

# ADOBE INDESIGN CS4

*Sapura Unique Training Guarantee invites participants back for unlimited refresher courses within the same software version, no questions asked!*

*Sapura Genuine Offer will match other training providers' prices + a further 10% off all course fees if you can prove that the content covered is similar.*

## COURSE OVERVIEW

Adobe InDesign CS4 software delivers powerful new features that allow you to explore more creative possibilities, experience greater productivity, and streamline repetitive tasks.

You will be able to create marketing materials like newsletters, advertisements, books and brochures with the learned skills from our Adobe Certified Instructor. You'll gain valuable techniques and timesaving tips during the course.

## WHO SHOULD ATTEND

This InDesign course is specially tailored for new and existing users whom need to create their professional page layout designs using InDesign effortlessly.

**DURATION** 2 Days

**TIME** 9.00am - 6.00pm

## COURSE OUTLINE

### Getting started with InDesign CS4

- Familiarizing with new panel interface
- Customizing your workspace
- Setting up and saving a new document
- Define Document Preset
- Setting preferences to suit your needs

### Adobe Bridge CS4

- Using Adobe Bridge to browse & organize files
- Familiarizing with new Content panel
- Filtering & Stacking files intuitively

### Page Layout

- Using masters to ensure consistency across all pages
- Adding page numbers to multiple pages at once
- Using layout grids and guides to layout your publication
- Quickly align, space, rotate, and resize objects with smart guides
- Rearranging pages
- Applying frames to plot your layout
- Temporarily rotate the spread view without physically turning your monitor

### Text Handling

- Importing, threading and editing text
- Smart Text Reflow automatically adds pages when text is overset
- Building content in Story Editor
- Styling blocks of text quickly with character and paragraph styles panels
- Applying typographic controls (kerning, tracking, leading, scaling and more)
- Adding special characters with enhanced Glyphs
- Creating wavy text effect
- Performing text wrap around graphics
- Using enhanced bullets and numbering
- Using dynamic spell checker and autocorrect
- Applying tab alignments & indentations
- Producing baseline text alignment across columns
- Making missing fonts available
- Converting fonts to editable font shapes
- Creating hanging punctuation

- Performing word or character count
- Copying attributes with just a click

### Illustrations

- Creating logo designs using shape tools
- Applying corner effects

### Colors

- Selecting spot & process colors
- Storing and sharing swatch colors

### Graphics Handling

- Importing graphics from other programs
- Toggling between frame & graphic selection
- Clearing backgrounds from imported graphics
- Spicing your page layout with creative effects
- Customisable links management for successful high resolution printing

### Table Layout

- Creating and manipulating tables
- Formatting tables
- Converting tables to text and vice versa
- Repeating Header row

### Transparency Effects

- Spicing up page layout with enhanced transparency effects (opacity, feather and shadow)
- Previewing transparent objects

### Final Output

- Understanding digital printing process
- Live Preflighting for potential printing problems before sending to a vendor
- Ensuring accurate output of font types to high resolution press printing
- Packaging all files needed to go for external printing