



BUILDING TRAINING SOLUTIONS
FOR THE IT WORLD

InDesign CS4: Advanced

Number of Days: 1
Format: Instructor-Led
Class Code: INDCS4A
Recommended Course Sequence

Knowledge of prerequisites
noted below.

*Course content is subject to change
without notice.*

Course Description:

This ILT series course builds on the fundamentals taught in InDesign CS4: Basic, ACE Edition. Students will start by learning how to create complex document structures, create tint and gradient swatches, and use object libraries and snippets to work more efficiently. Students will then learn how to create vector paths and wrap type on a path. Students will also learn advanced typography and composition techniques. In addition, students will work with graphics, object styles, tables, special characters, and the Story Editor. Finally, students will learn how to manage long documents.

Delivery Method:

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Course Outline

Lesson 1: Efficient layout	
■	Topic A: Document setup
■	Topic B: Tint and gradient swatches
■	Topic C: Object libraries and snippets
■	Topic D: Item spacing
Lesson 2: Vector paths	
■	Topic A: Creating vector paths
■	Topic B: Vector paths and pictures
■	Topic C: Vector paths and type
Lesson 3: Typography	
■	Topic A: Manual type resizing
■	Topic B: Quick Apply
■	Topic C: Automated styles
■	Topic D: Graphics in typography
■	Topic E: Precise leading control
■	Topic F: Composition, hyphenation, and justification
■	Topic G: Horizontal spacing
■	Topic H: Typography shortcuts
Lesson 4: Graphics	
■	Topic A: Layer comps
■	Topic B: Transparency
■	Topic C: Object styles
■	Topic D: Transforming objects

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Lesson 5: Tables
<ul style="list-style-type: none">■ Topic A: Creating tables■ Topic B: Changing table structure■ Topic C: Formatting tables
Lesson 6: Text editing
<ul style="list-style-type: none">■ Topic A: Story Editor■ Topic B: Special characters■ Topic C: Column, frame, and page breaks
Lesson 7: Long documents
<ul style="list-style-type: none">■ Topic A: Sections■ Topic B: Tables of contents■ Topic C: Indexes and cross-references■ Topic D: Books■ Topic E: Footnotes
Appendix A: ACE exam objectives map
<ul style="list-style-type: none">■ Topic A: Comprehensive exam objectives