Adobe
Authorised
Training Centre

Advanced Adobe InDesign

media training

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Course description

This Adobe authorised advanced course has been designed to enable existing Adobe InDesign users to reach new levels of productivity. The course covers InDesign's enhanced tools and features and allows you to create complex and sophisticated documents that can be output to multiple media.

This two day course will cover advanced text handling and text wrapping techniques, working with tables, advanced methods of working with process and spot colours, using object libraries, InDesign's advanced transparency options, streamlining repetitive tasks and creating customised pdfs.

You will also explore InDesign shortcuts, workflow management issues and receive hints and tips from experienced InDesign professionals. If you would like to run a private version of this course, tailored to your exact requirements, please give us a call

Course information

Course duration

Two days

Course cost

Public scheduled course: £435 plus VAT per person.
This course runs as a public scheduled course on a regular basis.
Please call 020 7359 9855 or visit www.mediatraining.ltd.uk for dates.

Private course costs: £840 plus VAT for two days of individual tuition.
£995 plus VAT for two delegates.
£1,350 plus VAT for three delegates.
Each additional delegate: £175 plus VAT.

Course location

We have two fully equipped training centres in central London; one is in Highbury and Islington (one stop from Kings Cross) and one next to Waterloo station.
We can also run courses onsite at your offices if you prefer.

Pre course requirements

You should have attended either the Introduction to Adobe InDesign or the Adobe InDesign Migration course at Media Training or have an equivalent working knowledge.

Post training support

The cost of the course includes lunch, course notes to take away, a certificate and six months telephone Helpline support.

Follow on courses

Adobe InDesign and XML, Design for Print Masterclass, Introduction to Adobe Photoshop, Trouble-free Printing, Digital Repro and Pre Press.

DAY ONE

Advanced text controls
• Using the Info panel
• Creating custom glyph sets
• Inserting special characters
• Adding copy breaks
• Advanced Find/Change options
• Finding and changing fonts
• Using type on a path
• Frame based baseline grid
• Advanced text wrap options

Working with tables
• Creating tables
• Adding text and graphics
• Importing from Word and Excel
• Editing tables
• Running headers and footers
• Creating table and cells styles

Advanced type formatting options
• Importing styles from Word
• MS Word import presets
• Creating looping nested styles
• Controlling how headings align to a baseline grid
• Creating balanced headline text
• Adding rules above and below
• Creating balanced headlines
• Controlling paragraph breaks
• Working with composition
• Setting composition preferences
• Advanced hyphenation controls
• Advanced justification controls
• Preventing word breaks
• Advanced Next Style options
• Creating footnotes
• Automatic bullets or numbering

Combining text and graphics
• Creating object styles
• Justifying text next to an object
• Choosing which text frames are affected by text wraps
• Anchoring objects
• Advanced text wrap options
• Sharing colour swatches across applications
• Importing multi-page PDFs
• Layer visibility options

Working with pages and spreads
• Creating multi-page spreads
• Copying pages between documents
• Controlling spread pagination
• Automatic layout adjustments

DAY TWO

Working with shapes in InDesign
• Adjusting path segments
• Using the Scissors tool
• Working with stroke styles
• Applying corner effects
• Creating and editing compound paths
• Shape-to-shape conversations
• Using Transform Again options

Advanced colour options
• Editing mixed ink swatches
• Converting mixed inks
• Working with colours from EPS or PDF files
• Using PSD spot colour channels

Using libraries and snippets
• Working with object libraries
• Updating library objects
• Cataloguing and finding objects
• Libraries vs snippets

Advanced transparency options
• Applying transparency to groups
• Creating transparency knockouts
• Using blending modes
• Flattening transparency artwork
• Understanding pre-defined flattener presets
• Flattening individual spreads
• Creating, saving and loading custom flattener presets
• Understanding flattener preview options
• Guidelines for successful output

Creating Adobe PDF files
• Global PDF export options
• Producing PDF files for a high-resolution composite workflow
• Using pre-defined PDF presets
• Customising PDF options
• Creating and editing presets
• Understanding PDF/X-1a and PDF/X-3 export options

Printing from InDesign
• Setting output options
• Specifying printers marks
• Printing the bleed and slug areas
• Printing oversized documents
• Saving print settings
• XHTML support - an overview

Questions and answers