

PART 1 Design, Typography & Layout

1 QUICK START TOUR OF ADOBE INDESIGN CS2 35min

- 1 Creating Guides Using the Line Tool
- 2 Using Photoshop® Files in InDesign
- 3 Using Illustrator® Files in InDesign
- 4 Creating a Shadow & Adding a Logo
- 5 Placing & Stylizing Text
- 6 Entering Text & Images into a Table
- 7 Changing Display Quality & Multiple Text Layers
- 8 Exporting an InDesign File as a PDF

2 LETTING INDESIGN WORK FOR YOU 41min

- 1 Introducing Document Preferences
- 2 General, Type & Advanced Type Preferences
- 3 Units, Increments & Grids Preferences
- 4 Guides, Pasteboards, Spelling & Story Editor Preferences
- 5 Display Performance & Appearance of Black Preferences
- 6 File Handling Preferences & Type Tool Options
- 7 Grouping Palettes into Clusters
- 8 Setting Palette Options & Sliding Palettes
- 9 Showing/Hiding Palettes with Keyboard Shortcuts
- 10 Creating & Modifying Keyboard Shortcuts
- 11 Creating New Layer & Workspace Shortcuts

3 DOCUMENTS, PRESETS & DEPENDENCIES 22min

- 1 Creating a New Document
- 2 Saving & Editing Document Presets
- 3 Working with File Types & Extensions
- 4 Opening Files
- 5 Fixing Dependencies Automatically
- 6 Fixing Dependencies Manually

4 NAVIGATION & ADOBE BRIDGE 29min

- 1 Adjusting Page Size
- 2 Using the Zoom Tool
- 3 Scrolling the Page & Changing View Size
- 4 Using the Navigator Palette
- 5 Introducing Adobe Bridge
- 6 Viewing Files in Bridge
- 7 Saving a Workspace, Rating & Labeling
- 8 Filtering, Reordering & Sorting Files in Bridge
- 9 Viewing Images in a Slideshow

5 LETTING INDESIGN GUIDE YOU 29min

- 1 Creating Margins & Columns
- 2 Understanding Master Pages
- 3 Setting up Rulers
- 4 Creating Guides
- 5 Understanding Guides as Objects

5 LETTING INDESIGN GUIDE YOU 29min

- 1 Creating Margins & Columns
- 2 Understanding Master Pages
- 3 Setting up Rulers
- 4 Creating Guides
- 5 Understanding Guides as Objects
- 6 Using Control Palette Calculations
- 7 Customizing Guide Colors
- 8 Placing Guides on Layers
- 9 Placing Guides on Multiple Pages
- 10 Using Preview Modes

6 BEGINNING YOUR LAYOUT DESIGN 17min

- 1 Saving a Document
- 2 When Not to Turn on Allow Pages to Shuffle
- 3 The Rectangle Tool vs. the Rectangle Frame Tool
- 4 Creating Frames for Text & Graphics
- 5 Organizing Elements in the Layers Palette
- 6 Changing the Basic Paragraph Style
- 7 Selecting, Adjusting & Filling Text Frames

7 IMPORTING, POURING, FLOWING & AUTOMATION 28min

- 1 Setting up Microsoft® Word Import Options
- 2 Setting Options for Placing Imported Text
- 3 Placing & Directing Overflow Text
- 4 Adding Pages to the Document
- 5 Creating a Layout & Duplicating Text Frames
- 6 Setting up Text Links Across Multiple Frames
- 7 Pre-Linking & Adjusting Text Frame Options
- 8 Using Autoflow for Automatic Documents

8 TYPE FORMATTING 21min

- 1 Selecting a Font
- 2 Adjusting Type Size & Leading
- 3 Exploring More Character Options
- 4 Adjusting Tracking
- 5 Introducing Kerning & the Eyedropper Tool
- 6 Adjusting Kerning & Baseline Shift

9 PARAGRAPH FORMATTING & DESIGN 16min

- 1 Hyphenating Text
- 2 Adjusting Paragraph Spacing
- 3 Creating a Bulleted List
- 4 Indenting Paragraphs Manually
- 5 Using Drop Caps

10 THE BASICS OF TYPOGRAPHY 18min

- 1 Inserting Special Characters
- 2 Inserting White Spaces
- 3 Using Notes
- 4 Applying Optical Margin Alignment to Linked Frames
- 5 Applying Optical Margin Alignment to an Object Style

6 FLEXIBLE FOOTNOTES & SPELL CHECKING 16min

- 1 Inserting Footnotes
- 2 Numbering & Formatting Footnotes
- 3 Customizing a Footnote Layout
- 4 Working with Multiple Footnotes
- 5 Using the Check Spelling Dialog Box
- 6 Adding Words to the Dictionary

7 FEATHERING MAGIC 18min

- 1 Learning to Use the Pen Tool
- 2 Drawing a Closed Path
- 3 Subtracting One Path from Another
- 4 Modifying a Path
- 5 Creating & Modifying a Feathered Edge
- 6 Using the Paste Into Command

