

# ALPHAS FACTS

Alpha  
COMPUTER CONSULTANTS

Create Your Future



**InDesign Level 2** builds on the skills developed in the InDesign Level 1 course and goes beyond the basics to increase efficiency and further customise document creation. More complex page layout and text and object formatting techniques are covered, improving your workflow and taking your publications to a new level. The course also covers exporting to ePub (eBooks), HTML and other formats, increasing your publication's reach and potential. Comprehensive Alpha courseware is supplied. [Click here for course information](#)

**Course Prerequisites:** The prerequisites for this course is that you have completed the InDesign Level 1 or have equivalent knowledge

**Duration:** Two days 9:00 am - 4:30 pm

## Course Content

### More about Colour

- Working with colour groups
- Tint swatches
- Dragging and dropping colours
- Saving swatches to use in other applications
- Importing swatches
- Tints
- Copying fill and stroke attributes of objects
- Sampling colours from graphics
- Working with colour themes
- Spot colours from placed files

### More about Styles

- The Based On option
- Next style
- Applying styles to multiple paragraphs
- Applying character styles to a drop cap
- Applying nested styles
- Looping through nested styles
- Create nested line styles
- Using Quick Apply to apply styles

### Object Styles

- About object styles
- The Object Styles panel
- Defining object styles
- Using object style categories
- Applying object styles
- The default object styles
- Editing or renaming object styles

- Object style categories
- Duplicating object styles
- Deleting object styles
- Clearing overrides from object styles
- Clearing attributes not set in an object style
- Breaking the link to an object style
- Redefining an object style
- Importing object styles

### Creating Structured Documents

- Parent and child master pages
- Create Guides command
- Snap to
- Placing images using Mini Bridge
- Using frames when designing pages
- Setting frame fitting options
- Creating multiple-page spreads
- Multiple page sizes
- Rotating the spread view
- Page Numbering and Section Options
- Adding story jump-lines
- Adding Colour labels to document pages
- Power zoom

### Transforming / Arranging Objects

- The point of origin when transforming
- Transforming objects
- Rotating objects
- Rotating only the image within the frame
- Scaling objects
- Reflecting objects
- Shearing objects
- The Rotate tool

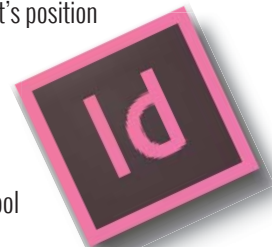
- The Scale tool
- The Shear tool
- The Free Transform tool
- Repeating transformations
- Duplicating objects
- Locking an object's position
- Step and repeat
- Aligning objects
- Live Distribute
- The Gap tool
- Using The Gap Tool

### Text Controls

- The Find/Change command
- Tips for Finding/Changing text
- Finding and changing objects
- Find/change using queries
- The Find Font command
- The Check Spelling command
- Automatically correcting spelling
- Using Dynamic Spelling
- Using the Story Editor
- Track Changes
- How changes are displayed in the Story Editor
- Accepting and rejecting tracked changes

### Combining Text and Graphics

- Anchored objects
- Creating an anchored object
- Anchored Objects options
- Custom anchored object options
- Positioning a custom-positioned anchored object



## ... Combining Text and Graphics

- Viewing anchored object markers
- Moving or resizing an anchored object manually
- Releasing an anchored object
- Type on a path
- Creating path type
- Selecting or editing type on a path
- Using clipping paths to hide parts of an image
- Converting a clipping path into a normal frame
- Controlling layer visibility when placing images
- Controlling layer visibility for placed files

## Type Composition

- Adjusting kerning between words
- Hyphenation
- Avoiding word breaks
- Flush space
- Creating text that Spans or Splits columns
- Using the Eyedropper tool with type
- Paragraph Rules
- Keep options
- Creating hanging punctuation
- The Indent to Here character
- Tabs
- Adjusting underline options
- Baseline grids

## Bullets and Numbering

- About bulleted or numbered lists
- Creating a bulleted or numbered list
- Formatting a bulleted or numbered list
- Changing bullet characters
- Changing numbered list options
- Creating multi-level lists
- Restarting or continuing numbering for a list
- Working with defined lists
- Creating a paragraph style for running lists

- Continuing a list from the previous or current story
- Numbering a list from the previous or current document in a book
- Converting list bullets or numbers to text

## Object Libraries

- What are object libraries?
- Creating and using object libraries
- Managing Object Libraries
- Searching Object Libraries

## Working with Tables

- Features of tables
- Creating a table from scratch
- Converting existing text into a table
- Changing a table into normal text
- Importing Microsoft Office tables
- Embedding a table inside another table
- Adding text or graphics to a table
- Navigating in a table
- Selecting cells
- Moving / duplicating rows and columns
- Inserting rows and columns
- Deleting rows and columns
- Merging cells
- Table headers and footers
- Resizing tables
- Overset cells
- Applying a border to a table
- Adding stroke and fill colour to cells
- Table and cell styles
- Defining table and cell styles
- Formatting precedence in styles
- Importing table styles from other documents
- Applying table and cell styles
- Editing table and cell styles
- Basing one table or cell style on another
- Deleting table and cell styles
- Redefining table or cell styles based on current formatting
- Overriding table and cell styles
- Breaking the link to table or cell styles

## Vector Elements

- The Stroke panel

- Start and end shapes
- Customizing stroke styles
- Corner effects
- Compound paths
- The Pathfinder panel
- Changing the shape of a path
- Converting text to outlines

## Books and Tables of Contents

- Creating Books
- Managing book files
- Outputting a book file
- Synchronizing book documents
- Book page numbering
- Preflight books
- Set preflight options in a book
- Resolve preflight errors in a book
- Tables of Contents
- Creating table of contents styles
- Saving TOC styles
- Creating tab leaders for TOC entries
- Creating a table of contents
- Table of contents formatting options
- Modifying and updating a table of contents
- Tables of contents in books

## Output Options

- Exporting formats
- Exporting text
- Exporting JPEG & PNG
- Exporting an SWF file
- Exporting a Flash Format file (FLA.)
- Exporting to ePub
- Exporting to ePub (Fixed Layout)
- Export to ePub (Reflowable)
- Exporting content to HTML
- HTML export options
- About PostScript files
- Printing device-independent PostScript files
- Print Presets
- Background Tasks

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## Packages Available

InDesign L2 is offered as part of packages designed for users who want to attend multiple courses to achieve in depth knowledge.



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