

Adobe InDesign Advanced

Course Code

SSO012

Duration

1 Day

Format

Classroom | Classroom/Virtual |
Virtual

Overview

This one day course for Adobe InDesign will provide students with the skills they need to produce professional print documents and layouts. Students will learn how to manipulate page layout, control the appearance of text and tables, and create books, tables of content, and indices. They will also learn how to convert documents to PDF, HTML, and XML format, work with XML features and tags, and apply a variety of print options.

Objectives

This course is designed to teach you how to:

- Create and manipulate grids and guides; define and apply document pre-sets; use the Info palette to view information about the current document and its contents; change the zero point; and create, duplicate, edit, and delete master pages.
- Create layers; set layer options; hide, lock, duplicate, and delete layers; move and copy objects between layers; and rearrange and merge layers.
- Apply paragraph rules, create inline frames, wrap text around objects, convert a table to text and text to a table, nest tables, format cells, and relink and update links.
- Create a book file and add documents to it, manage documents in a book file, define a style source document, customize page numbering, create a TOC style, create and generate a TOC, edit and update TOC styles and TOCs, create index entries, add page ranges and cross-references, and generate an index.
- Export InDesign documents to PDF, set export options, structure documents by using the Structure pane and Tags palette, create hyperlinks and bookmarks, insert sound and movie objects, and create interactive buttons.
- Export InDesign documents to XML, create tags, map styles to tags, apply tags to content, import XML into an InDesign document, format XML content, import XML into an InDesign template, and validate an XML document against a DTD.
- Create a print pre-set, print a document, preview colour separations, and specify printer's marks.

Content

Who Should Attend

- This course is intended for users who would like to learn the more advanced features offered from Adobe InDesign

Prerequisites

We recommend that attendees of this course:

- Are proficient users of the Windows operating system.
- Have basic-level experience with InDesign

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This course will cover the following concepts:

Page Layout:

- Guides and grids
- Layout options
- Master pages

Layers:

- The layers palette
- Objects and layers

Text, links and table features:

- Text
- The links palette
- Tables

Books, TOC and indices:

- Books
- TOC
- Indices

PDF's and web documents:

- Creating PDFs
- Adding interactivity to a PDF
- Generating web documents

XML:

- XML features
- Working with XML tags
- Editing XML