

ADOBE INDESIGN

Advanced - Two Days

Indesign Essentials Refresher

Text Handling

Using the Info panel
Creating & using glyph sets
Inserting special characters
Advanced Find/Change options
Track Changes feature
Advanced text wrap options
Hanging Text

Working with Tables

Creating tables
Adding text and graphics
Importing from Word or Excel
Formatting & Editing tables
Headers and footers
Images in Table Cells

Type Formatting

Advanced nested styles
Understanding First Line styles
Controlling headings alignment
Creating balanced headline
Paragraph Rules
Hyphenation & Justification
Using Quick Apply
Spanning text across columns
Splitting text into columns
Creating footnotes
Controlling bullets or numbering

Combining Text and Graphics

Efficient use of Mini-Bridge
Creating object styles
Text frames and text wraps
Anchoring objects
Advanced text wrap options
Layer visibility options
Live Caption feature

Working with Documents

Creating multi-page spreads & master pages
Different sized pages within one document
Controlling spread pagination
Automatic layout adjustments
Sections and Auto-Page Numbering
Auto-Content Pages
Creating Indexes

Discussion Session

Longer Documents

Using table of contents
Creating a table of contents style
Editing a table of contents

Working with Shapes

Adjusting path segments
Working with stroke styles
Using Live Corner effects
Compound paths & pathfinder

Advanced Colour

Working with colours from EPS or PDF files
Managing Colour Swatches
Using Colour Themes & Adobe Color
Use Ink Manager
Importing/Exporting ASE files or

Using Libraries and Snippets

Using libraries
Using CC Libraries
Working with snippets
Libraries vs snippets

Advanced Transparency

Flattening transparency artwork
Guidelines for successful output
Using the Transparency Flattener Preview

Printing and export options

Setting /saving print presets
Using pre-defined PDF presets
Creating and editing presets
PDF's for Web & Print
Publish Online*

Interactive Documents

Adding Video & Sound
Exporting interactive PDFs
Cross media authoring
Creating Interactive Presentations
EPub Format, DPS & Publish OnlIne

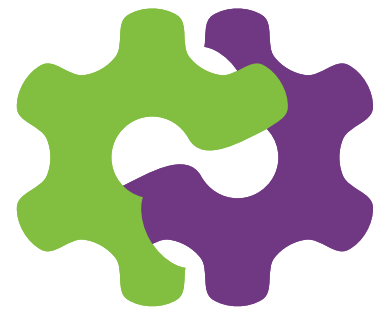
Creating Online Forms

Hyperlinks
Form Fields & Field Types
Form Actions

Design on the Go

Using Adobe Comp
Syncing Comps to InDesign

Overview & Discussion Session



computer graphics training

This course will enhance existing Adobe InDesign users experience and levels of productivity. You will use InDesign's more advanced tools and features to allow you to create complex and sophisticated documents that can be created for both print and web.

You will also explore essential InDesign shortcuts, workflow management and receive hints and tips from experienced InDesign professionals.

At the end of the course there will be an overview of the newer interactive features to be found in InDesign including discussion on EPub, HTML, DPS and Publish online.

You will learn:

- Advanced text and graphics handling
- Working with tables & images in tables
- Using libraries, snippets and mini-bridge
- Streamlining repetitive tasks
- Workflow management
- Create complete document artwork
- Create print or web PDFs for distribution
- Create & distribute online forms
- Create & repurpose with InDesign

Who Should Attend?

Anyone who currently uses InDesign and wants to take their skills to the next level and improve their productivity.

What's Included

Lunch, refreshments, unlimited post-training email support, course notes and certificate.

Related Courses

Adobe Illustrator
Adobe Photoshop Pro
Adobe Acrobat DC

Adobe Touch Apps
Digital Publishing Suite
Graphic Design for Business

This course is tailored and can be combined with other courses if required.

Oak Trees, Watts Cross Road,
Hildenborough, Kent TN11 8NE
01732 833004 training@cgt.uk.com
computergraphicstraining.co.uk