

# KEEP IT SIMPLE COMPUTER TRAINING

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866-PC-SKILLS

<b>Course Title:</b>	<b>Advanced Adobe InDesign</b>
<b>Course Length:</b>	2 days
<b>Prerequisite:</b>	Introduction to Adobe InDesign or equivalent experience.
<b>Course Description:</b>	Topics include advanced uses of master pages, advanced uses of styles, import files, use libraries, edit paths, create compound paths and clipping paths, advanced page techniques, create tables of contents, indexes, and booklets, and master long documents.
<b>Performance Objectives:</b> <b>Students will become skilled in ...</b>	<ol style="list-style-type: none"><li>1. Master Page Setup<ol style="list-style-type: none"><li>1.1. Basing Masters on Existing Master Pages</li><li>1.2. Applying Master Pages to Multiple Document Pages</li></ol></li><li>2. Advanced Styles<ol style="list-style-type: none"><li>2.1. Local Overrides in Styles</li><li>2.2. Rollover Styles</li><li>2.3. Importing and Redefining Styles</li></ol></li><li>3. Text Flow Control<ol style="list-style-type: none"><li>3.1. Inline Graphics</li><li>3.2. Composition, Hyphenation and Justification</li><li>3.3. Tracking and Kerning</li><li>3.4. Scaling Text</li></ol></li><li>4. Page Elements and Graphics<ol style="list-style-type: none"><li>4.1. Vector vs. Bitmap</li><li>4.2. Importing and Linking Graphics</li><li>4.3. Managing Links</li><li>4.4. Using Clipping Paths</li><li>4.5. Using Libraries to Manage Objects</li></ol></li><li>5. Working with Tables<ol style="list-style-type: none"><li>5.1. Creating and Editing Tables</li><li>5.2. Importing and Formatting Tables</li><li>5.3. Adding Graphics to Tables</li><li>5.4. Using Tables in Frames</li></ol></li><li>6. Drawing Vector Graphics<ol style="list-style-type: none"><li>6.1. Drawing Bézier Paths with the Pen Tool</li><li>6.2. Using the Pencil Tool</li><li>6.3. Creating Compound Paths</li><li>6.4. Creating and Adding Inline Graphics</li><li>6.5. Applying Transparency</li><li>6.6. Adding Drop Shadows</li></ol></li><li>7. Creating Interactive Documents<ol style="list-style-type: none"><li>7.1. Using Bookmarks</li><li>7.2. Creating Hyperlinks</li><li>7.3. Adding Navigation Buttons</li></ol></li><li>8. Managing Long Documents<ol style="list-style-type: none"><li>8.1. Combining Files with the Book Feature</li><li>8.2. Defining and Creating a Book</li><li>8.3. Tables of Contents</li><li>8.4. Indexing</li></ol></li><li>9. Print Settings<ol style="list-style-type: none"><li>9.1. Print Presets</li><li>9.2. Color Separations and Print Settings</li></ol></li></ol>