

InDesign - Advanced

Duration: 2 Days

This course is aimed at current users who wish to take their skills further. By the end of the course delegates will be confident in producing professional and complex documents for print, with improved speed and efficiency.

Advanced Editorial Controls

- Using the Info panel
- Using Notes
- Creating custom Glyph Sets
- Understanding White Space characters
- Controlling paragraph, column, page, and word breaks
- Using Balance Ragged Lines
- Adding Discretionary Hyphens

Advanced Typographic Controls

- Using OpenType fonts
- Optical vs. Mathematical alignment
- Tracking to avoid widows and orphans
- Useful tips for working with Tabs
- In-depth look at type-related Preferences

Advanced Find/Change options

- Finding and changing character and paragraph formats
- Finding and changing metacharacters
- GREP overview

Advanced Text Import Options

- Text preparation strategy and workflow
- Mapping Word Styles to InDesign Styles

Using Bridge with InDesign

- Interpreting Metadata
- Leveraging Metadata to auto-caption images
- Multiple Place
- Making an InDesign contact sheet

Advanced Text Wrap options

- Adding and editing a clipping path
- Using a Photoshop alpha channel
- Text Wrap tricks

Working with Tables

- Importing tables from Word and Excel
- Row strokes, column strokes, and fills
- Adding graphics to table cells
- Setting up and using Table and Cell Styles

Advanced Paragraph & Character Styles

- Styles review
- Removing overrides
- Parent and child Styles
- Adding Paragraph Rules
- Customising Underlines to create text highlights
- Setting up and using Nested Styles
- Using Next Style to set up sequential Styles
- Combining Character, Paragraph and Object Styles for one-click formatting
- GREP Styles

Hyphenation and Justification

- Setting the Hyphenation options
- Understanding the Justification options
- Using the Composition preferences
- Using Optical Margin Alignment

Working with complex, structured documents

- Master Pages review
- Section numbering
- Creating and controlling Footnotes
- Automatic Bullets or Numbered Lists
- Adding running headers and/or footers
- Adding Text Variables to a document slug
- Generating and updating a table of contents

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Object Styles

- Creating Object Styles
- Inline Graphics and Anchored Objects
- Using Libraries and/or Snippets

Working with InDesign Books

- Book strategy
- Creating and adding to a Book
- Paginating across a Book
- Synchronizing documents across a Book

Working with Vector Shapes

- Using Pathfinder
- Creating Compound Paths
- Applying corner effects
- Aligning and Distributing Objects Using Step and Repeat
- Using the Pen tool
- Copying and Pasting vector shapes from Illustrator
- Using Transform Again
- Using the Make Grid Script

Creating Type Effects

- Working with type on a path
- Putting type around a circle
- Converting type to outlines

Working with Transparency

- Applying transparency effects
- Applying transparency to groups
- Creating transparency knockouts
- Flattening transparency artwork
- Creating and loading custom flattener presets

Advanced Colour Options

- Sharing Swatches across the Creative Suite
- Working with Tints, Gradients, and Mixed Inks
- Understanding the Ink Manager
- Creating a Rich Black
- Working with colours from EPS or PDF files
- Using PSD spot colour channels
- Using Bridge to synchronize Colour Settings

Getting it right in Print

- Print dialog review
- Soft Proofing
- Overprint Preview
- Separations Preview
- Packaging and Preflighting
- CMYK conversion strategy
- Creating print ready PDFs
- Making and loading PDF presets

Making Interactive PDFS

- Adding Hyperlinks
- Adding Bookmarks
- Adding and defining Buttons
- Adding Rich Media
- Setting up Initial View options in Acrobat

Tips, tricks, and resources

- Useful keyboard shortcuts
- Setting up a Workspace
- Books
- Websites
- Free downloadable resources
- Useful third party products