

InDesign Advanced – 1 Day**Course Objectives**

This 1-day advanced course is suitable for users with the basics of InDesign who wish to refine their skills by learning how to add more sophisticated page layouts and add eye-catching special effects to their documents.

Prerequisites

This course assumes that you have attended our Introduction/Intermediate level course or have the equivalent working knowledge.

Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

Topics**1. Working with typography**

- Choosing and replacing fonts
- Creating a hanging indent
- Creating drop capitals
- Kerning and tracking controls
- Paragraph rules, shades, borders
- Custom numbering and bullets

2. Printing and pre-press

- Using colour management
- Soft Proofing
- Transparency flattening
- Overprint preview
- Pre-flighting and packaging

3. Variable page Sizes

- Liquid layouts
- Rotating spreads
- Changing page sizes
- Using the Page Tool
- Split page view

4. Interactive features

- Placing rich media
- Creating buttons
- Interactive PDF
- Hyperlinking
- Page and text linking

5. Numbering and sections

- Setting up sections
- Numbering sections
- Section prefixes
- Section markers
- Chapter markers
- Running headers
- Footnotes and endnotes

6. Variable data features

- Defining variables
- Using data sets
- Data merging

7. Additional tools

- The Content Grabber
- Content Collector Tool
- Placing multi-page PDF
- Using the Note tool
- Using the Gap Tool
- Reviewing and Track Changes
- Using the Pen tool

8. Recent features

- Using Style Packs
- The Colour Theme tool
- AI text to image generation