

## Course Outline

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### InDesign Advanced

**Duration:** 1 day (6 hours)

**Learning Objectives:**

- Set up multiple-page spreads; create tint and gradient swatches; use object libraries; and evenly space and align items
- Create and edit vector paths; create and edit clipping paths; and wrap type on a path
- Manually resize type; use Quick Apply; create path-based text wraps and convert type to outlines; precisely control leading, hyphenation, justification, and horizontal spacing in text; and use shortcuts with fonts
- Create lighting effects; adjust transparency; and define and use object styles
- Create, modify, and format tables; add headers and footers to tables; and merge table cells
- Edit text with the Story Editor; insert special characters; create column, frame, and page breaks; and use anchored objects
- Create sections, tables of contents, and indexes for a document; and combine several documents into a book file for printing

**Target Audience:**

Students taking this course should have basic-level experience with InDesign CS2. Students should also be proficient users of the Windows XP operating system

**Topics Covered:**

- Efficient layout
  - Document setup
  - Tint and gradient swatches
  - Object libraries
  - Item spacing
- Vector paths
  - Vector path creation
  - Vector paths and pictures
  - Vector paths and type
- Typography
  - Manual type resizing
  - Quick Apply
  - Graphics in typography
  - Precise leading control
  - Composition, hyphenation, and justification
  - Horizontal spacing
  - Typography shortcuts
- Graphics

- Transparency
- Object styles
- Tables
  - Creating tables
  - Changing table structure
  - Formatting tables
- Type editing
  - Story Editor
  - Special characters
  - Column, frame, and page breaks
  - Anchored objects