



# Adobe InDesign CC 2021 Intermediate/Advanced

Two-Day Course

Windows and Macintosh

## Course Overview:

This course is designed specifically for those individuals who have extensive knowledge and experience using Adobe InDesign CC 2021 (who can build a complete document using text styles, graphics and custom colors). In this course you will learn tips, tricks and InDesign secrets along with more efficient procedures for building a document, including: custom settings, custom keyboard shortcuts, enhanced typography, colour and graphic features and additional upgrades.

## Course Content:

### Application and Work Space

- Review of Preference settings
- Customizing the Workspace area: Menus, Control Panel, Screen Modes, Links Panel
- Setting and modifying custom Keyboard shortcuts
- Document Grids and Guide Settings
- Customizing Pages Panel options
- Working with Document and Printing Presets
- Using and the document Slug area

### Layout Options

- Using the Alternate Layout feature
- Using the Page Tool
- Using Liquid Layout and Linked Content
- Using multiple and Based On masters
- Page items, such as Color Labels and Rotated Spreads
- Unlocking and Changing Master Column Guides
- Master page items; using the override and detach features
- Saving / Loading Master Pages between documents

### Enhanced Text Formatting

- Hyphenation, Justification, keep options, Open type, special characters
- Creating Multiple Levels of Bullets & Numbers

- Creating a Nested Paragraph and line style
- Using the Track Changes and notes feature
- Autocorrect Find/Change tips and tricks

### Creating and Colouring

- Importing and Creating Tables
- Swatches panel tips
- Table styles and Cell styles
- Anchored Objects
- Outline type headings
- Gradient Swatch and Gradient Feather Tools
- Adding and importing Swatch Libraries
- Using Adobe Color (formally Adobe Kuler)

### Document Automation

- Using library items and snippets
- Creating custom line styles
- Working with Layout Adjustments and Rules
- Using the Pages, Gap, Eyedropper, Notes, Gradient Feather Smooth, and transformation tools.
- Special effects with graphics
- Running a custom Preflight check up

### Adding & Manipulating Graphics

- Frame Fitting Options
- Creating Clipping Paths
- Placing Native Adobe Photoshop and Adobe Illustrator files