

# InDesign CS5 : More complex documents

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*InDesign is the industry standard DTP package for newsletters, leaflets, magazines, books and posters*

## Audience

This is an in-depth InDesign course and is for users who wish to develop their InDesign skills working with long documents and interactivity. Experienced InDesign users will discover many new techniques and hidden tools.

## Objectives

At the end of the course delegates will be able to:

- ✓ Work with transparency and special effects
- ✓ Create documents for specific output
- ✓ Manipulate and control long documents
- ✓ Create rich interactive documents

## Course Content

### WORKING WITH LONG DOCUMENTS

- Creating a Table of Contents
- Creating an Index entry
- Generating an Index
- Creating a Book

### TABLES AND TABS

- Inserting a Table
- Add and Delete Rows/Columns
- Formatting Tables
- Resizing
- Filling alternating rows / columns
- Table and Cell Styles
- Setting and editing tabs

### COLOUR

- Filling and stroking objects
- Swatches Panel
- Colour Panel
- Colour matching
- Gradients

### SPECIAL EFFECTS

- Drop shadows
- Transparency and Blend modes
- Feathering
- Corner effects
- Rotate, Scale and Shear Tools
- Transform
- Gradient Feather tool

### PRINTING AND EXPORTING

- Printing a composite
- Live Preflight
- Exporting to PDF

### PATHS AND PEN TOOL

- Points and Paths
- Pen Tool
- Selecting and Manipulating Points
- Smoother and Corner Points
- Converting Points and Cutting Paths
- Pathfinder commands

### INTERACTIVITY

- Automatically generating links
- Generating bookmarks
- Using the button tool
- Button options
- Choosing events
- Creating web links
- Embedding Flash video
- Exporting interactive PDFs