



## ADVANCED INDESIGN

**COURSE DURATION:** 1 Day

### PRE-REQUISITES

A good working knowledge of InDesign

### COURSE OUTLINE

#### DAY ONE

##### Advanced text controls

- Using the Info panel
- Creating custom glyph sets
- Inserting special characters
- Adding copy breaks
- Advanced Find/Change options
- Finding and changing fonts
- Using type on a path
- Frame based baseline grid
- Advanced text wrap options

##### Working with tables

- Creating tables
- Adding text and graphics
- Importing from Word and Excel
- Editing tables
- Running headers and footers
- Creating table and cells styles

##### Advanced type formatting options

- Importing styles from Word
- MS Word import presets
- Creating looping nested styles
- Controlling how headings align to a baseline grid
- Creating balanced headline text
- Adding rules above and below
- Creating balanced headlines
- Controlling paragraph breaks
- Working with composition
- Setting composition preferences
- Advanced hyphenation controls
- Advanced justification controls
- Preventing word breaks
- Advanced Next Style options
- Creating footnotes
- Automatic bullets or numbering

##### Combining text and graphics

- Creating object styles
- Justifying text next to an object
- Choosing which text frames are affected by text wraps
- Anchoring objects
- Advanced text wrap options
- Sharing colour swatches across applications
- Importing multi-page PDFs
- Layer visibility options

##### Pages and spreads

- Creating multi-page spreads
- Copying pages between documents
- Controlling spread pagination
- Automatic layout adjustments

##### Questions and answers

#### DAY TWO

##### Working with shapes in InDesign

- Adjusting path segments
- Using the Scissors tool
- Working with stroke styles
- Applying corner effects
- Creating and editing compound paths
- Shape-to-shape conversations
- Using Transform Again options

##### Advanced colour options

- Editing mixed ink swatches
- Converting mixed inks
- Working with colours from EPS or PDF files
- Using PSD spot colour channels

##### Using libraries and snippets

- Working with object libraries
- Updating library objects
- Cataloguing and finding objects
- Libraries vs snippets

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## CREATIVITY AND EFFICIENCY

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### **Advanced transparency options**

- Applying transparency to groups
- Creating transparency knockouts
- Using blending modes
- Flattening transparency artwork
- Understanding pre-defined flattener presets
- Flattening individual spreads
- Creating, saving and loading custom flattener presets
- Understanding flattener preview options
- Guidelines for successful output

### **Creating Adobe PDF files**

- Global PDF export options
- Producing PDF files for a high-resolution composite workflow
- Using pre-defined PDF presets
- Customising PDF options
- Creating and editing presets
- Understanding PDF/X-1a and PDF/X-3 export options

### **Printing from InDesign**

- Setting output options
- Specifying printers marks
- Printing the bleed and slug areas
- Printing oversized documents
- Saving print settings
- XHTML support - an overview

### **Questions and answers**

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