

# TOTAL TRAINING™ FOR Adobe® InDesign® CS4 - Essentials QUICK REFERENCE GUIDE

<b>C1</b>	<b>EXPLORING THE INTERFACE</b>	<b>27:35</b>	<b>C9</b>	<b>TABS, TABLES &amp; LISTS</b>	<b>33:13</b>
1	Start Screen, Application Bar & Workspace Menu		1	Formatting Text with Tabs	
2	Panels, Application Frame & Tab View		2	Creating, Selecting & Navigating Tables	
3	Using the Control Panel		3	Formatting Tables & Cells	
4	Customizing Keyboard Shortcuts & Menus		4	Saving Time with Table & Cell Styles	
5	Exploring Workspaces		5	Working with Bulleted & Numbered Lists	
<b>C2</b>	<b>CUSTOMIZING APPLICATION PREFERENCES</b>	<b>38:27</b>	<b>C10</b>	<b>WORKING WITH PLACED GRAPHICS</b>	<b>27:31</b>
1	Setting General & Interface Preferences		1	Exploring Bridge & Assigning Keywords	
2	Setting Type & Composition Preferences		2	Placing & Scaling Images	
3	Customizing Units, Grids & Guides		3	Using the Free Transform, Position & Scale Tools	
4	Dictionary, Spelling, Autocorrect & Story Editor Display Preferences		4	Frame & Content Fitting Options	
5	Display Performance & Appearance of Black Preferences		5	Placing Multiple Files	
6	File & Clipboard Handling		6	Using the Links Panel	
			7	Building a Library	
<b>C3</b>	<b>WORKING WITH DOCUMENTS</b>	<b>21:05</b>	<b>C11</b>	<b>CREATING SHAPES &amp; USING TEXT WRAP</b>	<b>21:19</b>
1	Setting Up a New Document & Saving a Preset		1	Creating Shapes & Frames	
2	Working with Templates		2	Customizing & Transforming Shapes	
3	Replacing Missing Fonts & Updating Links		3	Aligning & Distributing Shapes	
4	Converting Documents for Backwards Compatibility		4	Applying Text Wrap	
<b>C4</b>	<b>NAVIGATING &amp; VIEWING DOCUMENTS</b>	<b>21:11</b>	<b>C12</b>	<b>WORKING WITH COLOR &amp; SWATCHES</b>	<b>40:38</b>
1	Navigating Pages & Layers		1	Introduction to Swatches	
2	Links, Edit Original & Rotate Spread View		2	Choosing Colors & Creating New Swatches	
3	Zooming, Display Performance & Panning		3	Working with Gradients	
4	Changing View Modes & Customizing a Proof		4	Using the Kuler Panel	
<b>C5</b>	<b>MARGINS, COLUMNS, RULERS &amp; GUIDES</b>	<b>18:10</b>	5	Using Transparency	
1	Setting Up Units, Margins & Columns		6	Transparency Effects	
2	Using Rulers		<b>C13</b>	<b>USING LAYERS</b>	<b>12:17</b>
3	Working with Guides		1	Creating Layers	
4	Using Smart Guides to Align & Place Objects		2	Placing Content on Layers	
<b>C6</b>	<b>ADDING TEXT TO YOUR LAYOUT</b>	<b>32:27</b>	3	Moving Content between Layers	
1	Adding & Formatting Text in a Frame		4	Managing Layers	
2	Exploring Frame Types		<b>C14</b>	<b>INTRODUCING OBJECT STYLES</b>	<b>12:14</b>
3	Placing Text from a File		1	Creating New Object Styles	
4	Threading Text Frames		2	Applying Object Styles	
5	Creating Text on a Path		3	Updating Object Styles	
6	Auto-Flowing Text		4	Defining Default Object Styles	
7	Using Smart Text Reflow		<b>C15</b>	<b>ADDING INTERACTIVITY</b>	<b>25:44</b>
<b>C7</b>	<b>TEXT FORMATTING OPTIONS</b>	<b>32:33</b>	1	Making a Table of Contents Interactive	
1	Choosing Fonts		2	Creating Hyperlinks	
2	Controlling Font Size & Leading		3	Adding Buttons for Navigation	
3	Changing Text Color in the Swatches & Color Panels		4	Adding Page Transitions	
4	Adjusting Alignment, Tracking & Kerning		5	Exporting for the Web Using SWF & PDF	
5	Using the Eyedropper Tool to Sample Text Attributes		<b>C16</b>	<b>PREFLIGHT, PRINT &amp; PDF</b>	<b>18:44</b>
6	Finding & Replacing Fonts		1	Introducing New Live Preflighting	
7	Adding Indents & Spacing		2	Packaging for Output	
8	Controlling Hyphenation & Justification		3	Understanding Printing Options	
9	Creating Drop Caps		4	Printing Booklets	
10	Using Optical Margin Alignment		5	Exporting to Adobe PDF	
			6	Credits	
<b>C8</b>	<b>FORMATTING TEXT USING STYLES</b>	<b>20:02</b>			
1	Creating Paragraph Styles				
2	Applying Styles				
3	Understanding Next Styles				
4	Clearing Style Options				
5	Redefining Styles				
6	Importing & Managing Styles				