



Adobe InDesign Advanced

Managing the InDesign Environment

- Explore the InDesign environment
- Customise the Workspace
- Explore the Navigation Controls
- Set General and Interface Preferences

Set-Up your Document

- Using the Page Tool for Multi-size pages
- Text frames | Thread text in frames
- Use multithreading for faster PDF exports
- Work with Graphic Frames
- Use the Gridify technique
- Work with Live Corner Effects
- Use the Enhanced Layers Panel
- Work with Styles

Importing and Editing Text

- Create and enter text
- Vertically align text
- Flowing text
- Working with Styles
- Changing the number of columns on a page
- Work with the Gap Tool
- Spanning and splitting columns
- Balancing columns
- Loading styles from another document
- Checking spelling of a story
- Using the story editor

Typography

- Adjust vertical spacing
- Change fonts and type style
- Understanding document-installed fonts
- Changing paragraph alignment
- Creating a drop cap
- Adjusting letter and word spacing
- Working with tabs
- Adding a rule below a paragraph

Working with Colour

- Defining printing requirements
- Use the Swatches panel
- Apply colours to objects
- Create dashed strokes
- Work with advanced gradients
- Tints and spot colours
- Colour management & consistency

Working with Styles

- Work with Paragraph and Character Styles
- Nest styles
- Work with Object styles
- Globally updating styles
- Loading styles from another document

Importing & Linking Graphics

- Working with the Selection Tool
- Vector and bitmap graphics
- Using Vector Painting Techniques
- Set content and auto fit
- Update revised graphics
- Adjust view quality
- Work with Clipping Paths

Adding Tables

- Create a table
- Modify and format a table
- Create table and cell styles

Finalising Documents

- Check document for problems
- Print & Package Files
- Prepare for PDFs for Web Distribution
- Managing Tracked Changes in a document
- Using Live Distribute
- Exporting files for animation
- Working in Presentation Mode
- Using the Review Panel

