

# Adobe InDesign CS3 Advanced, 2 days

CARDIFF

## Advancing the basics

- Organizing your panels and workspace
- Menu shortcuts and configuration
- Advanced zooming and navigation
- Advanced view options
- Hidden navigation
- Focus selection
- Dragging Items Between Documents
- Third-Party plug-ins
- Document History
- Butterfly magic

## Layers

- Paster Remembers
- Multi-lingual export options

## Page Layout

- Master Page Tips and Tricks
- Using Facing Pages
- Using Libraries and searching metadata
- Layout adjustment

## File Formats

- Compliant files for import
- Illustrator, PDF and Photoshop formats
- .inx, .inds, .indt and more

## Type

- Advanced Style Sheet Tips
- Managing Long Documents
- Indexing
- Table of Contents
- Hyphenation and Justification
- Glyph sets and opentype / unicode

## Text Variables

- Defaulting
- Create custom variables
- Implementing into your workflow

## Drawing

- Mastering the Pen Tool

## Where Text Meets Graphics

- Inline Graphics
- Creating Type Outlines
- Special outline effect
- Text Wrap Options

## Automation

- Quick apply
- Editing quick apply
- Data merge

## Print Production

- Checking object resolution and colour
- Overprinting
- Non printing objects
- Advanced preview

## Importing and Exporting

- Adding Excel or Word Tables
- Import Text Options
- Import Graphic Options

## Long Documents

- Adding Indexes
- Using Table of Contents
- Numbering & Section Options

## Color

- Using the Eyedropper to Create Swatches
- Spot or Process inks
- Generating mixed ink groups and swatches

## Strokes

- Custom stroke configurations
- Accessing stroke easter eggs

## Printing

- Using Printer Styles
- Color Separations
- Understanding the Print Menu
- The Transparency Flattener
- Preflight and Package

## PDF Export Engine

- PDF/X ISO standards
- Compression algorithms
- Flattened and live transparency standards
- PDF/X-4 and layer handling
- Colour mapping and options for CMYK
- Security options
- Colour conversion to DeviceCMYK

