

Adobe InDesign- Advanced – Course Outline – (2 Days)

Creating Tables

- Converting text to a table
- Changing rows and columns
- Formatting a table
- Creating a header row
- Adding graphics to table cells
- Creating and applying table and cell styles

Working with Transparency

- Importing and colorizing a grayscale image
- Applying transparency settings
- Adding transparency effects to imported vector and bitmap graphics
- Importing and adjusting Illustrator files that use transparency
- Applying transparency settings to text
- Working with effects

Printing and Exporting

- Preflighting files
- Packaging files
- Creating an Adobe PDF proof
- Previewing separations
- Previewing how transparency effects will be flattened
- Previewing the page
- Printing a laser or inkjet proof
- Using the Ink Manager

Creating Adobe PDF Files with Form Fields

- Adding form fields
- Exporting an interactive Adobe PDF file
- Accessibility

Creating and Exporting an ebook

- Getting started
- Completing the booklet
- Choosing the content of an ebook
- Adding metadata
- Exporting an EPUB file

Creating an iPad Publication

- Creating a new digital publication
- Adding interactive elements

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

Note: The curricula above comprises of activities typically covered in a class at this skill level. The instructor may, at his/her discretion, adjust the lesson plan to meet the needs of the class.