



# Adobe InDesign Level 2

Course IND-02H      2 Days      Instructor-led, Hands on

## Introduction

Our Adobe InDesign training course uses the latest version of InDesign. If you haven't upgraded yet, all courses feature work from earlier versions of InDesign as well.

This two-day, instructor-led course is for mid-level Adobe InDesign developers. Designers will build a strong foundation of typographic, page layout, and document-construction skills that will enable them to produce a broad range of print and digital publications—from a simple postcard to an interactive Adobe PDF with form fields. Students will work with colors; advanced text and object styles; graphics; tables; transparency; printing and exports; creating Adobe PDF files with form fields; and creating a fixed-layout EPub

## At Course Completion

Upon successful completion of this course, students will learn:

- Working with Typography
- Working with styles
- Creating tables
- Import and modify graphics
- Work with transparency
- Printing and exporting
- Create Adobe PDF files with form fields
- Creating a fixed layout EPUB.

## Prerequisites

This course assumes that students have completed the following course, or have equivalent experience

- Adobe InDesign Level 1, Course IND-01G

## Course Outline

### Module 1: Working with Typography

- Adjusting vertical spacing
- Working with fonts, type styles and glyphs
- Working with columns
- Changing paragraph alignment
- Creating a drop cap
- Adjusting letter and word spacing

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- Adjusting line breaks
- Setting tabs
- Working with paragraph shading and rules

## **Module 2: Working with Styles**

- Creating and applying paragraph styles
- Creating and applying character styles
- Nesting character styles inside paragraph styles
- Creating and applying object styles
- Creating and applying table and cell styles
- Globally updating styles
- Loading styles from another document

## **Module 3: Creating Tables**

- Working with tables
- Converting text to a table
- Changing rows and columns
- Formatting a table
- Adding graphics to table cells
- Creating a header row
- Creating and applying table and cell styles

## **Module 4: Importing and Modifying Graphics**

- Adding graphics from other programs
- Comparing vector and bitmap graphics
- Managing links to imported files
- Updating revised graphics
- Adjusting display quality
- Importing and sizing graphics
- Editing placed pictures
- Working with dropped backgrounds
- Importing native Adobe graphic files
- Using subject-aware text wrap
- Filling type with a graphic
- Using an InDesign library to manage objects

## **Module 5: Working with Transparency**

- Creating a background graphic
- Applying transparency settings
- Adding transparency effects to imported vector and bitmap graphics
- Importing and adjusting Illustrator files that use transparency
- Applying transparency settings to text

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- Working with effects

## **Module 6: Printing and Exporting**

- Preflighting files
- Previewing separations
- Managing colors
- Previewing transparency effects
- Previewing the pages
- Creating an Adobe PDF proof
- Creating a press-ready PDF and saving a PDF preset
- Printing a proof and saving a print preset
- Packaging files
- Exporting graphics for the web and other digital destinations

## **Module 7: Creating Adobe PDF Files with Form Fields**

- Setting up a workspace for forms
- Adding form fields
- Setting the tab order of the fields
- Adding a button to submit the form
- Exporting an interactive Adobe PDF file
- Testing your form in Adobe Acrobat Reader

## **Module 8: Creating a Fixed-Layout EPUB and Publishing Online**

- Creating a new document for fixed-layout export
- EPUB: Fixed-layout versus reflowable
- Adding animation
- Buttons
- Adding multimedia and interactive elements
- Exporting a fixed-layout EPUB file
- InDesign Publish Online