

ADOBE INDESIGN ADVANCED

Use advanced style techniques in InDesign and work more confidently with long documents.

 **ODYSSEY**
TRAINING™

By 



Prerequisites

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

Expected outcomes

- Use Adobe InDesign 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 Contents and Indexing to create books
- Select print preferences and settings

Who should attend

This course is ideal for people who would like to increase their knowledge of using Adobe InDesign including advanced style techniques and working with long documents.

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

Data merge

- Creating a single page merged document
- Creating labels

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

Tables

- Placing an Excel spreadsheet
- Setting up cell formatting
- Table styles

Controlling text flow

- Using a baseline grid

Image placement

- Using a library
- Using bridge to place graphics

Print settings

- Colour separations
- Flattener preview
- Creating print presets
- Creating PDF presets

Layers

- Working with layered files

Please note that content and terminology may vary slightly between different software versions. We offer training in all of the latest software versions.

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developed for the Australian
workplace.

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