



ADOBE INDESIGN - ADVANCED

Course Duration: 1 Day

1. Working with Layers

- About the Layers Palette
- Creating layers and specifying layer options
- Adding Objects to Layers
- Select, move & copy objects on layers
- Duplicating a layer
- Choosing a layer colour
- Changing the order of layers
- Showing and hiding layers
- Locking and unlocking layers
- Deleting layers
- Merging layers and flattening a document

2. Page Layout

- Adding / Deleting & Reordering
- Targeting Vs. Selecting, Island Spreads
- Apply Master Pages, Child Master Page
- Master Items Layers
- Adding Sections, Deleting Sections
- Reordering Pages, Master Overrides,
- Local vs Selected Overrides
- Navigating Pages
- Using/Editing Master Pages,
- Auto Page Numbering, Aligning Objects

3. Arranging and Combining Objects

- Modifying objects with graphics frames
- Working with clipping paths
- Grouping and ungrouping objects
- Identifying & selecting nested objects
- Stacking objects
- Aligning and distributing objects
- Locking object position
- Using the Transform palette
- Set point of origin for transformations
- Moving objects
- Change size, proportions or orientation
- Using the free transform tool
- Duplicating objects

4. Working with Transparency

- About Transparency
- Specifying transparency
- Change transparent artwork on-screen
- Selecting blending modes
- Creating transparency knockouts
- Adding drop shadows
- Feathering edges
- About flattening
- Control flattener settings & results using styles

5. Styles

- Applying style sheets
- Modifying style sheets
- Locally formatting a style

6. Working with Paths

7. Books, Tables of Contents & Indexes

- Creating a book file
- About hypertext links
- Creating a Table of Contents
- Creating indexes
- Working with markers

8. PDF documents

- Working with PDF documents
- Interactive elements

9. Output & Printing

- Saving, PDF files, PDF General Options
- PDF Image compression
- PDF Security & Colour
- Preflight & Package
- Export EPS/HTML/ SVG Files
- Printer Styles, Page Setup, Printer Setup
- General Print Options, Print Setup
- Marks & Bleeds, Print Output Options
- Print Graphics Option