

Intermediate

This half day (3 hour) course is aimed at users who would consider themselves familiar with the basics of InDesign, and want to learn more. The course is not suitable for beginners.

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.

Style Sheets

- Paragraph and Character

- Nested Styles

- Based on

- Next Style

- Loading Styles from another document

- What happens when you import a Word document containing Style Sheets?

Understanding Threading (Linking Text Boxes)

- Controlling Text Flow

Step & Repeat

- Creating a page of equally spaced identical items

Find Font

- Check what fonts are being used in the document

- Find and Replace fonts in your document

Placing Pictures

- Placing a picture

- Using the Fitting Commands

- Using the Control Palette to Scale, Rotate

- Using Keyboard Commands to Scale

- Cropping

Using the Links Palette

- Checking status of a picture

- Relink

- Update Link

- Link Information

- Embed File

- Edit Original

Understanding Text Wrap and Clipping Paths