InDesign Advanced Training

Introduction to **InDesign** Advanced Training

Recalls on the basics Set document and software preferences Color Management (ICC) Study the overall workflow Study model files

Advanced layout

Discover the InDesign template Manage long documents with InDesign CC Use sections Cut into chapters Automatic block chaining Create a book Vertical alignment Using layers

Text functions

Text in column extension Bullets and numbering Objects anchored in the body of the text Tabulations: the types of spaces Text Variables: Jump Characters

Manage text styles

Understand the need for styles Use list styles with auto-numbering Nested Styles Sheets GREP style presentation Import Word Styles into InDesign Synchronization in book mode Contents Footnotes

Manage Images

Import in grid mode Dynamic legends Manage captions via metadata

Advanced color management

Hue: transparency Recovery settings Overprint settings Layout with tables Import options Styles: tables: cells

Structure and metadata of documents

Create a table of contents Manage indexes Work with indexmatic Create Bookmarks Buttons

Finalizing the document for the broadcast

Make the back cover of an inDesign book Create a verification profile Preflighting Export to PDF for the printer Export for screen: PDF: SWF Print the notebook

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