



Adobe InDesign Training Courses Sydney, Melbourne, Brisbane and Canberra

InDesign Advanced | Course Overview

COURSE DESCRIPTION

The powerful and abundant features of Adobe InDesign are often under utilised or even overseen! Learning about features such as Quick Apply for super fast formatting text, images or objects will save most users 20 to 30 minutes a day, a potential annual time saving of 68 hours! Similarly, understanding the power of GREP could help turn a full day or more of editing into a 5 minute job! Especially with the latest versions – InDesign CC and InDesign CS6, you can more efficiently design and edit page layouts for print and screen, faster and easier than ever. Use the new Adaptive Design Tools to easily repurpose layouts to look great on a variety of pages sizes, orientations, or devices. Other recent InDesign productivity improvements include time-savers such as the split window, Content Collector tools, grayscale preview, easy access to recently used fonts, and more.



PREREQUISITES

Students should have either completed the InDesign Essentials course or be confident with InDesign's print publishing procedures, such as using Master Pages, creating and editing Paragraph and Character Styles and working with images. **An InDesign assessment is available if you are unsure of your InDesign user level.**

~~\$900~~ **\$770** (+GST)
2 DAYS | 9-4:30PM

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October 2015



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Course outline : InDesign Advanced

BRIDGE

- Mini Bridge
- Creating a Contact Sheet

BOOK DOCUMENTS

- Building a Book
- The Book Panel
- The advantages for splitting a project into separate documents
- Creating a Book file
- The Master Document
- Updating the book
- Synchronising options
- Synchronising a book
- Applying Master Page changes to a synchronisation
- Sectioning and Numbering
- Adding chapters
- Rearranging the chapters
- Controlling Page Numbering in a Book
- Creating a PDF of the entire book
- Creating a package of the entire book

SECTION OPTIONS

- Giving files a Section Marker
- Advantages/disadvantages of using Section Markers
- Using several Markers in the same document

TEXT VARIABLES

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

ADVANCED MASTER PAGES

- Shortcuts for Working with and Navigating Pages
- Multiple Master Pages and Based on Master
- Shuffling Pages
- Creating Island Spreads
- Creating Different Sized Pages
- Overriding Master Items
- Removing Local Overrides
- Enable Layout Adjustment

ADVANCED TABLE OF CONTENTS

- Setting up a Table of Contents
- Table of Contents using Styles
- Using Right Indent Tab characters Generating a Table of Contents
- Disadvantages of making local changes in the active Table of Contents
- Rebuilding Table of Contents
- Automatic navigation through the Bookmarks Panel
- Automatic navigation through Bookmark in a PDF
- Indexing overview

USING CROSS REFERENCES

- Adding Cross References
- Cross References with/without page numbering, custom text, etc
- Updating Cross References
- Cross References as live hyperlinks in a PDF

LIBRARIES & SNIPPETS

- Creating and Saving Libraries
- Name and Add Library items
- Re-using Library items
- Library Options
- Creating and Using Snippets
- The advantages and the differences between Libraries and Snippets
- The new CC Libraries Panel
- CC Libraries in Illustrator and Photoshop
- Sharing Libraries

ADVANCED TEXT FORMATTING

- Convert Text to Outlines
- Type on a Path

PARAGRAPH RULES

- Paragraph Rule options
- Paragraph Shading
- The differences between Paragraph Rules and Underline
- Using Rule Above and Rule Below together

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ADVANCED TEXT FRAME OPTIONS

- Primary Text Frame
- What the Master Text Frame option used to do
- Primary Text frame and text flow
- Text Autoflow
- Multiple columns in a text frame
- Column options: fixed number, fixed width, flexible width
- Text Frame Justification
- Balancing columns in a Text Frame
- Baseline options
- Autosize options

ADVANCED CHARACTER & PARAGRAPH STYLES

- Styles for Character & Paragraph text Overview
- Editing style settings
- Loading Styles
- Clearing Overrides
- Next Styles
- Live typing and mouse click application of Next Style
- Grep Styles
- Importing Word Styles

USING QUICK APPLY

- Customising Quick Apply settings
- Quick Apply
- Using the shortcut for Quick Apply
- The categories and inclusion list

FIND/CHANGE

- Using Find/Change
- Find and Change Spelling
- Find and Change Character Formatting
- Search Options
- Find/Change by style
- Glyphs and Object Find categories
- Saving Search Queries

GREP

- What is GREP is (General Regular Expression Parsing)
- Using GREP to find and Change text formatting
- Wildcard classes in GREP searches
- Using GREP to remove unwanted characters and spacings
- Using GREP to format repetitive categories of text
- Escaping characters in searches
- Saving Search Queries

