

# ADOBE INDESIGN ADVANCED

AVAILABLE IN CREATIVE CLOUD, CS6 & CS5



## Handling Page Elements

- ▶ Duplicating Items
- ▶ Handling Text Layout
- ▶ Creating Transparency
- ▶ Working with Anchored Objects
- ▶ Managing Libraries

## Working with Text & Styles

- ▶ Text Layouts
- ▶ Character & Paragraph Control
- ▶ Importing Styles
- ▶ Creating Nested & Related Styles
- ▶ Applying Styles in a Sequence
- ▶ Managing Style Overrides
- ▶ Redefining Styles
- ▶ Breaking Links Between Styles

## Managing Long Documents

- ▶ Adding Footnotes
- ▶ Creating Text Variables & Text Conditions
- ▶ Organising Documents in Sections
- ▶ Creating a Book
- ▶ Inserting & Updating a Table of Contents
- ▶ Creating & using Hyperlinks
- ▶ Adding a Cross-reference
- ▶ Generating an Index

## Exporting Files

- ▶ Exporting PDF Files
- ▶ Exporting Files for the Web
- ▶ Exporting Files for Animation
- ▶ Digital Publishing

## Adjusting Print Settings

- ▶ Managing Colours
- ▶ Previewing & Printing

**Course Duration: 1 Day**

**Price Per Delegate: £245**  
(Public Scheduled Course)

**Price Per Course: £745**  
(On-Site at Customer Premises)

### Suitable For:

Those who wish to develop their understanding of the complex layout, text, colour and print options within InDesign.

### Learning Outcomes:

By the end of the course delegates will have gained a sound understanding of advanced text handling and text wrapping techniques, methods of working with process and spot colours, using object libraries and creating customised PDF documents.

### Prerequisite Skills:

Delegates attending this course should have a good understanding of how to create documents, format text and images, alter layouts and prepare documents in InDesign for printing or publishing online.