

Course Overview

In this 1-day class, you will learn the more advanced features of Adobe InDesign. You will learn how to manage styles, including style overrides, applying styles in a sequence, importing styles from Microsoft Word and redefining styles. You will learn how to develop complex paths, including Bézier paths, compound paths, clipping paths and type outlines. You will also learn how to handle page elements, including inline graphics, text layout, multiple items, anchored objects and libraries. You will learn how to administer external files, including locating files using Adobe Bridge, merging data, importing layered files, exporting PDF files and exporting XHTML files. You will learn how to work with XML, including how to integrate XML into a document, importing XML, exporting documents as XML files, and creating a snippet. You will also learn how to manage long documents by creating hyperlinks, inserting footnotes, inserting text variables, creating a table of contents, generating an index creating document sections and creating a book. Finally, you will learn how to adjust print settings by creating print presets and previewing print output.

Courses in the Adobe InDesign Series

InDesign Level 1
- 2 days -

InDesign Level 2
- 1 day -

Course Preparation

Prerequisite: *Adobe InDesign Level 1* or equivalent experience and experience with a word processing program.

Course Topics

Managing Styles

- Managing Style Overrides
- Basing One Style on Another
- Applying Styles in a Sequence
- Importing Styles from a Microsoft Word Document
- Redefining Styles

Developing Complex Paths

- Creating Bézier Paths
- Creating Compound Paths
- Creating Clipping Paths
- Creating Type Outlines

Handling Page Elements

- Placing Inline Graphics
- Manipulating Graphics
- Handling Text Layout
- Creating Multiple Items
- Creating Anchored Objects
- Managing Libraries

Administering External Files

- Locating Assets using Adobe Bridge
- Merging Data
- Importing Layered Files
- Exporting PDF Files
- Exporting XHTML Files

Working with XML

- Integrating XML into a Document
- Importing XML
- Exporting Documents as XML Files
- Create and Use a Snippet

Managing Long Documents

- Creating Hyperlinks
- Inserting Footnotes
- Inserting Text Variables
- Generating an Index
- Creating Document Sections
- Creating a Book

Adjusting Print Settings

- Create Print Presets
- Preview Print Output

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