Adobe InDesign Training
InDesign: Creating Long Documents

Introduction

InDesign is a powerful industry-standard application that allows for handling multi-page documents. InDesign has numerous time-saving features that help streamline the processes and automate the workflows for creating various types of long documents, such as, Magazines, Product Manuals, Courseware, Business Plans or just about any document that requires multiple pages.

Duration: 2 days

Class size: 10 students max

Times: 9:00am - 5:00pm

Price: *Refer to our website for current course and package pricing*

After the course?

Each student will receive:

- Certificate of completion
- Training manual
- 12 months FREE email support
- FREE class re-sit (if necessary)

About The Course

During this 2 day course, participants will learn how to create a long document using InDesign. This is a project based course where the participants will produce a magazine from start to finish and learn to apply the advanced features of InDesign in the process.

Who Shoud Do This Course?

This advanced InDesign course is useful for anyone who wants to learn the skills for producing long documents using InDesign.

Prerequisites

This is an Advanced InDesign course. Prior to attending this course participants must have completed our Fast Track to InDesign course or have equivalent skills.

Content

Unit 1: Setting a Layout

- Creating Professional Documents
- Planning your Document
- Understanding the Document Layout
- Creating Ruler Guides
- Working with Ruler Guides
- Selecting Ruler Guides
- Working with Smart Guides

Unit 2: Advanced Layers

- Creating layers for a Magazine Layout
- Adding Objects to Layers
- Understanding Pages and Spreads
- Targeting or Selecting a Page or Spread
- Understand how to Move, Duplicate, and Delete Pages and Spreads
- Controlling Spread Pagination
- Redistribute Pages

Unit 3: Master Pages

- Creating Masters
- Create a Master from an Existing Page or Spread
- Base One Master on Another
- Editing the Layout of a Master
- Applying Master Pages
- Copying Masters
- Copy a Master Within a Document
- Override or Detach Master Items
- Detach a Master Item
- Prevent a Master Item from Being Overridden
- Reapply Master Items
- Hide Master Items
- Import a Master from Another Document

Unit 4: Numbering Pages

- Add Page, Section, and Chapter Numbering
- Define Section Numbering
- Document Numbering Options

Unit 5: Text Variables

- Create and Edit Text Variables
- Understanding Variable Types
- Chapter Number
- Creation Date, Modification Date, and Output Date
- File Name
- Last Page Number
- Running Header (Paragraph or Character Style)
- Custom Text
- Understanding Footnotes
- Creating Footnotes
- Changing Footnote Numbering and Layout
- Footnote Numbering and Formatting Options
- Footnote Layout Options
- Deleting Footnotes
- Working with Footnote Text

Unit 6: Styles

- Understanding Paragraph and Character Styles
- Advanced use of Character and Paragraph Styles
- Creating GREP Styles
- Understanding Object Styles
- Working with Styles

Unit 7: Generating Books

- Creating Book Files
- Adding Documents to a Book File
- Managing Book Files

Unit 8: Table of Contents and Indexes

- Advanced Tables of Contents
- Creating Tables of Contents in Books
- Generate a Table of Contents
- Create or Import TOC Styles
- Create an Index
- About Indexing
- Import Topics from Another InDesign Document
- Generate an Index

Unit 9: Automation

- Understanding Scripting
- Scripts Panel and Script Label Panel Overview
- Enable scripts Attached to Menus
- Understand how to Install Plug-ins
- Configure Plug-ins
- Understanding Data Merge
- Advanced Data Merge
- Merging to a PDF file

Looking for course dates?

To view a full list of course dates, please visit our website at www.dynamicwebtraining.com.au
Alternatively please contact our office on 1300 888 724