



Computer Teach Pro

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Adobe InDesign Level 1 Objectives (8 hours recommended training time)

Using Adobe® InDesign®, you have created simple documents. Now, you may need to create huge documents that are attractive as well as can be accessed globally. In this course, you will deploy the advanced InDesign techniques to enhance the look and functionality of your documents.

Lesson 1: Managing Styles

Topic 1A: Manage Style Overrides

Topic 1B: Base One Style on Another

Topic 1C: Apply Styles in a Sequence

Topic 1D: Import Styles from a Microsoft® Word Document

Topic 1E: Redefine Styles

Lesson 2: Developing Complex Paths

Topic 2A: Create Bézier Paths

Topic 2B: Create Compound Paths

Topic 2C: Create Clipping Paths

Topic 2D: Create Type Outlines

Lesson 3: Handling Page Elements

Topic 3A: Place Inline Graphics

Topic 3B: Manipulate Graphics

Topic 3C: Handle Text Layout

Topic 3D: Create Duplicate Items

Topic 3E: Create Anchored Objects

Topic 3F: Manage Libraries

Lesson 4: Administering External Files

Topic 4A: Locate Assets Using Adobe® Bridge

Topic 4B: Merge Data

Topic 4C: Import Layered Files

Topic 4D: Export PDF Files

Classes can be taken at our school in Great Neck, your business or your home.

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Topic 4E: Export XHTML Files

Lesson 5: Working with XML

Topic 5A: Integrate XML into a Document

Topic 5B: Import XML

Topic 5C: Export Documents as XML Files

Topic 5D: Create a Snippet

Lesson 6: Managing Long Documents

Topic 6A: Create Hyperlinks

Topic 6B: Insert Footnotes

Topic 6C: Insert Text Variables

Topic 6D: Create the Table of Contents

Topic 6E: Generate an Index

Topic 6F: Create Document Sections

Topic 6G: Create a Book

Lesson 7: Adjusting Print Settings

Topic 7A: Create Print Presets

Topic 7B: Preview Print Output

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