



InDesign Advanced

Students will learn how to create multiple-page spreads, tint and gradient swatches, object libraries, and snippets. Students will learn how to use Step and Repeat; vector, clipping, and text paths; manually resize type, apply a nested style; create a type mask; control leading and alignment; learn composition methods and keyboard shortcuts; use layers in placed graphic files; use transparency and lighting effects; apply object styles and transform objects; convert text to a table, modify tables; import Word and RTF documents; edit text in Story Editor; use special characters and Open Type fonts; create anchored objects; create sections in a document; generate a table of contents and an index; insert footnotes; and combine documents into a book file and export it to PDF.

Efficient layout

- Document setup
- Tint and gradient swatches
- Object libraries and snippets
- Item spacing

Vector paths

- Vector path creation
- Vector paths and pictures
- Vector paths and type

Typography

- Manual type resizing
- Quick Apply
- Nested styles
- Graphics in typography
- Precise leading control
- Composition, hyphenation, and justification
- Horizontal spacing
- Typography shortcuts

Graphics

- Layer comps
- Transparency
- Object styles
- Transforming objects

Tables

- Creating tables
- Changing table structure
- Formatting tables

Text editing

- Story Editor
- Special characters
- Column, frame, and page breaks
- Anchored objects

Long documents

- Sectioning
- Tables of contents
- Indexing
- Books
- Footnotes