

# Adobe InDesign Advanced



CS3 / CS4 / CS5

Duration: 2 Days

## Who Should Attend / Target Audience

People who would like to increase their knowledge of using InDesign including advanced style techniques and working with long documents.

## Prerequisites

Participants will need to have attended the InDesign Introduction course or have equivalent working knowledge.

## Learning Outcomes

- Use advanced style techniques to automate formatting
- Create a merged document
- Place graphics into tables and place Excel spreadsheets into documents
- Control the flow of text within an InDesign document using typography controls
- Use long document features such as 'Table of Content's and 'Indexing' to create books
- Select print preferences and settings

## Course Content

Version: 21/12/09

### Keyboard Shortcuts

Using and Creating Keyboard Shortcuts  
Creating Defaults to Personalise InDesign  
Creating Personalised Workspaces

### Master Page Setup

Basing Masters on Existing Master Pages  
Advanced Page Usage

### Advanced Styles

Local Overrides in Styles  
Basing One Style on Another  
Nested Styles  
Bullets and Numbering  
Next Style Options  
Import Styles from a Word document  
Updating Styles  
Handle Text Layout

### Data Merge

Creating a Single Page Merged Document  
Creating Labels

### Tables

Placing an Excel Spreadsheet  
Setting up Cell Formatting

### Repeating Graphic Transformations

Transform Again  
Transform Sequence Again

### Managing Long Documents

Creating a Book  
Adding a Variable to a Master Page  
InLine Graphics and Anchored Objects  
Creating an Object Style  
Creating a Text Box Style  
Layout Adjustment  
Updating Styles using the Book Panel  
Footnotes  
Creating a Hyperlink  
Creating a Home Button  
Table of Contents  
Basic Indexing  
Creating a PDF with Bookmarks and Hyperlinks

### Controlling Text Flow

Using a Baseline Grid

### Image Placement

Using a Library  
Using Bridge to Place Graphics

### Print Settings

Colour Separations  
Flattener Preview  
Create Print Presets  
Create PDF Presets

### Layers

Working with Layered Files

Next Level Course: Adobe Photoshop Introduction

Availability:  In House  Closed Group  Public

MELBOURNE  
SYDNEY  
BRISBANE  
TOWNSVILLE  
CAIRNS

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