

InDesign CS5: Basic, ACE Edition

Activity-Level Outline

Days: 1

Prerequisites: *Windows 7: Basic*

Unit 1: Getting started

Topic A: The Adobe InDesign environment

A-1: Starting InDesign and customizing the workspace

A-2: Navigating a document

A-3: Examining basic panels

Topic B: Preferences and defaults

B-1: Setting preferences

Topic C: InDesign Help

C-1: Using Help

Unit 2: Basic documents

Topic A: New documents

A-1: Creating a new document

Topic B: Text frames

B-1: Creating text in a document

B-2: Placing text

Topic C: Graphics frames

C-1: Placing graphics

C-2: Placing InDesign pages

Topic D: Custom colors

D-1: Creating custom color swatches

D-2: Loading and saving swatches

Unit 3: Guides and master pages

Topic A: Object positioning

A-1: Aligning elements to guides

A-2: Precisely positioning elements by using the Control panel and smart guides

Topic B: Master pages

B-1: Editing the default master page

B-2: Inserting page numbers

B-3: Creating new master pages

B-4: Applying master pages

B-5: Overriding a master-page object on a document page

Unit 4: Typesetting

Topic A: Text frame threading

- A-1: Threading text
- A-2: Adding columns to a text frame
- A-3: Adding jump-line page numbers

Topic B: Paragraph formatting

- B-1: Setting tabs
- B-2: Creating indents
- B-3: Setting keep options
- B-4: Creating bulleted and numbered lists
- B-5: Creating drop caps
- B-6: Adjusting space between paragraphs
- B-7: Creating paragraph rules
- B-8: Changing formatting by using Find/Change

Topic C: Styles

- C-1: Creating a paragraph style
- C-2: Creating a style based on an existing style
- C-3: Editing a style
- C-4: Creating a character style
- C-5: Creating a style group

Unit 5: Modifying items

Topic A: Text frame options

- A-1: Positioning text within a text frame
- A-2: Formatting a frame edge

Topic B: Graphics

- B-1: Placing Photoshop files
- B-2: Adjusting text wrap
- B-3: Modifying graphics
- B-4: Nesting frames

Topic C: Grouped items

- C-1: Grouping items
- C-2: Manipulating items within groups

Topic D: Layers

- D-1: Creating a new layer
- D-2: Changing the layer stacking order
- D-3: Assigning objects to layers

Unit 6: Finalizing documents

Topic A: Printing and exporting documents

- A-1: Printing a proof
- A-2: Exporting to PDF

Topic B: Preparing for commercial printing

- B-1: Checking spelling
- B-2: Checking linked graphics
- B-3: Checking font usage
- B-4: Preflighting a document
- B-5: Packaging a publication

Appendix A: ACE exam objectives map

Topic A: Comprehensive exam objectives