

## Adobe® InDesign® CS4: Level 2

**Course Description:** This course is intended for students who want to expand their entry-level knowledge of Adobe InDesign by using advanced features and collaboration tools. In this course, students will deploy the advanced InDesign techniques to enhance the look and functionality of documents. During this course, students will use the advanced features of Adobe® InDesign® CS4 to create and design content for the web and print.

**Course Objective:** Upon successful completion of this course, students will be able to:

- handle page elements.
- manage styles.
- develop complex paths.
- import and export data to external files.
- work with an XML file.
- manage long documents.
- export InDesign files to other formats.
- adjust print settings.

**Prerequisites:** To ensure success in this course, it is strongly recommended that the following Element K course: Adobe® InDesign® CS4: Level 1, has been completed, or students have equivalent knowledge.

### Course Content

#### Lesson 1: Handling Page Elements

- Topic 1A: Create Duplicate Items
- Topic 1B: Handle Text Layout
- Topic 1C: Create Transparency
- Topic 1D: Create Anchored Objects
- Topic 1E: Manage a Library

#### Lesson 2: Managing Styles

- Topic 2A: Import Styles from Microsoft® Word Documents
- Topic 2B: Create Nested Styles
- Topic 2C: Create Related Styles
- Topic 2D: Apply Styles in a Sequence
- Topic 2E: Manage Style Overrides
- Topic 2F: Redefine Styles
- Topic 2G: Break the Link Between Styles

#### Lesson 3: Developing Complex Paths

- Topic 3A: Create Bézier Paths
- Topic 3B: Create Clipping Paths
- Topic 3C: Create Compound Paths

- Topic 3D: Create Type Outlines
- Lesson 4: Administering External Files**
  - Topic 4A: Import Layered Files
  - Topic 4B: Merge Data
- Lesson 5: Working with an XML File**
  - Topic 5A: Integrate XML Content into a Document
  - Topic 5B: Import XML Content
  - Topic 5C: Create a Snippet
- Lesson 6: Managing Long Documents**
  - Topic 6A: Insert Footnotes
  - Topic 6B: Insert Text Variables
  - Topic 6C: Create Text Conditions
  - Topic 6D: Create Document Sections
  - Topic 6E: Create a Book
  - Topic 6F: Create the Table of Contents
  - Topic 6G: Create Hyperlinks
  - Topic 6H: Create Cross-References
  - Topic 6I: Generate an Index
- Lesson 7: Exporting InDesign Files in Other Formats**
  - Topic 7A: Export PDF Files
  - Topic 7B: Export Files for the Web
  - Topic 7C: Export Files for Animation
- Lesson 8: Adjusting Print Settings**
  - Topic 8A: Manage Colors
  - Topic 8B: Preview the Print Output
  - Topic 8C: Create Print Presets
- Appendix A: Organizing Assets Using Adobe® Bridge**
- Appendix B: Working with Adobe Bridge**
  - Supplemental Topic: Work with Adobe Bridge
- Appendix C: Appending Metadata and Keywords to Assets**
  - Supplemental Topic: Append Metadata and Keywords to Assets
- Appendix D: Adobe Certified Expert (ACE) Objectives Mapping**