

InDesign CS4 – Level 2

Days of Training: 1

Overview

In this course, students will deploy the advanced InDesign techniques to enhance the look and functionality of your documents.

Prerequisites

- InDesign CS4 Level 1

At Course Completion

Upon successful completion of this course, students will have an understanding of the following topics:

- Managing styles.
- Developing complex paths.
- Handling page elements.
- Administering external files.
- Working with XML.
- Managing long documents.
- Adjusting print settings.
- Managing long documents.
- Organizing assets with Adobe Bridge.

INDESIGNCS4L2

Lesson 1: Handling Page Elements

- Create Duplicate Items
- Handle Text Layout
- Create Transparency
- Create Anchored Objects
- Manage Library

Lesson 2: Managing Styles

- Import Styles from Microsoft Word Documents
- Create Nested Style
- Create Related Styles
- Apply Styles in a Sequence
- Manage Style Overrides
- Redefine Style
- Break Link to Styles

Lesson 3: Developing Complex Paths

- Create Bezier Paths
- Create Clipping Paths
- Create Compound Paths
- Create Type Outlines

Lesson 4: Administering External Files

- Import Layered Files
- Merge Data

Lesson 5: Working with XML

- Integrate XML into a Document
- Import XML
- Create a Snippet

Lesson 6: Exporting InDesign Files in Other Formats

- Export PDF Files
- Export Files for Web
- Export Files for Animation

Lesson 7: Managing Long Documents

- Insert Footnotes
- Insert Text Variables
- Create Text Conditions
- Create Document Sections
- Create a Book
- Create the Table of Contents
- Create Hyperlinks
- Create Cross References
- Generate an Index

Lesson 8: Adjusting Print Settings

- Manage Colors
- Preview Print Output
- Create Print Presets

Lesson 9: Organizing Assets with Adobe Bridge

- Explore the Adobe Bridge Workspace
- Work with Adobe Bridge
- Append Metadata and Keywords to Assets

New Horizons of Syracuse, NY

Glacier Creek Office Park
6711 Towpath Road, Suite 100
East Syracuse, NY 13057
Phone: 315-449-3290

Email: info.syracuse@newhorizons.com

Visit our website at:

www.newhorizonstraining.com

New Horizons of Rochester, NY

Calkins Road Business Park
50 Methodist Hill Drive, Suite 50
Rochester, NY 14623
Phone: 585-427-2150

Email: info.rochester@newhorizons.com