

InDesign CS4:

Advanced, ACE Edition

Topic-Level Outline

Days: 1

Prerequisites: InDesign CS4: Advanced, ACE Edition or equivalent experience

Unit 1: Efficient layout

Topic A: Document setup

Topic B: Tint and gradient swatches

Topic C: Object libraries and snippets

Topic D: Item spacing

Unit 2: Vector paths

Topic A: Creating vector paths

Topic B: Vector paths and pictures

Topic C: Vector paths and type

Unit 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

Unit 4: Graphics

Topic A: Layer comps

Topic B:Transparency

Topic C:Object styles

Topic D: Transforming objects

Unit 5: Tables

Topic A:Creating tables

Topic B:Changing table structure

Topic C:Formatting tables

Unit 6: Text editing

Topic A:Story Editor

Topic B:Special characters

Topic C:Column, frame, and page breaks

Unit 7: Long documents

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

Topic A:Comprehensive exam objectives