



*Are you a pencil pusher trapped in a computer?  
We can help?*

**M J H COMPUTER TRAINING**

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# Adobe Indesign CS5 Level 2

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**Course Length:** 1 day

## Course Content

### Lesson 1: Handling Page Elements

- Topic 1A: Create Duplicate Items
- Topic 1B: Handle Text Layouts
- Topic 1C: Create Transparency
- Topic 1D: Create Anchored Objects
- Topic 1E: Manage a Library

### Lesson 2: Managing Styles

- Topic 2A: Import Styles from Microsoft® Word Documents
- Topic 2B: Create Nested Styles
- Topic 2C: Create Related Styles
- Topic 2D: Apply Styles in a Sequence
- Topic 2E: Manage Style Overrides
- Topic 2F: Redefine Styles
- Topic 2G: Break the Link to Styles

### Lesson 3: Developing Complex Paths

- Topic 3A: Create Bézier Paths
- Topic 3B: Create Clipping Paths
- Topic 3C: Create Compound Paths
- Topic 3D: Create Type Outlines

### Lesson 4: Administering External Files

- Topic 4A: Import Layered Files
- Topic 4B: Merge Data

### Lesson 5: Working with an XML File

- Topic 5A: Integrate XML Content into a Document
- Topic 5B: Import XML Content
- Topic 5C: Create a Snippet

### Lesson 6: Creating Dynamic Documents

- Topic 6A: Create Interactive Documents
- Topic 6B: Insert Footnotes
- Topic 6C: Insert Text Variables
- Topic 6D: Create Text Conditions
- Topic 6E: Create Document Sections

### Lesson 7: Managing Long Documents

- Topic 7A: Create a Book
- Topic 7B: Create a Table of Contents
- Topic 7C: Create Hyperlinks
- Topic 7D: Create Cross-References
- Topic 7E: Generate an Index

### Lesson 8: Exporting InDesign Files in Other Formats

- Topic 8A: Export PDF Files
- Topic 8B: Export Files for the Web
- Topic 8C: Export Files for Animation

### Lesson 9: Adjusting Print Settings

- Topic 9A: Manage Colors
- Topic 9B: Preview the Print Output
- Topic 9C: Create Print Presets