



ADOBE INDESIGN - INTERMEDIATE

A One Day Course Covers:

1. Arranging and Combining Objects

- Modifying objects using graphics frames
- Working with clipping paths
- Grouping and ungrouping objects
- Identifying and selecting nested objects
- Stacking objects
- Aligning and distributing objects
- Locking object position
- Using the Transform palette
- Setting the point of origin for transformations
- Moving objects
- Changing size, proportions or orientation
- Using the free transform tool
- Duplicating objects

2. Working with Transparency

- About Transparency
- Specifying transparency
- Changing the appearance of transparent artwork on-screen
- Selecting blending modes
- Creating transparency knockouts
- Adding drop shadows
- Feathering edges
- About flattening
- Controlling flattener settings and results using styles

3. Styles

- Applying style sheets
- Modifying style sheets
- Locally formatting a style

4. Working with Layers

- About the Layers Palette
- Creating layers and specifying layer options
- Adding Objects to Layers
- Selecting, moving and copying objects on layers
- Duplicating a layer
- Choosing a layer colour
- Changing the order of layers
- Showing and hiding layers
- Locking and unlocking layers
- Deleting layers
- Merging layers and flattening a document

5. Books, Tables of Contents & Indexes

- Creating a book file
- About hypertext links
- About the Table of Contents feature
- Creating an index
- Working with markers