

Advanced Adobe InDesign

Duration: 2 Days

### OBJECTIVES

This Adobe certified course is designed for experienced InDesign users who wish to work as quickly and efficiently in InDesign. It examines the time saving features and shortcuts which can help designers avoid repetitive formatting and layout tasks and free up time to be creative. This Adobe certified course will allow time for delegates to raise issues relating to their particular workflows.

### PRE-REQUISITES

Basic working knowledge of Windows or Macintosh operating systems together with a good working knowledge of Adobe InDesign or attendance on our Introduction to InDesign course.

### COURSE OUTLINE

Preferences

- Detailed look at key options in Preferences
- Changing Application/Document defaults
- The tools hints panel

Navigation

- New Window options
- Shortcuts for quick navigation

Interface

- Control panel hidden options
- The Command Bar
- Spread rotation - including non-horizontal elements in your designs by temporarily rotating the spread view
- Normal, preview and presentation mode

Objects

- Combining/converting objects
- Quick tips for transforming objects
- Pasting objects within objects
- Creating Bezier paths
- Pathfinder Panel options
- Using Scripts to modify objects
- Compound paths
- Hiding objects

Object Styles

- Advanced Object Styles
- Picture fitting controls
- Activating paragraph styles in object styles

Strokes

- Creating custom strokes

- Pen/Pencil/Smooth/Erase tools

## Text

- Text Import options
- MS Word to InDesign style sheets workflow
- Creating and using custom dictionaries
- Using the story editor
- Tracking text changes in Story Editor
- Options for turning text to outlines
- Find/Change options
- Basic GREP searches
- Using the Eyedropper Tool on text
- Mapping Styles to Tags on Export

## Notes

- Using the Notes features

## Advanced Typography

- Single Line/Paragraph Composers
- Working with OpenType
- Justification/Hyphenation controls
- Creating Custom Glyph sets
- Word space kerning
- Controls for Drop Caps
- Footnotes
- Paragraph rule options
- Optical Margin alignment
- Bullets and numbering

## Text variables

- Using Slugs/Running Heads
- Using Text Variables in a workflow

## Conditional Text

- Delivering multiple versions of a document for different users
- Hiding text at paragraph, word, and character level without relying on layers

## Style Sheets Advanced

- Creating/using Nested style sheets
- Creating/updating Based On styles
- Creating/applying Next Style options
- Overriding style sheets

## Images

- Working with native Photoshop files
- Options for image cut-outs
- Placing Illustrator files or passing Illustrator objects
- Object Layer options
- Re-linking based on file extension
- Live image captions

## Colours

- Named and Unnamed Colours
- Multi-ink colours and groups
- Using the Separations preview panel

- Aliasing spot colours in the ink manager

#### Documents

- Document Presets
- Advanced Master Page options
- Working with Sections
- Specifying a start page number
- Tips for Working with Layers
- Document/object Baseline Grids
- Working with Libraries (advanced)
- Creating and placing Snippets
- Creating cross-references that dynamically update as content is changed or moved within a document

#### Tables

- Creating Cell and table styles
- Linking to Spreadsheets/updating information

#### Working with Transparency

- Using the Gradient Feather tool
- Advanced transparency effects
- Applying and overriding effects
- Blending modes
- Groups and transparency
- Isolating blending
- 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
- Adding motion, sound and video for export directly to SWF
- Using the Articles panel

#### Working with CS Review

- Creating a shared review
- Understanding CS Live online services