

InDesign CS3 - 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.

Requirements: A basic familiarity with the software, as covered in our introductory course

Customising the Work Area

- Organising and grouping your palettes
- Create palette sets and turning menu items on and off
- Setting preferences and defaults
- Creating custom keyboard shortcut sets
- Turning menus on and off
- Saving and loading Workspaces

Working with Adobe Bridge

- View, search, sort, manage, and process image files
- Customise display options
- Working with file groups in Bridge Centre
- Working with Bridge scripts

Page Layout

- Moving pages between documents
- Specifying custom grids using guides
- Using baseline grids
- Creating and working with Master pages and spreads
- Working with sections and numbering
- Working with layers
- Creating templates

Text and Typography

- Using Optical pair kerning
- Open Type features
- Inserting Glyphs and special characters
- Creating custom Glyph sets
- Inserting and using White Space options
- Using Optical Margin Alignment
- Advanced text flow options
- Customising Hyphenation and Justification
- Controlling paragraph breaks

Styles

- Advanced character and paragraph styles
- Indents, tabs, bullets and numbering
- Creating Nested styles
- Automatically copying style formats
- Creating, editing and using Object Styles

Text and Graphics

- Creating and using Anchored objects
- Creating text and objects on a path
- Converting type to outlines
- Building Libraries

Drawing

- Working with compound paths and shapes
- Using the Pathfinder palette
- Drawing with the Pencil and Pen tools
- Drawing Beziér curves, adding, deleting and converting anchor points
- Creating compound masks
- Customising stroke styles

Tables

- Importing table files
- Formatting borders and row colours
- Adding and removing rows and columns
- Using graphics within tables
- Saving table formatting styles for reuse

Working with Transparency

- Applying Transparency settings
- Using Blending modes
- Applying Feathering to images
- Gradients and Transparency
- Drop Shadow settings

Printing and Print preparation

- In-Depth look at the Links palette
- Tracking, editing and updating links
- Clipping paths in InDesign
- Separation and Transparency flattener
- Analysing Preflight before Packaging
- Press PDF output options