

ADOBE INDESIGN CS5 - LEVEL 3

Creating and Managing Long Document with InDesign

COURSE OVERVIEW

Adobe InDesign - Level 3 is a course that focus on features and techniques in creating and managing long document. Explore the mysteries of master pages and how you can make them work for you. Combine multiple documents into a single book to manage and synchronise the chapter and page numbering, text styles and other long document task in ease by using a book features. Deep dive into the text variable in creating dynamic running header or footer that will save a lot of your time while updating the content.

COURSE OBJECTIVE

By the end of the course, participant should be able to:

- efficiently and productively create a book, directory, catalogue or any other long document.
- create a dynamic running header or footer based on the content by defining text variable.
- generate a document index listing and create a hyperlink for the listing when exporting to PDF document.
- generate static and live caption from metadata of the picture.
- check the error while working with the document by using the live preflight.

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

Attended Adobe InDesign Level 1 and Level 2 or for those who already familiar and has a knowledge of Adobe InDesign.

WHAT YOU WILL LEARN

Working with Master Pages
Text Variables
Static and Live Caption

Creating Book
Generating an Index
Preflight your document

COURSE LEADER

Ms Habibah bt Ahmad @ Mohamed,

Ms Habibah Ahmad is an Adobe Certified Expert (ACE) & Adobe Certified Instructor (ACI) in both InDesign and Acrobat. She holds a BSc. Computer Science from Universiti Teknologi Malaysia and has over 15 years working experience in the publishing, advertising and pre-press industry.

Her in-depth knowledge of industry specific information technology extends from a technical perspective with publishing software programming, to technical support to over 8 years hands-on experience training advertising, printing and publishing personnel.

LOCATION

Teras One Solution
Sdn Bhd
32, 34 & 36 Jalan Bangsar
Utama 1, Bangsar Utama,
59000 Kuala Lumpur

DURATION

2 Days
9.00am - 5.00pm with 1
hour lunch break

COURSE FEE

RM880

REGISTRATION

Please fill up the
registration form and fax it
to us at 603- 22881726

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COURSE OUTLINE

	DAY 1	DAY 2
9.00am	MASTER PAGE Creating Master Pages Master Items Applying Master Pages Override and Detach Master item Multiple Master Pages Add an Auto Page Number Create Section Numbering Add a Section Marker	PROJECT 2 CROSS-REFERENCES Insert Cross-References Using Cross-Reference format Manage Cross-References
10.30am	<i>BREAK</i>	<i>BREAK</i>
10.45am	PROJECT 1	BOOKS Creating a Book file Add Documents to a Book File Synchronize Book Documents Numbering Pages, Chapters, and Paragraphs in a book TABLES OF CONTENT Creating Tables of Contents in Books Generate a Table of Contents Update a Table of Contents
1.00pm	<i>LUNCH</i>	<i>LUNCH</i>
2.00pm	TEXT VARIABLES Creating and Edit Text Variables Types of Variables Inserting a Text Variables Creating Variables Running Header and Footer	INDEXING About Indexing Index Panel Overview Add Index Entries Page Range Options Generate an Index
3.30pm	<i>BREAK</i> CAPTIONS Generate a Caption from an Image Caption Setup Options Generate Static and Live Caption Convert to Static Caption FOOTNOTES Creating Footnotes Changing Footnotes Numbering and Layout Delete Footnotes	<i>BREAK</i> PREFLIGHT Preflight Panel Overview Defines Preflight Profiles View and resolve preflight errors Package files EXPORTING BOOK TO PDF