PREFLIGHT

- Preflight Panel Overview
- Defining a Preflight Profile
- Performing a Preflight Check
- Embedding Preflight Profiles
- Preflight Reports and Fixing Errors
- Preflight Options

PACKAGE

- The reasons for packaging
- Creating a package
- The "copy links to" command in the Links Panel
- Document Installed Fonts
- Updating Missing Images
- Slug area option

DATA MERGE

- Setting up the Data
- Setting up the Template
- Setting Criteria and adding Data Fields
- Merging the Data
- Data Merge Layout Options
- Updating your Data
- Previewing your Merge
- Using images
- Setting up a folder for the images
- Setting up the Excel file to use images

OBJECT STYLES

- Object Styles options
- Creating Object Styles
- Setting a Default Object Style
- Applying Object Styles
- Clearing Local Formatting
- Breaking the Style link

NESTED STYLES

- Creating Nested Style
- Multiple nested styles on one Paragraph
- Using hidden characters
- Line Styles

INLINE FRAMES AND ANCHORED OBJECTS

- Creating an Inline Frame
- Inline Frames and Leading
- Creating Hanging Side Heads
- Creating Above Line Objects
- Creating Anchored Objects
- The Anchored Object options

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PRINTING TRANSPARENCY

- The Flattener
- Transparency Tricks
- Creating a Flattener Preset
- Raster / Vector Balance
- Line Art & Text Resolution
- Gradient & Mesh Resolution
- Convert All Text to Outlines
- Applying Flattener Presets
- Flattener Preview
- Live Transparency in a PDF
- The difference in PDF versions (1.3 vs 1.4) and flattening
- Transparency Flattener Presets

SEPARATIONS PREVIEW

- Previewing Overprinting
- Checking separations and ink limits
- Adding a Pantone colour
- The Ink Manager
- The All Spots to Process and the Ink Alias options

QR CODES

- Generating QR codes in InDesign
- Modifying and testing QR codes

CONDITIONAL TEXT

- The Conditional Text Panel
- Creating Conditions
- Applying Conditions
- Creating Condition Sets
- Cross References
- Using GREP to Automate the conditions

ADVANCED PAGE OPTIONS

- Creating a Trifold brochure
- Create a document with multiple page sizes
- Using the Pages Panel
- Allowing document pages to shuffle
- Rearranging pages
- Using the Page tool
- Exporting a PDF as a Spread
- Automatic folding lines in a PDF
- Adding custom page sizes using the New Document window
- Adding custom page sizes using the Pages Panel
- Applying different page sizes to different Master Pages

ADVANCED TEXT WRAP

- Contour Text Wrap Options
- Editing a Text Wrap
- Using Detect Edges

USING CLIPPING PATHS

- Using a Photoshop Path
- Using the clipping paths in Text Wrap
- Working with Clipping Paths
- Benefits of Using Clipping Paths
- Selecting an Existing Clipping Path
- Creating a Clipping Path
- Convert Clipping Path to Frame

OBJECT LAYER OPTIONS

- Using Object Layer Options
- Importing Illustrator and Photoshop Layers
- Showing Layers
- Layer Comps
- Update Link Options
- Adding the Layer Overrides column to the Links Panel
- The Layer Options dialog box

PATHFINDER & DRAWING

- Points and Paths
- Controlling Handles and Adjusting Curve Points
- Using the Pen Tool
- Opening and Closing Paths
- Compound Paths
- Using the Pathfinder Panel

ADOBE COLOR THEMES

- The Adobe Colour Themes Panel
- Base Colours
- Creating Colour Sets
- Add Themes to Swatches
- The Color Theme Tool (CC only)
- The Color Themes website <https://coloradobecom>

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TABLES & TABLE STYLES

- Converting Text to a Table
- Importing a Table from Word or Excel
- Pasting a Table
- Editing tables
- Selecting individual cells (also use Esc button)
- Selecting individual rows
- Selecting individual columns
- The Table Panel
- Adding Table Headers and Footers
- Images in Table Cells
- Resizing Cells and Tables
- Drag & drop columns & rows
- Adding and removing rows and columns with the Table Panel
- Styling cell strokes and fills
- Cell Style and Table Style options
- Replacing cell data

INTERACTIVE DOCUMENTS OVERVIEW

- InDesign's interactive features
- Exporting to interactive PDF and DPS app
- Creating Hyperlinks
- Creating Bookmarks
- Creating Buttons
- Rollover States
- Adding Audio & Video
- Adding Page Transitions
- Creating Basic Animations
- Using Motion Presets
- Export to Interactive PDF
- Linked content

EXPORTING TO PDF AND IDML

- Exporting for Print or Screen
- Compression Options
- Advanced Options
- Adding Security
- Defining a PDF Export Preset
- Export to IDML

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