

# ALPHAS FACTS

Alpha  
COMPUTER CONSULTANTS

Create Your Future



**InDesign Level 3** course covers a wide range of advanced techniques to complete your knowledge of InDesign. Topics covered include advanced page layout techniques, re-purposing content, alternate and liquid layouts, interactivity and animation techniques, creating PDF forms, variables and captions, and publishing to ePub. Comprehensive Alpha courseware is provided.

**Course Prerequisites:** Completed InDesign Level 1 and Level 2 courses or have equivalent knowledge.

**Duration:** One day 9:00 am - 4:30 pm

## Course Content

### Footnotes

- Creating a footnote
- Changing footnote numbering and layout
- Options for footnote numbering and formatting
- Options for Footnote layout
- Deleting footnotes
- Tips for using footnotes
- Importing footnotes from Microsoft Word

### Justification, Hyphenation & Spelling Dictionaries

- Paragraph composition
- Controlling spacing in justified text
- Hyphenation and spelling dictionaries
- Creating and managing user dictionaries
- Adding words to a dictionary
- Removing and editing words in a dictionary
- Exporting word lists
- Importing word lists into an InDesign dictionary
- Tips for sharing dictionaries in a workgroup

### Text Variables, Captions, Conditional Text & Snippets

- About text variables
- Creating or editing text variables
- Inserting text variables
- Variable types
- Creating variables for running headers/ footers
- Working with text variables
- Creating Captions from Image Metadata

- Setting Caption Options
- Creating static captions
- Creating Live Captions
- Use Conditional text
- Create conditions
- Apply conditions to text
- Show or hide conditions
- Use condition sets
- Creating snippets
- Adding snippets to a document
- Controlling where snippets are placed

### Liquid & Alternate Layouts, Primary Text Frame & Linked Content

- Liquid Layouts and Alternate Layouts
- Recommended workflow
- Alternate layouts
- Split window
- Liquid layouts
- Liquid page rules
- Primary Text Frames
- Smart Text Reflow
- Text Frame Fitting Options
- Flexible width columns
- Persistent text frame fitting options
- Linked content
- Place and link
- Custom Style Mapping
- Update a linked item

### Adding Interactivity and Animation

- About InDesign's interactive features
- Exporting interactive PDF files
- Hyperlinks

- Hyperlink Sources
- Hyperlink destinations
- Creating a hyperlink to a Page destination
- Creating a hyperlink to a text anchor destination
- Create a hyperlink to a URL
- Create a hyperlink to any shared destination
- Appearance options
- Editing or deleting a destination
- Editing or deleting a hyperlink
- Going to a hyperlink source or destination
- Creating Bookmarks
- Creating buttons
- Add actions to buttons
- Add a button from the Sample Buttons panel
- Buttons with different appearances
- Page transitions
- Placing Video and Sound files
- The Media panel
- Linking to a video on the Internet
- Creating an interactive Fixed Layout EPUB
- Creating Motion in InDesign
- The Animation panel
- Applying motion to an object
- Managing Motion presets
- Creating QR codes

### PDF Forms

- Forms workflow
- Add a form field
- Specify tab order



## Data Merge

- About data merge
- Basic steps for merging data
- Add image fields in the data source file
- QR codes and Data Merge
- Selecting a data source for the target document
- Creating the target document
- Previewing records in the target document
- Merging records

## Creating an Index

- About indexing
- Adding index markers
- Generating an index

## InDesign Packages

Adobe InDesign is available as part of packages, designed for users who want to attend multiple courses to achieve in-depth knowledge

Visit our packages page for more information

## Introduction to Creating an Accessible InDesign Document

- What is accessibility?
- Why make PDF files accessible?
- What makes a PDF accessible?
- Reading Order
- Articles
- Map styles to export tags
- Object export options
- Creating the PDF file
- Working in Acrobat Professional
- InDesign elements that need fixing in Acrobat

## InDesign Package

- InDesign Levels 1, 2 and 3
- 5 days
- Select your preferred dates
- Book for 5% discount
- enter code **INDpack**

## Appendix

- Automating InDesign Using Scripting
- Tips, Tricks and Shortcuts
- Overprinting and Trapping Colours
- Printing Colour Separations
- Advanced searching using GREP expressions

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for course dates select your location

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## Publishing Packages

**Level 1 InDesign, Illustrator and Photoshop and Acrobat for Business**

- 8 days
- Select your preferred dates
- Book for 5% discount
- enter code **5PubL1**

**Level 2 InDesign, Illustrator and Photoshop and Acrobat Advanced**

- 7 days
- Select your preferred dates
- Book for 5% discount
- enter code **5PubL2**

**Level 3 InDesign, Illustrator and Photoshop and Acrobat Advanced**

- 4 days
- Select your preferred dates
- Book for 5% discount
- enter code **5PubL3**



## Packages Available

Adobe InDesign Level 3 is offered as part of a package designed for users who want to attend multiple courses to achieve in depth knowledge.

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