

- Overview:** 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 CS4 to create and design content for print and web.
- Prerequisites:** To ensure your success in this course, it is strongly recommended that you take the following Element K course: Adobe® InDesign® CS4: Level 1, or have the equivalent knowledge.
- Course length:** 1.0 Day(s)

Performance-Based Objectives

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

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

Course Content**Lesson 1: Handling Page Elements**

Create Duplicate Items
Handle Text Layout
Create Transparency
Create Anchored Objects
Manage a Library

Lesson 2: Managing Styles

Import Styles from Microsoft® Word Documents
Create Nested Styles
Create Related Styles
Apply Styles in a Sequence
Manage Style Overrides
Redefine Styles
Break the Link Between Styles

Lesson 3: Developing Complex Paths

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

Lesson 4: Administering External Files

Import Layered Files
Merge Data

Lesson 5: Working with an XML File

Integrate XML Content into a Document
Import XML Content
Create a Snippet

Lesson 6: Managing Long Documents

Insert Footnotes
Insert Text Variables
Create Text Conditions
Create Document Sections
Create a Book
Create the Table of Contents
Create Hyperlinks
Create Cross-References
Generate an Index

Lesson 7: Exporting InDesign Files in Other Formats

Export PDF Files
Export Files for the Web
Export Files for Animation

Lesson 8: Adjusting Print Settings

Manage Colors

Preview the Print Output

Create Print Presets

Appendix A: Organizing Assets

Appendix C: Appending Metadata and Keywords to Assets

Supplemental Topic: Append Metadata and Keywords to Assets

Using Adobe® Bridge

Appendix B: Working with Adobe Bridge

Supplemental Topic: Work with Adobe Bridge