

**Overview:** In this course, you will deploy the advanced InDesign techniques to enhance the look and functionality of your documents. You will also utilize Adobe Bridge to efficiently work and organize assets by creating and locating folders, sorting and viewing files.

**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.
- Use the authoring features of InDesign
- Organize the Adobe Bridge workspace

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### **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 to 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: Creating Long Documents**

Create Interactive Documents  
Insert Footnotes  
Insert Text Variables  
Create Text Conditions  
Create Document Sections

#### **Lesson 7: Managing Long Documents**

Create a Book  
Create the Table of Contents  
Create Hyperlinks  
Create Cross-References  
Generate an Index

## **Lesson 8: Exporting InDesign Files in Other Formats**

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

## **Lesson 9: Adjusting Print Settings**

- Manage Colors
- Preview the Print Output
- Create Print Presets

## **Appendix A: Authoring Documents**

- Use InDesign Authoring Features

## **Appendix B Organizing Assets Using Adobe® Bridge**

- Explore the Adobe Bridge Workspace
- Working with Adobe Bridge
- Appending Metadata and Keywords to Assets

## **Appendix C: New Features in Adobe InDesign CS5**