

Adobe InDesign Advanced Course 1 Day

The following gives an outline of the course content. This is only a suggestion and may be tailored by the trainer on the day, to better suit the delegates requirements.

Content

- **Customising InDesign**
 - Detailed look at key options in Preferences
 - Changing Document defaults
 - The tools hints panel
- **Efficient Document layout**
 - Document Presets
 - Working with Libraries
 - Advanced Master Page options
 - Sections/ Slugs/Running Heads
 - Using Text Variables in a workflow
 - Specifying a start page number
 - Tips for Working with Layers
 - Document/object Baseline Grids
 - Content collector
- **Typography**
 - Text Import options
 - MS Word to InDesign style sheets workflow
 - Composition, hyphenation and justification
 - Horizontal spacing
 - Typography shortcuts
 - Special characters
 - Creating and using custom dictionaries
 - Using the story editor
 - Tracking text changes in Story Editor
 - Options for turning text to outlines
 - Find/Change options
 - Column, frame and page breaks
- **Colours**
 - Named and Unnamed Colours
 - Multi-ink colours and groups
 - Using the Separations preview pane
- **Objects**
 - Combining/converting objects
 - Step/Repeat
 - Pasting objects within objects
 - Pathfinder Panel options
 - Compound paths
 - Hiding objects
 - Advanced Object Styles
 - Advanced Eyedropper Tool settings
- **Vector paths**
 - Vector path creation
 - Vector paths and type
 - Vector paths and pictures
- **Conditional Text**
 - Delivering multiple versions of a document for different users
 - Hiding text at paragraph, word, and character level without relying on layers
- **Working with Transparency**
 - Using the Gradient Feather tool
 - Advanced transparency effects
 - Applying and overriding effects Blending modes
 - Using the Flattener Preview Panel/layers to avoid flattening problems when printing
- **Working with Interactivity**
 - Creating buttons and hyperlinks for interactivity
 - The media panel
 - Exporting with interactive elements to PDF and SWF
 - Using the Articles panel

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