

InDesign CS4: Editorial

Course Overview

Adobe InDesign CS4 is a powerful page layout tool used increasingly by editors, sub-editors, writers and journalists. This course is designed for those who need to use InDesign solely in an editorial capacity.

The course looks at importing and formatting text, working with different styles as well as how to use InDesign's many powerful built-in editorial features.

If you wish to learn the design and layout features of InDesign in detail, we would recommend that you take our two day Introduction to InDesign course.

Course content

Introduction

Tools Overview

- Using Panels
- Saving a Workspace
- The Control Panel
- Moving around your document
- Viewing Options

Placing Text

- MS Word Import Options
- Handling missing fonts
- Text flow methods
- Selecting and editing text
- Spellchecking
- Smart guides and smart spacing

Formatting text

- Applying local formats
- Applying Paragraph Styles
- Applying Character Styles
- Removing Overrides
- Editing Styles

Using the Story Editor

- Viewing and editing in the Story Editor
- Drag and Drop text
- Story Editor preferences
- Word and Character counts using the Info panel

Working with Notes

- Viewing and adding Notes
- Copy fitting with Notes

Working with Layers

- The purpose of Layers
- Creating and arranging Layers
- Assigning content to Layers

Master Pages

- Understanding Master Pages
- Adding page numbers
- Applying Master Pages
- Unlocking Master Page items
- Numbering and Section options

Minding your H&Js

- Hyphenation options
- Discretionary Hyphens
- Balancing Ragged Lines
- No Break
- Understanding the Adobe Paragraph Composer

- Optical margin alignment

Fixing Widows and Orphans

- Break Characters
- Keep Options
- Tracking
- Kerning/Tracking preferences
- Composition preferences

Working with Baseline Grids

- Viewing the Grid
- Setting up the Grid
- Aligning text to the Grid

Text Frame Options

- Text Insets
- Vertical Justification
- Ignoring a Text Wrap

Printing and Exporting

- Printing your document
- Exporting to a PDF

Questions and answers