

Course Overview

In this 1-day class, you will learn the more advanced features of Adobe InDesign. You will learn how to create duplicate items, handle text layout, and create transparency. 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 learn how to administer external files by merging data and importing layered 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. You will also learn how to export InDesign files into other formats. 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

Handling Page Elements

- Create Duplicate Items
- Handle Text Layout
- Create Transparency
- Create Anchored Objects
- Manage a Library

Managing Styles

- Import Styles from Microsoft® Word Documents
- Create Nested Styles
- Create Related Styles
- Apply Styles in a Sequence
- Manage Style Overrides
- Redefine Styles
- Break the Link Between Styles

Developing Complex Paths

- Create Bézier Paths
- Create Clipping Paths
- Create Compound Paths
- Create Type Outlines

Administering External Files

- Import Layered Files
- Merge Data

Working with an XML File

- Integrate XML Content into a Document
- Import XML Content
- Create a Snippet

Managing Long Documents

- Insert Footnotes
- Insert Text Variables
- Create Text Conditions
- Create Document Sections
- Create a Book
- Create the Table of Contents
- Create Hyperlinks
- Create Cross-References
- Generate an Index

Exporting InDesign Files in Other Formats

- Export PDF Files
- Export Files for the Web
- Export Files for Animation

Adjusting Print Settings

- Manage Colors
- Preview the Print Output
- Create Print Presets

