

## Adobe InDesign CS Tips and Tricks

<b>Who</b>	Our InDesign tips and tricks course is designed for people who have previous experience of the InDesign software. You may have had formal training or be self-taught.
<b>Why</b>	You will learn how to utilise the software to streamline day to day production. The course will allow you to discover essential shortcuts and techniques which will speed up and improve the quality of your work. The cost of the course includes a Killer Tips book, 3 months telephone support, a certificate, refreshments and lunch.
<b>Length</b>	1 day

### Tool and Palette Tips

- Configuring plug-ins
- Customising defaults and preference settings
- Saving the workspace
- The About Info option
- Palette toggle controls
- Keeping focus on a palette field option
- Switching between the Character and Paragraph fields in the Control Palette
- Palette navigation
- Customising the size of the pasteboard

### Working with Objects and Graphics

- Selecting through objects that are stacked grouped and nested
- Moving the backmost object in a stacked group
- Converting clipping paths to frames
- Shortcuts to use ruler guides
- Text wrap tricks
- Creating tinted boxes around text and vertical rules

### Story Editor

- Benefits of using the Story Editor
- Using the Story Editor to apply Style Sheets
- Using multiple windows to view the document

### Working with text

- Deselecting all command
- Quick methods of selection
- Inserting Glyphs
- Creating a custom placeholder text file
- Converting text to outlines
- Using the Balance ragged lines command

### Power use of Styles

- Observing additional local formatting
- Re-defining Character and Paragraph styles
- Power searches with styles
- Creating and applying nested styles

### Layer tips

- Quick selection methods
- Adding items to a locked layer
- Using the Ignore text wrap command

### Colour

- Fastest methods for creating, editing and applying colours
- Using the Ink Manager to alias an Ink
- Creating a New Mixed Ink swatch
- Using shortcuts to apply colours

### Masters

- Cropping images that span spreads
- Allow pages to shuffle command
- Keep spreads together
- Labeling pages
- Starting a document with two single-sided pages
- Go to Page option
- Customising the palette options
- Using the Based on option
- Targeting and selecting spreads
- Starting a document with a page spread
- Copying masters between documents

### Graphics

- Anchoring graphics
- Using layout adjustment
- Linking versus embedding images

### Related courses

- Adobe Photoshop introduction
- Adobe Illustrator introduction