



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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