



INDESGN2: Adobe InDesign Level 2

4.1.07

Course Title: INDESGN2: Adobe InDesign Level 2

Course Length: 1 day

Instructional Methodology: Instructor-led, computer lab with hands-on exercises

Course Description: This course is designed for individuals who are familiar with the Adobe InDesign environment and have managed text, tables, and graphics in documents. In this course, you will use the advanced features of InDesign to create documents that are attractive and illustrate the highest degree of perfection possible for print and Web.

Course Objectives:

- Administer advanced styles
- Control text
- Handle page elements, graphics, and paths
- Import and export files
- Adjust print settings

Course Outline

Working with Color

- Swatches
- Dashed Strokes
- Gradient Swatches and Techniques
- Tints
- Spot Colors

Working with Styles

- Creating and Applying Object, Character, and Paragraph Styles
- Globally Updating Styles
- Loading Styles

Importing and Linking Graphics

- Vector and Bitmap Graphics
- Managing and Updating Links
- Clipping Paths
- Inline Graphics
- Libraries

Creating Tables

- Importing and Formatting
- Table and Cell Settings
- Placing Graphics and Using Styles Within a Table

Working with Transparency

- Colorizing a Black and White Image
- Adjusting Opacity and Blending Modes
- Drop Shadows