

# TOTAL TRAINING™ FOR Adobe® InDesign® CS5 - Essentials QUICK REFERENCE GUIDE

|           |  |              |            |  |              |
|-----------|--|--------------|------------|--|--------------|
| <b>C1</b> | <b>EXPLORING THE INTERFACE</b>                                       | <b>29:51</b> | <b>C8</b>  | <b>FORMATTING TEXT USING STYLES</b>              | <b>15:09</b> |
| 1         | Start Screen, Application Bar & Workspace Menu                       |              | 1          | Creating Paragraph Styles                        |              |
| 2         | Panels, Application Frame & Tab View                                 |              | 2          | Applying Styles                                  |              |
| 3         | Using the Control Panel  |              | 3          | Changing Styles                                  |              |
| 4         | Customizing Keyboard Shortcuts & Menus                               |              | 4          | Redefining Styles                                |              |
| 5         | Enabling Tool Hints  |              | 5          | Importing Styles                                 |              |
| 6         | Customizing Workspaces   |              |            |  |              |
| <b>C2</b> | <b>CUSTOMIZING APPLICATION PREFERENCES</b>                           | <b>17:35</b> | <b>C9</b>  | <b>TABS, TABLES &amp; LISTS</b>                  | <b>24:42</b> |
| 1         | Setting General & Interface Preferences                              |              | 1          | Formatting Text Using the Tab Panel              |              |
| 2         | Setting Type & Composition Preferences                               |              | 2          | Creating & Navigating Tables                     |              |
| 3         | Customizing Units, Grids & Guides                                    |              | 3          | Selecting & Formatting Tables & Cells            |              |
| 4         | Dictionary, Spelling, Autocorrect & Story Editor Display Preferences |              | 4          | Saving Time with Table & Cell Styles             |              |
| 5         | Display Performance & Appearance of Black                            |              | 5          | Working with Bulleted & Numbered Lists           |              |
| 6         | Document Previews, File & Clipboard Handling                         |              |            |  |              |
| <b>C3</b> | <b>WORKING WITH DOCUMENTS</b>  | <b>27:39</b> | <b>C10</b> | <b>WORKING WITH PLACED GRAPHICS</b>              | <b>26:22</b> |
| 1         | Setting Up a New Document & Saving a Preset                          |              | 1          | Exploring Mini Bridge                            |              |
| 2         | Differences Between Web & Print Documents                            |              | 2          | Placing & Scaling Images                         |              |
| 3         | Working with Templates   |              | 3          | Using the Free Transform, Position & Scale Tools |              |
| 4         | Replacing Missing Fonts & Updating Links                             |              | 4          | Frame & Content Fitting Options                  |              |
| 5         | Using a Document Fonts Folder  |              | 5          | Using the Gap Tool                               |              |
| 6         | Converting Documents for CS4 Compatibility                           |              | 6          | Using the Links Panel                            |              |
| <b>C4</b> | <b>NAVIGATING &amp; VIEWING DOCUMENTS</b>                            | <b>28:43</b> | <b>C11</b> | <b>CREATING SHAPES &amp; USING TEXT WRAP</b>     | <b>19:02</b> |
| 1         | Navigating Pages & Layers  |              | 1          | Creating Shapes & Frames                         |              |
| 2         | Using the Pages Panel & the New Page Tool                            |              | 2          | Customizing & Transforming Shapes                |              |
| 3         | Finding & Editing Links in the Links Panel                           |              | 3          | Live Corner Effects                              |              |
| 4         | Zooming, Display Performance & Panning                               |              | 4          | Aligning & Distributing Shapes                   |              |
| 5         | Changing View Modes & Presentation Mode                              |              | 5          | Applying Text Wrap                               |              |
| <b>C5</b> | <b>MARGINS, COLUMNS, RULERS &amp; GUIDES</b>                         | <b>27:51</b> | <b>C12</b> | <b>WORKING WITH COLOR &amp; SWATCHES</b>         | <b>27:05</b> |
| 1         | Setting Up Units, Margins & Columns on a Page                        |              | 1          | Creating Color Swatches                          |              |
| 2         | Using Rulers   |              | 2          | Working with Gradients                           |              |
| 3         | Working with Guides  |              | 3          | Using Transparency & Transparency Effects        |              |
| 4         | Using Smart Guides to Align & Place Objects                          |              | 4          | Using the Gradient Feather Tool                  |              |
| 5         | Using Gridify  |              |            |  |              |
| <b>C6</b> | <b>ADDING TEXT TO YOUR LAYOUT</b>                                    | <b>35:43</b> | <b>C13</b> | <b>USING LAYERS</b>                              | <b>22:36</b> |
| 1         | Adding & Formatting Text in a Frame                                  |              | 1          | Creating Layers                                  |              |
| 2         | Exploring Frame Types  |              | 2          | Placing Content on Layers                        |              |
| 3         | Creating Text on a Path  |              | 3          | Naming Layers & Objects                          |              |
| 4         | Threading Text Frames  |              | 4          | Moving Content between Layers & Grouping Layers  |              |
| 5         | Placing Text from a File   |              | 5          | Selecting, Locking & Managing Layers             |              |
| 6         | Auto-Flowing Text  |              |            |  |              |
| 7         | Using Smart Text Reflow  |              | <b>C14</b> | <b>OBJECT STYLES</b>                             | <b>8:21</b>  |
|           |  |              | 1          | Creating Object Styles                           |              |
|           |  |              | 2          | Applying Object Styles                           |              |
|           |  |              | 3          | Redefining Object Styles                         |              |
| <b>C7</b> | <b>TEXT FORMATTING OPTIONS</b>                                       | <b>29:28</b> | <b>C15</b> | <b>PREFLIGHT, PRINT &amp; PDF</b>                | <b>22:20</b> |
| 1         | Choosing Fonts   |              | 1          | Live Preflighting                                |              |
| 2         | Controlling Font Size & Leading                                      |              | 2          | Packaging for Output                             |              |
| 3         | Changing Text Color in the Swatches & Control Panels                 |              | 3          | Setting Up Print Options                         |              |
| 4         | Adjusting Alignment, Tracking & Kerning                              |              | 4          | Printing a Booklet                               |              |
| 5         | Adjusting Columns within a Text Frame                                |              | 5          | Exporting to Adobe PDF                           |              |
| 6         | Using the Eyedropper Tool to Sample Attributes                       |              | 6          | Credits  |              |
| 7         | Finding & Replacing Fonts  |              |            |  |              |
| 8         | Adding Indents, Spacing & Hyphenation Control                        |              |            |  |              |
| 9         | Creating Drop Caps   |              |            |  |              |