ADOBE INDESIGN
ADVANCED

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

ODYSSEY TRAINING™
An **SGS** Company

Id | **2** DAY

Prerequisites

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

Expected outcomes

- Use Adobe InDesign CC 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 for people who would like to increase their knowledge of InDesign to include advanced style techniques and working with long documents.

Keyboard shortcuts
- use and create keyboard shortcuts
- create defaults to personalise InDesign
- create personalised workspaces

Master page setup
- basing masters on existing master pages
- advanced page usage

Advanced styles
- local overrides in styles
- base one style on another
- nested styles
- bullets and numbering
- next style options
- import styles from a Word document
- updating styles

Data merge
- create a single page merged document
- create labels

Tables
- place an Excel spreadsheet
- set up cell formatting

Repeating graphic transformations
- transform again
- transform sequence again

Managing long documents
- create a book
- add a variable to a master page
- inline graphics and anchored objects
- create an object and text box style
- layout adjustment
- update styles using the book panel
- footnotes
- create a hyperlink
- create a home button
- table of contents
- basic indexing
- create a PDF with bookmarks and hyperlinks

Controlling text flow
- use a baseline grid

Image placement
- use a library
- use bridge to place graphics

Print settings
- colour separations
- flattener preview
- create print and PDF presets

Layers
- work 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.

Practical, relevant training developed for the Australian workplace.

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