Adobe InDesign
Intermediate 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**
  - Saving Workspaces
  - Customising Menus
  - Customising Shortcuts
  - Preferences settings
  - Multiple Document Windows
- **Working with Graphics**
  - Using Adobe Bridge
  - Using Libraries
  - Customising the Links Panel to display attributes
  - Photoshop Files: Layers; Layer Comps
  - Illustrator Files: Layers; Layer Comps
- **Text**
  - Styling text
  - Text Wraps
  - Targeting Layers
  - Paragraph Rules
  - Drop Caps
  - Breaks
  - Special Characters
  - More with Tables
- **Frames and Objects**
  - Creating objects quickly
  - Modifying objects
  - Using Pathfinder tools
  - Converting Shapes
  - Working with Groups
  - Transforming objects
  - Special Effects; Targeting Effects
  - Object Styles
- **Layers**
  - Creating layers for content control
  - Locking layers
  - Assigning objects to layers

- **Images**
  - Placing images
  - Scaling images
  - Placing multiple images
  - Checking image resolutions, colour space and image links
  - Text wrap options
- **Colour**
  - Customising swatch settings
  - Mixed Colour Swatches
  - Colourising Images
  - Using Gradients
- **Working with Longer Documents**
  - Creating spread documents
  - Smart Text Reflow
  - Templates
  - Creating pages with different sizes
  - Master Pages
  - Based-on Masters
  - Loading and managing styles Sections
  - Numbering
  - Table of Contents
  - Creating an Index
  - Creating Books
- **Preparing documents for Press**
  - Pre Flight
  - Print Presets
  - Export to PDF
  - Export to eBooks

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