

Overview: Using Adobe® InDesign®, you have created simple documents. Now, you may need to create huge documents that are attractive as well as can be accessed globally. In this course, you will deploy the advanced InDesign techniques to enhance the look and functionality of your documents.

Course Objective: You will use the advanced features of Adobe InDesign CS3 to create and design content for print and web.

Course length: 1-day

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- manage styles.
- develop complex paths.
- handle page elements.
- import and export data to external files.
- work with XML.
- manage long documents.
- adjust print settings.

Course Content

**Lesson 1:
Managing
Styles**

Manage Style Overrides Base One Style on Another Apply Styles in a Sequence Import Styles from a Microsoft® Word Document Redefine Styles

Lesson 2: Developing Complex Paths

Create Bézier Paths Create Compound Paths Create Clipping Paths Create Type Outlines

Lesson 3: Handling Page Elements

Place Inline Graphics Manipulate Graphics Handle Text Layout Create Duplicate Items Create Anchored Objects Manage Libraries

Lesson 4: Administering External Files



Locate Assets Using

Adobe® Bridge Merge Data Import Layered Files Export PDF Files Export XHTML Files

Lesson 5: Working with XML

Integrate XML into a Document Import XML Export Documents as XML Files Create a Snippet

Lesson 6: Managing Long Documents

Create Hyperlinks Insert Footnotes Insert Text Variables Create the Table of Contents Generate an Index Create Document Sections

Create a Book

Lesson 7: Adjusting Print Settings

Create Print Presets

Preview Print Output

**Appendix A: Adobe® Certified Expert (ACE)
Program**