

Module 1 – Creating & Managing Multiple Page Documents

- Creating a Book
- Creating Multiple Master Pages
- Applying Master Pages
- Numbering Pages and Chapters
- Adding Documents to the Book
- Creating Styles
- Applying Styles
- Importing Styles from with Microsoft Word Documents
- Making Modifications to Styles
- Adding a Table of Contents
- Creating Cross-References and Hyperlinks

Module 2 – Importing and Linking

- Importing Text and Graphics
- Import Options
- Placing Multiple Graphics & Text Files
- Linking Text and Spreadsheet Data to the Original Files
- Font Substitution
- Modifying Linked Information
- Managing Links
- Merging Data

Module 3 – Enhancing Publications

- Working with Multiple Page Sizes
- Transforming Objects
- Applying Object Effects
- Using Live Corner Effects
- Anchoring Objects
- Creating and Typing on Paths
- Working with Layers
- Using Text Frames
- Threading Frames
- Setting Multiple Columns in a Text Frame
- Adding and Loading Color Swatches
- Creating and Managing Object Libraries

Module 4 – Creating Interactive Documents

- Defining Text Variables
- Inserting Text Variables
- Creating Bookmarks
- Adding Interactive Buttons
- Adding Movies and Sounds
- Setting Page Transitions

Module 5 – Exporting InDesign Files

- Export to PDF for Print
- Export to and Interactive PDF
- Export Files for the Web