8 FOLIOS, MASTER PAGES & LIBRARIES 21min

- 1 Creating a Folio Layer & Importing a Folio Style
- 2 Creating a Folio on a Master Page
- 3 Duplicating & Deleting Folios
- 4 Creating a Folio Library
- 5 Applying Saved Folios to Other InDesign Files

9 MULTIPLE MASTERS, OVERRIDES & PDF IMPORT 18min

- 1 Performing a Local Override
- 2 Exploring Override Rules & Options
- 3 Working with Multiple Master Pages
- 4 Distributing Objects & Applying Object Styles
- 5 Importing Multiple Images from a PDF

10 SECTIONS, BOOKS & AUTO PAGINATION 16min

- 1 Numbering Pages & Creating Sections
- 2 Assembling a Book
- 3 Synchronizing Styles

11 TABLE OF CONTENTS SECRETS 28min

- 1 Creating a Table of Contents
- 2 Adding Titles & Descriptions
- 3 Pasting Into Specific Layers
- 4 Applying Table of Contents Styles
- 5 Affecting the Visibility of Type
- 6 Updating the Table of Contents

11 OPENTYPE® & TYPOGRAPHY 31min

- 1 Using Ligatures
- 2 Exploring OpenType Fonts
- 3 Using Discretionary Ligatures & Fractions
- 4 Using Proportional Oldstyle & Ordinals
- 5 Using Small Caps & Force Line Break
- 6 Exploring Glyphs
- 7 Glyph Palette Options & Applying Glyphs

12 BASIC PARAGRAPH STYLE SHEETS 22min

- 1 Creating a New Style Sheet
- 2 Linking Style Sheets
- 3 The Advantages of Linked Style Sheets
- 4 Importing Style Sheets from Other Documents
- 5 Redefining a Style

13 GRAPHIC FRAMES & OBJECT STYLES 30min

- 1 Creating Basic Graphic Frames
- 2 Adding & Aligning a Stroke to a Graphic Frame
- 3 Saving a New Object Style
- 4 Saving a Thin Line as a New Object Style
- 5 Arranging & Aligning Objects
- 6 Copying Shapes & Applying Rich Black
- 7 Editing the Shape & Size of Objects in Sequence
- 8 Transform Again Individually to Duplicate Frames
- 9 Converting Shapes

14 IMPORTING VECTOR GRAPHICS 26min

- 1 Importing Illustrator Files
- 2 The Main Selection Tool vs. the Direct Selection Tool
- 3 Scaling an Image Numerically
- 4 Moving an Anchor Point, Rotating, Scaling & Moving
- 5 Fitting Content Proportionally
- 6 Using Shortcuts to Scale a Graphic
- 7 Importing an Illustrator File from Bridge
- 8 Importing an Image & Changing Its Transparency

15 ADOBE PHOTOSHOP® IMPORT & CREATIVITY 33min

- 1 Importing & Adjusting Photoshop Images
- 2 Utilizing the Links Palette
- 3 Drag & Drop from Bridge & Fill Frame Proportionally
- 4 Adjusting Display Performance
- 5 Placing a Background Image
- 6 Drawing a Line & Adding an Illustrator Title
- 7 Nudging an Image with the Arrow Keys
- 8 Accessing Layers Using Object Layer Options
- 9 Cropping & Viewing Layers

16 LAYERED DESIGN & TEXT WRAP 30min

- 1 Bringing in Separate Images Defined by One Image
- 2 Placing a Background Image & Changing Text Color
- 3 Organizing Layers & Placing a Title
- 4 Customizing a Title Layout Design
- 5 Creating an Advanced Layered Design
- 6 Using Photoshop Clipping Paths
- 7 Using Text Wrap

17 CREATING & STORING COLOR 27min

- 1 Introducing to the Swatches & Color Palettes
- 2 Creating Color & Tint Swatches
- 3 Working with Spot Colors
- 4 Creating Mixed Ink Swatches & Groups
- 5 Using Gradients & Making a New Gradient Swatch
- 6 Adding Small Color Reference Frames to Images

18 INTELLIGENT TYPE STYLES 22min

- 1 Adding & Positioning a Text Frame
- 2 Formatting & Aligning Text
- 3 Creating Paragraph Styles
- 4 Editing Style Sheets for Automation Using Next Styles
- 5 Duplicating a Text Frame & Replacing the Text
- 6 Creating a Tint Swatch to Change Text Color

19 BASELINE GRID CONTROL 21min

- 1 Creating an Image Box & Placing the Image
- 2 Importing & Placing a Layered PDF File
- 3 Using the Paste In Place Command
- 4 Dragging & Dropping Images from Bridge
- 5 Introducing Document & Baseline Grids
- 6 Setting Grid Preferences & Snapping into Alignment

