

Adobe InDesign Advanced

Course Outline

Course Format: Two Days

Max Capacity: 6 People

This course will cover advanced text handling techniques, working with tables, drawing, process and spot colours, object libraries, advanced transparency options and creating customised pdfs. You will also explore InDesign shortcuts and workflow management. Delegates should have attended an Adobe InDesign Foundation course or have an equivalent working knowledge.

Advanced Text Options

- Using the Info Palette
- Creating Custom Glyph Sets
- Inserting Special Characters
- Adding Copy Breaks
- Working with Linked Text Files
- Advanced Find/Change Options
- Finding and Changing Fonts
- Using Type on a Path

Working with Text Import Filters

- MS Word/RTF Import Options

Working with Tables

- Creating Tables
- Adding Text and Graphics
- Importing from Word and Excel
- Editing Tables
- Running Headers and Footers
- Formatting Tables

Advanced Type Formatting

- Importing Styles from Word
- Word Import Presets
- Applying Complex Nested Styles
- Creating Balanced Headline Text
- Adding Rules Above or Below
- Controlling Paragraph Breaks
- Working with Composition
- Advanced Hyphenation Controls
- Advanced Justification Controls
- Preventing Word Breaks
- Advanced Next Style Options
- Clearing Formatting Overrides
- Creating Footnotes
- Frame-based Baseline Grids
- Automatic Bullets or Numbering
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Course Outline Continued

Combining Text & Graphics

- Creating Object Styles
Justifying Text Next to an Object
- Anchoring Objects
Advanced Text Wrap Options
- Sharing Colour Swatches Across Applications
Importing Multi-page PDFs
Layer Visibility Options for Imported PSD and PDF Files

Working with Pages & Spreads

- Creating Multiple-page Spreads
- Copying Pages Between Documents
- Controlling Spread Pagination
- Automatic Layout Adjustment
- **Advanced Colour Options**
Creating Mixed Ink Swatches
Converting Mixed Inks
Using PSD Spot-colour Channels
- Working with Colours from EPS or PDF Files
Converting Imported Spots
- **Drawing in Adobe InDesign**
Using the Pencil

- Smooth and Erase Tools
Drawing with the Pen Tool
- Adjusting Path Segments
Using the Scissors Tool
- Working with Stroke Styles
- Applying Corner Effects
Creating and Editing Compound Paths
Shape-to-shape Conversions

Using Libraries & Snippets

- Working with Object Libraries
- Cataloguing
Finding Objects
Working with Snippets

Advanced Transparency Options

- Applying Transparency to Groups
- Creating Transparency Knockouts
- Using Blending Modes
Flattening Transparent Artwork
- Creating, Saving, and Loading
Custom Flattener Presets
- Flattening Individual Spreads
- Understanding the Flattener Preview Options