

Class Title: Adobe InDesign Advanced

Duration: 2 Days

1. Advanced Master Page Setup

- 1.1. Creating and Using Multiple Master Pages
- 1.2. Applying Master Pages to Multiple Document Pages

2. Working with Styles

- 2.1. Create and Apply Paragraph, Character and Object Styles
- 2.2. Nesting Styles
- 2.3. Updating Styles

3. Text Flow Control

- 3.1. Inline Graphics
- 3.2. Composition, Hyphenation and Justification
- 3.3. Tracking and Kerning
- 3.4. Scaling Text

4. Page Elements and Graphics

- 4.1. Importing and Linking Graphics
- 4.2. Managing Links
- 4.3. Using Libraries to Manage Objects
- 4.4. Working with Layers

5. Working with Tables

- 5.1. Creating and Editing Tables
- 5.2. Importing and Formatting Tables
- 5.3. Adding Graphics to Tables

6. Drawing Vector Graphics

- 6.1. Drawing Bézier Paths with the Pen Tool
- 6.2. Using the Pencil Tool
- 6.3. Creating Compound Paths
- 6.4. Applying Effects

7. Creating Interactive Documents

- 7.1. Using Bookmarks
- 7.2. Creating Hyperlinks
- 7.3. Adding Navigation Buttons

8. Managing Long Documents

- 8.1. Creating a Book/Combining Files
- 8.2. Tables of Contents
- 8.3. Indexing