



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

Creating Tables

- Imported tables, table formats, table headers, table panels
- Graphics in table cells
- Column width

Working with Transparency

- Layers
- Colorizing grayscale images
- Opacity vs. tint
- Applying transparency effects to imported Photoshop and Illustrator graphics
- Applying transparency effects to text
- Editing and removing effects

Output and Exporting

- Using the Preflight panel
- Using the Package command
- PDF quality options
- Printing a laser or inkjet proof

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

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