



The Fountain Green Group

10416 22nd Side Road, Limehouse, Ontario, Canada L0P 1H0

Web: www.fountaingreen.com E-mail: fgg@fountaingreen.com

GTA: 905.873.7552

Toll Free: 877.873.7552

Fax: 905.877.3129

InDesign CS3 Essential Training - 02NYL588 - lynda.com



Product Description

Time

InDesign CS3 Essential Training

Approximately 9 Hours

Designed for new and experienced InDesign users, as well as those who are migrating from other layout applications, InDesign CS3 Essential Training covers all the bases. From exploring each of its tools in depth to teaching layout principles and techniques, instructor **David Blatner** covers everything needed to use InDesign productively. He demystifies InDesign's powerful features, including converting QuarkXPress files, formatting characters and paragraphs, setting up Style sheets for better productivity, and much more.

Note: Exercise files accompany the tutorial.



lynda.com



David Blatner

Table of Contents (1 DVD)

Released on: 4/16/2007

1. Introduction	18:37
2. Workspace	20:47
3. Getting to the Tools	17:56
4. Creating a Document	24:49
5. Managing Pages	22:41
6. Text	52:44
7. Graphics	29:58
8. Formatting Objects	38:18
9. Managing Objects	38:31
10. Transforming Objects	21:46
11. Character Formatting	32:24
12. Paragraph Formatting	46:02
13. Styles	32:18
14. Working with Tables	59:56
15. Colour	24:23
16. Exporting	27:57
17. Printing	21:34
18. Conclusion	9:06

1. Introduction

Welcome	1:33
Using the Exercise Files	1:37
New features in InDesign CS3	4:45
InDesign Workflow Overview	10:42



The Fountain Green Group

10416 22nd Side Road, Limehouse, Ontario, Canada L0P 1H0

Web: www.fountaingreen.com E-mail: fgg@fountaingreen.com

GTA: 905.873.7552

Toll Free: 877.873.7552

Fax: 905.877.3129

InDesign CS3 Essential Training - 02NYL588 - lynda.com



Product Description	Time
2. Workspace	
The Document Window	4:59
Navigating Your Document	3:42
Rulers and Measurements	2:03
Positioning Panels	3:33
Saving Workspaces	1:46
View Options	3:07
Opening a New Window	1:37
3. Getting to the Tools	
The Tool Panel	6:27
Keyboard Shortcuts	4:25
ConTextual Menus	1:37
Customizing Menus	2:16
Quick Apply	3:11
4. Creating a Document	
New Documents	5:09
Saving Documents	1:41
Using Undo	1:34
Margin and Column Guides	2:09
Layout Adjustment	1:38
Ruler Guides	3:49
Libraries and Snippets	4:34
Saving for CS or CS2	1:17
Converting QuarkXPress Files	2:58
5. Managing Pages	
Inserting, Deleting, and Moving Pages	3:53
Sections, Page Numbers, and Chapter Numbers	4:59
Creating and Applying Master Pages	5:16
Overriding Master Page items	3:41
Parent/Child Master Pages	3:31
Loading Master Pages	1:37



The Fountain Green Group

10416 22nd Side Road, Limehouse, Ontario, Canada L0P 1H0

Web: www.fountaingreen.com E-mail: fgg@fountaingreen.com

GTA: 905.873.7552

Toll Free: 877.873.7552

Fax: 905.877.3129

InDesign CS3 Essential Training - 02NYL588 - lynda.com



Product Description Time

6. Text

Text Frames	3:44
Typing and Editing Text	2:40
Filling with Placeholder Text	2:19
Special Characters	2:44
Importing Text	5:52
Threading Text Frames	3:15
Text frame Options	4:11
Text on a Path	4:54
The Story Editor	4:35
Spelling	4:15
Auto Correct	2:41
Finding and Changing Text	5:26
Text Variables	6:08

7. Graphics

Importing Graphics	5:54
Importing InDesign Files	2:23
The Links Panel	3:32
Embedding Links	1:55
The Edit Original Command	2:23
Frame Fitting Options	3:55
Transparency and Clipping Paths	3:33
Colourizing images	1:58
Turning image Layers On and Off	2:31
Copying and Pasting from Illustrator	1:54

8. Formatting Objects

Selecting Objects	5:50
Basic Strokes and Fills	4:37
Advanced Strokes	2:33
Transparency	4:08
Drop Shadows	4:11
Feathering	6:06
Other Effects	2:33
The Eyedropper Tool	4:42
Finding and Changing Object Formatting	3:38



The Fountain Green Group

10416 22nd Side Road, Limehouse, Ontario, Canada L0P 1H0

Web: www.fountaingreen.com E-mail: fgg@fountaingreen.com

GTA: 905.873.7552

Toll Free: 877.873.7552

Fax: 905.877.3129



InDesign CS3 Essential Training - 02NYL588 - lynda.com

Product Description	Time
9. Managing Objects	
Stacking Objects	2:11
Layers	4:32
Nesting Objects	2:45
Editing Frame and Path Shapes	7:35
Corner Effects	2:41
Grouping and Locking Objects	2:33
Aligning and Distributing	3:52
Text Wrap	7:31
Editing Text Wrap	1:33
Anchored Objects	3:18
10. Transforming Objects	
Duplicating	3:27
Rotating	2:16
Scaling	8:29
Skewing	2:01
Mirroring	2:42
The Transform Again Command	2:51
11. Character Formatting	
Basic Character Styling	8:53
Advanced Character Styling	6:02
Changing Case	3:40
OpenType Features	4:17
Finding and Changing Text Formatting	4:48
The Find Font Command	4:44
12. Paragraph Formatting	
Paragraph Formatting	5:38
Drop Caps	4:44
Hyphenation	4:43
Justification	3:40
Tabs	4:57
The Align to Baseline Grid Button	4:38
The Keep Options Command	3:11
Paragraph Rules	3:44
Automatic Bullets	4:29
Numbering Paragraphs	6:18



The Fountain Green Group

10416 22nd Side Road, Limehouse, Ontario, Canada L0P 1H0

Web: www.fountaingreen.com E-mail: fgg@fountaingreen.com

GTA: 905.873.7552

Toll Free: 877.873.7552

Fax: 905.877.3129

InDesign CS3 Essential Training - 02NYL588 - lynda.com



Product Description	Time
13. Styles	
Character Styles	7:40
Paragraph Styles	10:12
Nested Styles	6:04
Object Styles	5:50
Load Styles	2:32
14. Working with Tables	
Creating a Table	5:23
Adjusting Rows and Columns	5:32
Adding and Deleting Rows and Columns	5:58
Formatting a Table	4:48
Formatting Cells	12:43
Headers and Footers	4:09
Table Styles	8:02
Placing Graphics in Cells	3:45
Working with Microsoft Word and Excel Tables	9:36
15. Color	
Creating Colour Swatches	4:40
Unnamed Colours	4:52
Tint Swatches	1:49
Gradient Swatches	3:22
Applying Gradients	4:41
Overprinting	1:48
Separations Preview	3:11
16. Exporting	
Exporting a PDF	10:51
Snippets and INX	6:49
Exporting Stories	4:26
Exporting a JPEG	2:11
Exporting an EPS	3:40
17. Printing	
Preflight	5:17
Packaging for Output	4:39
The Print Dialog Box	11:38
18. Conclusion	
InDesign and InCopy Overview	7:01
Where to Go Next	1:44
Goodbye	0:21