



## InDesign – Level 2

**InDesign – Level 2** is a two-day course in which you will sharpen your InDesign skills by learning complex and advanced tips and tricks. You will learn shortcuts and other essentials that will save you time and enhance your creativity, such as, customizing palettes, tweaking and avoiding color problems, mastering the art of master pages and integrating photos, graphics and images.

**Target Student:** Anyone who has experience using InDesign and wants to learn more advanced techniques and concepts.

**Prerequisites:** InDesign Level 1 or equivalent knowledge.

**Delivery Method:** Instructor-led, classroom-delivery learning model with structured, hands-on activities.

**Benefits:** After completing this course, you will be able to improve workflow of print projects integrating graphics, colors, gradients, images and photos, and create interactive documents.

### What's Next:

**Illustrator – Level 1** Create gorgeous vectored line art illustrations and type effects using an array of shapes, blends and specialty filters

**Acrobat/PDF** Learn how to work with Acrobat and Distiller to create clean PDFs for print and web.

**Photoshop – Level 1** Enhance, composite, repair, stylize and create digital photographic images. This course is an absolute must for anyone involved in graphic arts or web production

### Performance-Based Objectives

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

- Create tables
- Work with Transparency.
- Utilize hidden options for typing on a path.
- Work with Long Documents , table of contents, and indexes.
- Design Interactive PDF's.
- Learn the Fundamentals of drawing in InDesign.
- Text Selection and Cursor control tips.
- Object Manipulation Techniques.
- Have InDesign do the 'math'.
- Work with Inline and Anchored Objects.
- Work with Conditional text and Cross-references.
- Shrink your InDesign file size.
- Performing a Data Merge.
- Creating custom pre-flight profiles.
- Utilize the Kuler application in InDesign.





## InDesign–Level 2

### Importing and Linking Graphics

Adding Graphics from Other Programs  
 Managing Links to Imported Files  
 Working with Clipping Paths and Alpha Channels  
 Placing Native Files and Inline Graphics  
 Creating and Using a Library

### Creating Tables

Importing and Formatting a Table  
 Using Graphics within Tables  
 Formatting Text within a Table

### Working with Transparency

Importing and Colorizing a Grayscale Image  
 Applying the Multiply Blending Mode and Transparency Settings  
 Working with Effects

### Working with Long Documents

Starting a Book  
 Creating a Running Footer  
 Adding a Footnote  
 Adding a Cross-reference  
 Synchronizing a Book  
 Generating a Table of Contents  
 Indexing a Book

### Designing Interactive PDF's

Setting up an Online Document  
 Adding Buttons, Page Transitions, and Hyperlinks  
 Exporting as Flash  
 Exporting as Adobe PDF  
 Converting a Print Document for Online Use

### Drawing in InDesign

Pen Points  
 Drawing Lines  
 Drawing Curves  
 Changing Curves and Corner Points  
 Modifying Paths and Points  
 Modifying Points  
 Using the Pencil Tool and Smooth Tool

### Working with Graphics

Creating a Vignette without Leaving InDesign  
 Showing Import Options for More Control  
 Placing PDF Files  
 Identifying Pages with Transparent Objects

### Data Variables

Repeating Elements

### Page Layout

Master Page Tips and Tricks  
 Rotate Spread View  
 Using Libraries

### Tweaking Your Text & Text Effects

Type Tool Super Shortcuts  
 Options for Typing on a Path  
 Inline and Anchored Objects  
 Conditional Text  
 Bullets and Numbering  
 Keeping Lines Together  
 Keeping Words Together  
 Using the Eyedropper on Text  
 Setting Your Type Defaults and Preferences  
 Creating Outlines from Text  
 Applying Special Open Type Font Features

### Object Manipulation in InDesign

Moving Objects  
 Replicating Objects  
 Resizing Objects  
 Using the Transform Tools  
 Using the Transform Panel  
 Using the Transform Commands  
 Smart Dimensions; Smart Spacing  
 Grouping and Pasting Into Objects  
 Using the Control Panel for Objects  
 Letting InDesign do the Math  
 Using the Measure Tool  
 Using the Info Panel with Objects  
 Locking Objects

### Extra Advanced Topics

Data Merge  
 Create custom pre-flight profiles and reports  
 Utilizing Pre-written Scripts  
 Using the Kuler Panel