20 POWERFUL NESTED STYLES & SNIPPETS 31min

- 1 Importing Style Sheets
- 2 Snapping to Baseline Grid
- 3 Creating Character Style Sheets
- 4 Creating Nested Style Sheets
- 5 Adjusting the Optical Margin Alignment
- 6 Introducing Snippets
- 7 Working with Snippets

21 COMPOUNDS, SHADOWS & TRANSPARENCY 24min

- 1 Setting Transparency Options
- 2 Applying a Drop Shadow
- 3 Using the Redefine Object Style Command
- 4 Working with Compound Paths
- 5 Using the Pathfinder Palette

PART 2 Production Magic & Streamlined Output

1 COOL TEXT & IMAGE TABLES 37min

- 1 Introducing Image Tables
- 2 Creating & Working with Tables
- 3 Formatting Cells in a Table
- 4 Using the Cell Options Dialog Box
- 5 Editing Text & Importing Snippets
- 6 Adjusting Alignment & Color
- 7 Rules for Importing Images
- 8 Adjusting the Size & Crop of Imported Images

2 TABLES FOR DESIGN 24min

- 1 Creating a Table
- 2 Merging & Splitting Cells
- 3 Adjusting Cell Stroke & Color
- 4 Placing Images & Snippets into a Cell
- 5 Image Placement & Formatting Tips
- 6 Correcting the Stroke Color

3 STORY EDITING & GLYPH SETS 20min

- 1 Adding an Accented Character
- 2 Using the Story Editor & Quick Apply
- 3 Adjusting Hyphenation & Justification Settings
- 4 Adjusting Overset Type in the Story Editor
- 5 Using Contextual & Swash Alternates
- 6 Adding Glyphs on the Fly & Creating a Glyph Set

4 ADOBE INCOPY® ASSIGNMENTS 28min

- 1 Creating an Assignment
- 2 Adding Stories to an Assignment & Updating
- 3 Identifying InCopy Stories inside InDesign
- 4 Editing in InDesign & InCopy Simultaneously
- 5 Checking Out Stories to Edit Them
- 6 Copyfitting & Checking Stories Back In
- 7 Editing in InDesign & Updating in InCopy

5 RULES, STROKES & TABS 17min

- 1 Activating Dynamic Spelling
- 2 Utilizing Next Style Sheets
- 3 Aligning Text Using the Tabs Ruler
- 4 Redefining a Paragraph Style
- 5 Drawing a Line Using Paragraph Rules
- 6 Editing Stroke Styles

12 TRAPPING & OUTPUT PREVIEW 32min

- 1 Introducing Trapping
- 2 Knowing When to Use Trapping
- 3 Creating a Trap Preset
- 4 Using the Flatten Preview
- 5 Dealing with Flattening Issues
- 6 Using the Separations Preview

13 PREFLIGHT, PACKAGE & PRINT 18min

- 1 Using the Preflight Dialog Box
- 2 Updating Links & Editing Original Images
- 3 Packaging a Document for a Printer
- 4 Setting Print Options & Presets
- 5 More Options & Outputting to a Printer

14 ADOBE PDF EXPORT 25min

- 1 Introducing PDF Presets
- 2 Exporting a PDF for Approval
- 3 Compressing Images & Other Export Options
- 4 Adding Security & Exporting the File
- 5 Exporting a PDF for Print
- 6 Setting Color & Security Options

15 XML WORKFLOW & ADOBE GOLIVE® PACKAGES 30min

- 1 Creating, Assigning & Saving Tags
- 2 Exporting XML & Loading Tags
- 3 Mapping Tags to Styles & Importing XML
- 4 Creating & Opening a Package
- 5 Modifying Packaged Text Styles in GoLive
- 6 Modifying Packaged Graphics in GoLive

16 INTERACTIVE PDF MAGIC 34min

- 1 Adding Hyperlinks to Interactive Buttons
- 2 Working with Flash® Movies in InDesign
- 3 Working with QuickTime™ Files in InDesign
- 4 Creating Interactive Text Buttons
- 5 Assigning Actions to Buttons
- 6 Creating a Rollover State for a Graphic Button
- 7 Previewing Media Files in Bridge
- 8 Adding Sound Files to an InDesign Document
- 9 Exporting to PDF

Bonus

17 POSTER DESIGN MAGIC 59min

- 1 Creating Presets & Drawing Guides
- 2 Drawing Rules & Using Step and Repeat
- 3 Loading Swatches & Drawing a Shape
- 4 Aligning Type & Rotating an Image
- 5 Extending a Gradient & Creating Drop Shadows
- 6 Creating an Overlay Gradient
- 7 Converting a Text Snippet to a Table
- 8 Applying Styles & Swatches to a Table
- 9 Formatting Text around a Graphic
- 10 Placing a Logo & Scaling Objects
- 11 Joining & Subtracting Paths & Fitting Images
- 12 Placing a Graphic inside Type
- 13 Creating a Lens Effect with Text

