



**INVEST IN YOURSELF NOW!
COMPUTER CLASSES THROUGH CHESTER COUNTY NIGHT SCHOOL**

ADOBE INDESIGN CS4: Level 1 or Level 2

ADOBE INDESIGN CS4 LEVEL 1

Course No. CO363
Date: Thurs. May 27
Time: 9 am – 4 pm
Location: Springhouse Computers/Exton
Fee: \$195

Course Outline

Lesson 1: Managing the InDesign Environment

Explore the InDesign Environment
Customize the Workspace
Set General and Interface Preferences

Lesson 2: Designing Documents

Create a New Document
Add Text and Graphics
Edit Text
Thread Text Frames
Convert Other Application Files to InDesign

Lesson 3: Enhancing Documents

Apply Colors and Swatches
Apply Fills, Gradients, and Strokes
Format Characters and Paragraphs
Create and Apply Styles
Search and Replace Text and Characters
Develop Layers
Apply Transparency/Transparency Flattener Presets

Lesson 4: Adding Tables

Create a Table
Modify a Table Structure
Format a Table
Create Table and Cell Styles

Lesson 5: Finalizing Documents

Check Documents for Problems
Print a Document
Package Files
Prepare PDF Files for Web Distribution
Export PDF Files for Printing

ADOBE INDESIGN CS4 LEVEL 2

Course No. CO364
Date: Wed. April 28
Time: 9 am – 4 pm
Location: Springhouse Computers/Exton
Fee: \$195

Course Outline

Lesson 1: Managing Styles

Manage Style Overrides; Base One Style on Another; Apply Styles in a Sequence; Import Styles from a Word Document; Redefine Styles

Lesson 2: Developing Complex Paths

Create Bézier and Clipping Paths; Create Compound Paths; Create Type Outlines

Lesson 3: Handling Page Elements

Place Inline Graphics; Manipulate Graphics; Handle Text Layout; Create Duplicate Items; Create Anchored Objects; Manage Libraries

Lesson 4: Administering External Files

Locate Assets Using Adobe® Bridge; Merge Data; Import Layered Files; Export PDF and XHTML Files

Lesson 5: Working with XML

Integrate XML into a Document; Import XML; Export Documents as XML Files; Create a Snippet

Lesson 6: Managing Long Documents

Create Hyperlinks; Insert Footnotes and Text Variables; Create the Table of Contents; Generate an Index; Create Document Sections; Create a Book

Lesson 7: Adjusting Print Settings

Create Print Presets; Preview Print Output

Note: As a Priority Partner with Springhouse, Chester County Night School offers this great rate on these and many other Springhouse classes ... but to qualify, you must register through Night School. Please call or visit our web site today.

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