

Class Schedule

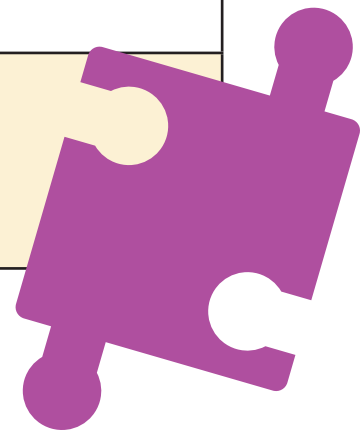
Spring 2011 • CYNDI REESE



This outline may need to be adjusted as the semester progresses. I will send out an email to the class with specific agenda items before each weekly lecture. The class website at www.santarosa.edu/~creese will list the most accurate and detailed information about the weekly schedule, lecture outline, lab assignments, reading and web resources.



| DATE | LECTURE TOPICS | WORK ASSIGNED |
|------------------|--|--|
| Week 1 Jan 20 | Course Intro Standard keyboard shortcuts. What's new in InDesign CS5? | Lab 1: Getting Started Individual |
| Week 2 Jan 27 | Customizing InDesign Custom keyboard shortcuts and menus. InDesign preferences. Custom Control Panel, Links and Preflight panels. Customizing Adobe TV. | Lab 2: A PDF Workflow Individual Quiz 1 |
| Week 3 Feb 3 | Review cycles and virtual collaboration Acrobat email-based reviews. CSLive and acrobat.com. Adobe Labs. Scheduling meetings. | Lab 3: Collaboration Group |
| Week 4 Feb 10 | Adobe Bridge and metadata Data Merge Adobe Bridge. Snippets. XMP metadata and captions. Data merge with images. | Lab 4: Data Merge Individual Quiz 2 |
| Week 5 Feb 24 | InDesign on the move Taking a document between the PC and Mac. Legacy documents. Sending files with Adobe SendNow. | Lab 5: On The Move Group |
| Week 6 Mar 3 | Adobe integration Sharing content between InDesign Photoshop, Illustrator: Live Objects, Smart Objects, Layers, Kuler swatches, .ase files and metadata. | Lab 6: Suite Integration Individual or Group SKILL EXAM 1 |
| Week 7 Mar 10 | Advanced text skills Working with Microsoft Office documents. Mapping styles. Footnotes. Fixed column text frames, straddle heads and splitting columns. Numbered lists. Tracking changes and InDesign Notes. InCopy. | Lab 7: Text Individual |



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|-------------------|---|--|
| Week 8 Mar 17 | Tables and GREP Table styles and acrobat.com tables. GREP expressions for high-end text editing. GREP styles. | Quiz 3 Lab 8 GREP Individual |
| Week 9 Mar 31 | Acrobat X and form workflows. Acrobat X changes. Creating a PDF form based on an InDesign document. | Lab 9: Tables and forms Group |
| Week 10 Apr 7 | InDesign and commercial printshops Guest speaker: Dan Johnston from AJ Printing. Variables. Using tagged text to create catalogs. Text conditions and sets. | SKILL EXAM 2 Lab 10: Tagged text and variables Individual |
| Week 11 Apr 14 | Automating text and interactive PDFs Creating an interactive PDF and Acrobat slide show. PDF presets. Cross-references and hyperlinks. Bookmarks. | Lab 11: Interactive PDFs Individual |
| Week 12 Apr 21 | Cross-media export Converting an InDesign document to Dreamweaver and Flash. XHTML and SWF files. ePub and new workflow directions for InDesign. | Lab 12: Forms Group TEAM PROJECT |
| Week 13 Apr 28 | Digital Publishing Guest speaker: Patti Sokol from Sokol Consulting. | Quiz 4 |
| Week 14 May 5 | XML Extensible Markup Language and repurposing content. PDF accessibility. | |
| Week 15 May 12 | Scripting A gentle look at how scripts are created and used. | |
| Week 16 May 19 | Project presentations | Quiz 5 |
| May 26 | FINAL EXAM | |

3 Integration Collaboration Workflow

