



Adobe InDesign CC: Advanced Production Techniques

Level 2 Course Outline



Digital Training & Designs, Inc.

Prerequisites:

InDesign Essentials course or equivalent experience.

Who Should Attend:

This course is designed for experienced InDesign users looking for more in-depth knowledge and advanced techniques of page layout.

Course Duration:

2 days. Class time is 9:00 am – 4:30 pm.

There is an hour for lunch, and two scheduled breaks during the day. Students provide their own lunch.

Related Training:

 Adobe InDesign CC Level 1: Essentials

 Adobe Photoshop CC Level 1 & Level 2

 Adobe Illustrator CC Level 1 & Level 2

Adobe InDesign CC: Advanced Production Techniques

This course furthers your Adobe InDesign education. You will learn more advanced concepts used in page layout. Production shortcuts are discussed and exercises are used extensively to reinforce the skills learned.

Instructor:

Our instructor, Joan Hilbert has a Bachelor of Science degree in Computer Science, and a Master of Arts degree in Training and Learning Technologies. In her 16+ years of training at Digital Training & Designs, she has taught a variety of classes but currently teaches Adobe Dreamweaver, Cascading Style Sheets, Adobe FrameMaker, Adobe InDesign, and Adobe Acrobat. She also helped write the Dreamweaver Fundamentals Authorized Curriculum for Macromedia. Joan is Adobe certified to teach Adobe Acrobat, Adobe FrameMaker, Adobe Dreamweaver and Dynamic Dreamweaver. In June of 2008 Joan was ranked as one of the top five Adobe trainers worldwide.

This outline is flexible and may change to accommodate student skills and interests.



Text and Layout

- Utilizing Dynamic Spelling
- Attaching Text to a Path
- Creating Outlines from Text
- Using Text As Frames
- Discovering the Glyphs Palette
- Working in the Story Editor
- Defining and Utilizing Custom Text Variables
- Employing Layout Adjustments
- Creating Layers

Bulleted and Numbered Lists

- Controlling List Numbering Across Sections
- Creating Multi-leveled Lists
- Incorporating Book Settings into Lists

Output

- Preflighting Documents
- Employing the Color Separation Preview
- Understanding the Ink Manager

Transparency

- Exploring Effects
- Blending Transparent Images and Objects
- Understanding Transparency Flattener

Table Styles

- Utilizing Paragraph Formatting in Table Styles
- Creating Cell Styles
- Pulling It All Together in the Table Style

Anchored Graphics and Nested Styles

- Creating Inline and Custom Anchored Graphics
- Embedding Nested Styles into Paragraph Styles
- Looping Nested Styles

Long Documents

- Defining a book
- Adding Chapters
- Changing Chapter Order
- Checking Status
- Controlling Style Source
- Synchronizing Chapters
- Numbering Pages
- Exploring Page Numbering Options

Index

- Collecting Index Entries
- Formatting the Index
- Changing Levels
- Indexing a range of pages
- Using Proper names
- Creating Cross Reference
- Editing Entries and Markers
- Building the Index

Table of Contents

- Collecting Entries from Paragraph Styles
- Formatting the Table of Contents

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