



Syllabus

Our syllabus is very loosely outlined. We do not have time limits on any section and our instructors are flexible so that every attendee is given the time they need to master each skill. With that in mind, here's a snapshot of what you will learn.

How to install Xdata/InData We start right in with the basics and spend just a few minutes showing you how to install XTensions (Xdata) and Plug-ins (InData).

How to set preferences for Xdata/InData When importing data from other sources, you need to ensure that Xdata/InData will read the delimiters correctly. We'll show you how to make your import successful the first time with settings for text and pictures.

How to sort, clean up, and verify data With data other than your own, you may find that you have unexpected results and that this is the most challenging tasks of creating an automated project. We'll show you how to define standards for the text, and then to modify the data to meet those standards.

How to write a simple Xdata/InData prototype We'll begin our projects by creating a simple prototype for address labels and postcard reminders for customers. This will help you to build the skills you need for tackling more complex jobs later in the course.

Shortcuts and how to write prototypes to share There are lots of ways to write a prototype and writing a prototype for the Mac is different than for the PC. We'll show you the best way to ensure everyone gets the same results and avoids errors.

How to use style sheets for easy formatting Adding style sheets to a prototype can mean the difference between a week's worth of work and a few minutes' worth. There's no need to format all of your imported text by hand. During this part of the class we will introduce price lists, directories, and phone book type projects – where changing styles sheets on the fly is critical to automated production. You will also get your first look at creating headers and footers.

How to use conditional statements Sometimes a single style sheet or master page isn't enough and you need to switch efficiently between many. We'll show you how to apply a style sheet or master page based on the information contained in the data or change the process based on the previous record or next record. Building on conditional statements, we'll also show you how to add static text, skip records, repeat records, or even loop back through the data. Throughout this section, you will also be learning to troubleshoot your prototypes.

How to import pictures Pictures are just graphical data. With your newly developed understanding of Xdata/InData, you're ready to add pictures to your import. We'll show you how to add pictures and how to build prototypes to place them where you want them.

How to create many business cards Once you've learned to create a single project, you will be ready to learn about making many products on the same page (we call this n-up).

How to create a two-sided postcard Taking the n-up section a step further, we'll show you how to set up your job when it is two sided, such as a postcard with customer-purchasing information on one side and their address on the other.

How to create a calendar Creating calendars and updating them yearly are always difficult projects. With Xdata/InData, they don't have to be. We'll take a few moments to explore data2date, and we'll even send you home with a complimentary copy.

How to print documents that you have created In our final portion of the workshop, we will discuss ways of printing the projects you have created. This will include generating printer's spreads and two-sided projects.

Question and Answers During each section, there will be ample time for you to ask your questions. Questions that are not of interest to the entire class will be held over for individualized discussions at the end of both days.