



Adobe InDesign Training Courses

Sydney, Melbourne, Brisbane and Canberra

InDesign Long Documents | Course Overview

COURSE DESCRIPTION

Is your goal to publish long documents such as books or annual reports with ease? This course focuses on essential techniques that will help you set up your long documents properly from the start and which will also help with those inevitable changes in the most painless way possible.

Achieving a successful and easy long document workflow in Adobe InDesign is all about planning and execution. Long documents are the most complex things you can build with InDesign. This course shows you how to get excellent results quickly and boost your efficiency through showing you how to build long documents the right way from the ground up, using InDesign's tools and automation features.

WHAT YOU WILL LEARN

- Based-On Master Pages, Based-On Styles
- GREP Styles, Nested Styles
- Libraries and Snippets
- Text Variables
- Cross-References, Indexing
- Table of Contents, The Book Panel

PREREQUISITE

Students should have either completed the 2 day InDesign Essentials course or be confident with InDesign's print publishing procedures, such as using Master Pages, linking Text Frames, creating and editing Paragraph and Character Styles and working with images.

~~\$540~~ **\$445** (+GST)
1 DAY | 9-4:30PM

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Course outline

BASED ON STYLES

Basing Styles on a "parent" style is a powerful cascading technique that will help create styles and change styles quickly and easily. Use one style as the basis for new variations. InDesign's Based On feature works with ANY styleable element including Paragraph, Character, Object, Table and Cell.

GREP STYLES

GREP styles enable you to apply dynamic pattern-based character styling to your text. Create GREP styles as part of a paragraph style. InDesign searches for that pattern and applies the character style whenever it finds a match.

NESTED STYLES

Nested styles allow you to apply dynamic character styling to a continuous range of text. Repetitious application of styling based on patterns can be achieved easily by utilising InDesign's Nested Styles to repeat any sequence of styles.

TEXT VARIABLES

Text variables are clones of text or data taken from elsewhere in InDesign. They can be used to automatically change according to the context in which they appear.

CROSS-REFERENCES

Cross-referencing allows you to create dynamic links between text anchors or paragraphs of styled text. Automatically generate text elements and elements that can be easily updated with the Hyperlinks panel.

TABLE OF CONTENTS

Table of Contents is one of InDesign's powerful long document features. .

THE BOOK PANEL

Manage long document split over multiple InDesign files. Organise, synchronise and output these files all as one using InDesign's Book panel.

BASED ON MASTER PAGES

Multiple Master Pages and Based on Master
Overriding Master Items & Removing Local Overrides

LIBRARIES AND SNIPPETS

Creating and Saving Libraries
Name and Add Library items
Re-using Library items
Library Options
Creating and Using a Snippet

BASED ON STYLES AND NESTED STYLES

Character & Paragraph Styles Overview
Loading Styles
Applying Next Styles
Creating Nested Styles
Using Nested Line Styles

TEXT VARIABLES

Creating Variables from scratch
Defining Variables
Variables as running headers
Using Variables to evoke meta-data as a slug

BOOKS

Building a Book
The Book Panel
Controlling Page numbering in a Book
Exporting, Printing and Synchronizing a Book

TOCS

Generate a Table of Contents
Building & Rebuilding TOCs

INDEXES

Create an Index
Add levelled Index Entries

CROSS-REFERENCES

Building Cross References

GREP STYLES

Use GREP to find and Change text formatting
Use GREP to remove unwanted characters and spacing
Use GREP to format repetitive categories of text
Saving Search Queries

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