

# ADOBE INDESIGN CS3 - LEVEL 3

## CREATING AND MANAGING LONG DOCUMENTS

### COURSE OVERVIEW

Creating and Managing Long Documents course focus on features and techniques of creating a magazine, a catalog or a book. Take the time now to build a solid foundation for your document so you can save much more time down the road. Explore the mysteries of master pages and how you can make them work for you.

### WHO SHOULD ATTEND

Namely DTP artists and graphic artists or designers who are responsible for page layout processes. We also recommend this course to those who are interested to establish a solid foundation in the field of desktop publishing.

### PRE-REQUISITES

Participants should have attended the Adobe InDesign Level 1 course. For participants who have not completed the introductory course, an advanced familiarity with DTP and layout software is required. Furthermore, participants should also be comfortable carrying out general operations of computers such as using a mouse, opening and saving files.

### DURATION

1 day

### FEE

RM480 per participant

### TIME

9.00 am - 5.00 pm with 1 hour lunch break

### LOCATION

Teras One Solution Training Centre

### COURSE LEADER

Ms Habibah bt Ahmad @ Mohamed,  
*Adobe Certified Expert (ACE)*  
*Adobe Certified Instructor (ACI)*

Ms Habibah Ahmad holds a BSc. Computer Science majoring in Management Information Systems from Universiti Teknologi Malaysia. She has over 15 years experience in the publishing, advertising and pre-press industry.

Ms. Habibah has worked with printing press company for over three years. This has exposed her to various types of printing technology. She has also gained valuable hands-on experience in this area not only in traditional but also advanced digital workflow.

Having worked at The New Straits Times, a leading newspaper publisher in Malaysia, and Asia OnTime, a leading digital ad delivery company, Ms. Habibah can boast of having worked personally with over 100 agencies, printers, publishers and colour separators in Malaysia and Singapore, as well as with top software programmers in Australia.

Her in-depth knowledge of industry specific information technology extends from a technical perspective with publishing software programming, to technical support, to over 7 years hands-on experience training advertising, printing and publishing personnel in software from Adobe, Microsoft, Quark and Quickcut.

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### Course Outline

9.00 am - 10.30 am

#### PAGE LAYOUT

- Master page
- Overriding Master item
- Detach Master item
- Multiple master page
- Add page, section, and chapter numbering
- Define section numbering
- Add automatic page numbers for story jumps

10.30 am - 10.45 am

#### BREAK

10.45 am - 1.00 pm

#### TEXT VARIABLES

- Create and edit text variables
- Create variables for running headers and footers
- Insert text variables
- Delete, convert and import text variables

#### FOOTNOTES

- Create footnotes
- Change footnote numbering and layout
- Delete footnotes
- Work with footnote text

#### BOOKS

- Create a book file
- Add Document to book file
- Manage book files
- Synchronize book documents

1.00 pm - 2.00 pm

#### LUNCH BREAK

2.00 pm - 3.30 pm

#### TABLE OF CONTENTS

- Creating tables of contents in books
- Generate a table of contents
- Create or import TOC styles
- Update a table of contents

#### BOOKMARKS

- Create bookmark
- Manage bookmark

3.30 pm - 3.45 pm

#### BREAK

3.45 pm - 5.00 pm

#### INDEXING

- Creating an index
- Create a list of topics for an index
- Add index entries
- Page range options in indexes
- Add a cross-reference in an index
- Generate an index
- Manage an index

#### EXPORTING A BOOK TO ADOBE PDF

- Export Option