

This half day (3 hour) course is aimed at confident users who want to learn more about some of the more advanced features.

**Please Note:** If you would prefer to create your own topic list, please ask. Custom courses can generally be offered to suit your specific requirements.

### Master Pages

- Creating new Masters

  - Duplicate

  - Basing on another Master

  - Naming Masters

- Applying a different master to a page/range of pages

- What is Allow Pages to Shuffle?

- What is Keep Spreads together?

- Override a master item on a document page

- Remove override

- Detach objects from Master

- Reinstate link to Master when an object has been detached.

- Numbering and Section Options

### Managing Picture links

- Using the Links Palette

- Embedding a picture

- Updating, re-establishing, reassigning and replacing links

### Working with Clipping Paths

- Removing backgrounds from imported pictures

### Controlling Image Display Quality

### Exporting a document as a PDF

- Options

- PDF Export Presets

### Working with Transparency

- When does transparency occur?

- Changing the appearance of transparent artwork on screen

- Flattening transparent artwork

- Guidelines for successful output

### Using the Flattener and Separations Preview Palette