



# Adobe InDesign

## Level 2: Enhance Your Documents

1 Day Course  
Training at Your Office

### COURSE DESCRIPTION

In this course you will learn advanced InDesign techniques to enhance the look and functionality of your documents.

Using InDesign, you can create interactive documents and export them for viewing in a web browser with various features such as buttons, page transitions, movies and audio files, hyperlinks, and animation. You have the ability to assign color profiles and establish print presets. In creating longer documents, you'll be able to include such features as a table of contents, footnotes, cross-references, and an index.

Upon completion of this course, you will be able to use InDesign to create and deliver professional looking printed and interactive documents. You will:

- Prepare documents for multiple formats
- Manage advanced page layouts
- Manage styles
- Build complex paths
- Manage external files and create dynamic documents
- Manage long documents
- Publish InDesign files for other formats and customize print settings

*Course Prerequisite:* InDesign Introduction course topics.

### COURSE TOPICS

#### **Lesson 1: Preparing Documents for Multiple Formats**

Build Layout Versions  
Link Content

#### **Lesson 2: Managing Advanced Page Elements**

Create Repeating Content  
Change Text Layouts  
Create Transparency  
Anchor Objects and Manage a Library

#### **Lesson 3: Managing Styles**

Import Styles from Microsoft Word Documents  
Manage Styles

#### **Lesson 4: Building Complex Paths**

Create Bezier Paths  
Create Clipping Paths  
Create Compound Paths

#### **Lesson 5: Managing External Files and Creating Dynamic Documents**

Import External Files  
Create Document Sections  
Insert Text Variables  
Create Interactive Documents

#### **Lesson 6: Managing Long Documents**

Create a Book  
Build a Table of Contents  
Create Hyperlinks and Cross-References  
Generate an Index and Insert Footnotes

#### **Lesson 7: Publishing InDesign Files for Other Formats and Customizing Print Settings**

Export PDF Files for Print  
Export Interactive PDF Files and Files for Animation  
Export Files for the Web  
Manage Colors  
Preview the Print Output  
Create Print Presets



Phone: 905-722-5535  
[www.GumpTraining.com](http://www.GumpTraining.com)  
[info@gumptraining.com](mailto:info@gumptraining.com)