



4D Training

## InDesign Advanced

### Who would benefit?

This course is for those who have experience using InDesign and wish to make use of all the facilities that this software has to create and maintain complex documents.

### Objective

By the end of the course, delegates will be able to put together complex documents.

### Contents

- Text Formatting using Styles
  - Paragraph styles
  - Character styles
  - Editing character and paragraph styles
  - Loading styles
  - Hyphenation and justification
  - Hyphenation settings
  - Hyphenation exceptions
  - Editing justification settings
  - Loading H and Js
- Document Construction
  - Setting baseline grid
  - Setting body text leading
  - Aligning to baseline grid master pages
  - Use of master pages for consistency
  - Duplicating and creating master pages
  - Changing margin and column guides
  - Headers, footers, repeating graphic elements
  - Custom automatic text boxes
  - Automatic text and mail merge
  - Automatic Table of Contents
  - Book construction
- Interactive Documents
  - Hyperlinks
  - Embedding movies
  - Connecting to the internet within PDF
  - Exporting Layouts to Web pages

### Duration

One day