

Adobe InDesign CS3

Chapter 1: Getting to Know the Work Area

- Looking at the work area
- About the Tools panel
- About the Control panel
- About the document window
- Multiple document windows
- Viewing and arranging panels
- Customizing your workspace
- Using panel menus
- Changing the magnification of a document
- Using the view commands and magnification menu
- Using the Zoom tool
- Navigating through your document
- Turning pages
- Scrolling through a document
- Using the Navigator panel
- Using context menus
- Selecting objects
- Using InDesign Help
- Using keywords, links, and the index
- Locating a topic using the index

Chapter 2: Setting Up Your Document

- Creating and saving custom page settings
- Creating a new document
- Switching between open InDesign documents
- Working with master pages
- Adding guides to the master
- Dragging guides from rulers
- Creating a text frame on the master page
- Renaming the master page
- Creating additional master pages
- Creating a placeholder master

- Adding a title placeholder frame
- Adding placeholder frames for graphics
- Wrapping text around a graphic
- Drawing colored shapes
- Creating text frames with columns
- Applying the masters to document pages
- Adding sections to change page numbering
- Adding new pages
- Arranging and deleting pages
- Placing text and graphics on the document pages
- Overriding master page items on document pages
- Viewing the completed spread

Chapter 3: Working with Frames

- Working with Layers
- Creating and editing text frames
- Creating and resizing text frames
- Reshaping a text frame
- Creating multiple columns
- Adjusting text inset within a frame
- Vertically aligning text within a frame
- Creating and editing graphics frames
- Drawing a new graphics frame
- Placing graphics within an existing frame
- Resizing a graphics frame
- Resizing and moving an image within a frame
- Replacing the contents of a graphics frame
- Changing the shape of a frame
- Wrapping text around a graphic
- Working with Frames
- Working with compound shapes
- Converting shapes
- Using the Position tool
- Rotating an object

Rotating an image within its frame
Aligning multiple objects
Scaling grouped objects
Selecting and modifying a frame within grouped objects
Finishing up

Chapter 4: Importing and Editing Text

Managing fonts
Finding and changing a missing font
Creating and entering text
Creating a headline and applying a style
Vertically aligning text
Flowing text
Flowing text manually
Working with styles
Applying a style
Flowing text automatically
Resizing a text frame
Adding a column break
Adding a jump line page number
Changing horizontal and vertical text alignment
Using semi-autoflow to place text frames
Changing the number of columns on a page
Loading styles from another document
Flowing text into an existing frame
Finding and changing
Finding text and changing formatting
Checking spelling of a story
Adding words to a dictionary
Adding words to a document-specific dictionary
Checking spelling dynamically
Automatically correcting misspelled words
Drag and drop text editing
Using the story editor

Chapter 5: Working with Typography

Adjusting vertical spacing
Using a baseline grid to align text
Viewing the baseline grid
Changing the spacing above and below projects
Changing fonts and type style
Changing paragraph alignment
Adding a decorative font and special character
Creating a drop cap
Applying a fill and stroke to text
Adjusting the drop cap alignment
Adjusting letter and word spacing
Adjusting the kerning and tracking
Applying the paragraph and single-line compositors
Working with tabs
Creating a hanging indent
Adding a rule below a paragraph

Chapter 6: Working with Color

Defining printing requirements
Adding colors to the Swatches panel
Applying colors to objects
Creating dashed strokes
Working with gradients
Creating and applying a gradient swatch
Adjusting the direction of the gradient blend

Creating a tint
Creating a spot color
Applying color to text
Applying colors to additional objects
Creating another tint
Using advanced gradient techniques
Creating a gradient swatch with multiple colors
Applying the gradient to an object
Applying a gradient to multiple objects
Ensuring consistent color
An overview of color management
About the device-independent color space
About ICC profiles
About color management engines
Components of a CMYK press-oriented workflow
Setting up color management in InDesign CS3
A look at the Adobe Bridge
Specifying the Adobe ACE engine
Setting up default working spaces
Using full-resolution display with color management
Color-managing imported graphics in InDesign CS3
Assigning a profile after importing an image
Embedding a profile in a Photoshop image
Setting up color management in Photoshop CS3
Embedding the profile
Updating the image with InDesign CS3
Assigning a profile while importing a graphic
Embedding a profile in an Illustrator graphic
Setting up color management in Illustrator CS3
Embedding a profile in a graphic from Illustrator
Placing a color-managed Illustrator file into InDesign CS3

Chapter 7: Working with Styles

Creating and applying paragraph styles
Creating and applying character styles
Nesting character styles inside paragraph styles
Creating character styles for nesting
Creating a nested style
Creating and applying object styles
Creating and applying table and cell styles
Globally updating styles
Loading styles from another document

Chapter 8: Importing and Linking Graphics

Adding graphics from other programs
Comparing vector and bitmap graphics
Managing links to imported files
Identifying imported images
Viewing information about linked files
Showing files in Explorer (Windows) or Finder (Mac OS)
Updating revised graphics
Adjusting view quality
Working with clipping paths
Removing a white background using InDesign
Working with alpha channels
Importing a Photoshop file and alpha channels
Examining Photoshop paths and alpha channels
Using Photoshop alpha channels in InDesign
Placing native files
Importing a Photoshop file with layers and layer comps
Placing inline graphics
Adding text wrap to an inline graphic
Importing an Illustrator file
Importing an Illustrator file with layers
Using a library to manage objects

Chapter 9: Creating Tables

- Importing and formatting a table
- Formatting borders and alternating row colors
- Editing cell strokes
- Formatting the header cells
- Deleting a column
- Using graphics within tables
- Setting fixed column and row dimensions
- Placing graphics in table cells
- Placing multiple graphics in a cell
- Formatting text within a table
- Editing imported paragraph styles in a table
- Creating a new cell style
- Dragging to adjust column size

Chapter 10.:Working with Transparency

- Importing and colorizing a black-and-white image
- Applying transparency settings
- About Effects panel
- Changing the opacity of solid-color objects
- Applying a blending mode
- Adjusting the transparency settings for EPS images
- Adjusting transparency for Photoshop images
- Importing and adjusting Illustrator files that use transparency
- Applying transparency settings to text
- Applying transparency settings to text frame fill
- Working with effects
- Applying basic feathering to the margins of an image
- Applying a gradient feather
- Applying multiple effects to objects
- Editing and removing effects

Chapter 11: Working with Long Documents

- Defining a book
- Creating a book file
- Setting the order and pagination
- Working with a table of contents
- Maintaining consistency across book files
- Reassigning the style source
- Synchronizing book documents
- Indexing the book
- Creating index references
- Creating index cross-references
- Generating the index

Chapter 12: Output and PDF Exporting

- Using Preflight
- Using Package
- Creating an Adobe PDF proof
- Separation preview
- Transparency flattener preview
- Previewing the page
- Printing a laser or inkjet proof
- Chapter 13. Using XML
- About XML
- Viewing XML tags
- Importing and applying XML tags
- Tagging images
- Viewing and organizing structure
- Viewing and applying attributes
- Exporting XML
- Importing XML
- Mapping tags to style
- Using XML snippets