

Adobe InDesign Advanced

OBJECTIVES

Use advanced features of Adobe InDesign to create and design content for the web and print.

Duration: 1 Day

1. **WORK WITH LAYERS**

- Layers Palette
- Create layers/specify layer options
- Add Objects to Layers
- Select, move & copy objects on layers
- Duplicate a layer
- Choose a layer colour
- Change the order of layers
- Show and hid layers
- Lock and unlock layers
- Delete layers
- Merge layers and flatten a document

2. **WORK WITH TRANSPARENCY**

- About Transparency
- Specify transparency
- Change transparent artwork on-screen
- Select blend modes
- Create transparency knockouts
- Add drop shadows
- Feather edges
- About flattening
- Control flattener settings/results using styles

3. **STYLES/MASTERS/TEMPLATES**

- Apply style sheets
- Modify style sheets
- Locally formatting a style
- Creating/Editing/Deleting Masters
- Creating/Editing/Deleting Templates

4. **WORK WITH PATHS**

5. **BOOKS, TABLES OF CONTENTS & INDEXES**

- Create a book file
- About hypertext links
- Create a Table of Contents
- Create indexes
- Work with markers

6. **PDF DOCUMENTS**

- Work with PDF documents
- Interactive elements