

**InDesign Advanced – 1 Day****Course Objectives**

This 1 day advanced course is suitable for users with the basics of InDesign who wish to refine their DTP skills by learning how to add more sophisticated page layouts and add eye-catching special effects to their documents

**Prerequisites**

This course assumes that you have attended our Introduction/Intermediate level course or have the equivalent working knowledge

**Exercises**

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

**Topics****Document Setup**

- Using Master Text Frames
- Using Facing Pages
- Understanding Bleed and Slug

**Image Control**

- Anchored Images
- Clipping Paths
- Embedding
- Placing Multiple Images
- Auto Fit
- Feather Effect
- Transparency

**Text control**

- Advanced Typography
- Using Glyphs
- Tabulated Text
- Paragraph Rules
- Setting Default Paragraph Styles
- Custom Bullet Text
- Vertical Alignment
- Inset Spacing
- Nested Styles
- Creating a Table of Contents
- Using the Baseline Grid
- Working with Columns
- Column Breaks
- AutoCorrect
- Find and Replace
- Typography Preferences
- Linking to Text Files
- Ignoring Text Wrap

**Page Control**

- Using the Page Tool
- Rotating Pages
- Multiple Master Pages
- Section Breaks
- Copying Pages across Docs
- Shuffle Pages

**Working with Shapes**

- Basic Shapes
- Using Pathfinder
- Drawing Multiple Frames
- Outlining Text
- Text Along Paths
- Setting Default Colours
- Using Gradients
- Using Libraries
- Object Styles
- Layers