managing Layers

6 EFFECTS & TRANSPARENCY 23:00

- 1 Introducing Transparency
- 2 Using Transparency
- 3 Exploring New Effects
- 4 Finding Transparency

7 INTRODUCING OBJECT STYLES 19:31

- 1 Creating New Object Styles
- 2 Applying Object Styles
- 3 Updating Object Styles
- 4 Defining Default Object Styles

8 PREFLIGHT, PRINT & PDF 31:34

- 1 Preflighting Files
- 2 Packaging for Output
- 3 Understanding Printing Options
- 4 Exporting to Adobe PDF
- 5 Final Comments & Credits