

Adobe InDesign Level 2

1 Day Course

Morning

Morning Session

Working with Text

- Glyphs
- Tabs
- Paragraph Rules
- Paragraph Spacing
- Paragraph Style Defaults
- Setting Basic Paragraph Style
- Baseline Grid
- Bullet Colour
- Vertical Alignment
- Baseline Shift
- Column Breaks
- Auto Correct/Spelling
- Find & Replace
- Primary Text Frame
- Link to Text Files

Working with Images

- Resizing Images & Frames
- Anchored Images
- Clipping Paths
- Links/Embedding
- Place Multiple Images into a Grid
- Auto Fitting
- Gradient Feather
- Ignore Text Wrap

Afternoon

Afternoon Session

Working with Pages

- Page Tool
- Page Rotation
- Multiple Master Pages
- Drag/Drop Pages
- Gap Tool
- Smart Guides
- Align/Distribute

Working with Shapes

- Basic Shapes
- Pathfinder
- Multi-Frames
- Text - Create Outlines
- Text - Along a Path
- Default Colour Swatches
- Gradients
- Object Styles
- Libraries & CC Library
- Layers

Extras

- Book Command
- Step & Repeat
- Hyperlinks / Buttons / Forms / Video (Acrobat)
- Templates