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# Adobe® InDesign® CS4: Level 2

Course length: 1 day

## Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- handle page elements.
- manage styles.
- develop complex paths.
- import and export data to external files.
- work with an XML file.
- manage long documents.
- export InDesign files to other formats.
- adjust print settings.

## Course Content

### Lesson 1: Handling Page Elements

- Topic 1A: Create Duplicate Items
- Topic 1B: Handle Text Layout
- 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 Between 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



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## **Lesson 6: Managing Long Documents**

- Topic 6A: Insert Footnotes
- Topic 6B: Insert Text Variables
- Topic 6C: Create Text Conditions
- Topic 6D: Create Document Sections
- Topic 6E: Create a Book
- Topic 6F: Create the Table of Contents
- Topic 6G: Create Hyperlinks
- Topic 6H: Create Cross-References
- Topic 6I: Generate an Index

## **Lesson 7: Exporting InDesign Files in Other Formats**

- Topic 7A: Export PDF Files
- Topic 7B: Export Files for the Web
- Topic 7C: Export Files for Animation

## **Lesson 8: Adjusting Print Settings**

- Topic 8A: Manage Colors
- Topic 8B: Preview the Print Output
- Topic 8C: Create Print Presets

## **Appendix A: Organizing Assets Using Adobe® Bridge**

### **Appendix B: Working with Adobe Bridge**

Supplemental Topic: Work with Adobe Bridge

### **Appendix C: Appending Metadata and Keywords to Assets**

Supplemental Topic: Append Metadata and Keywords to Assets

### **Appendix D: Adobe Certified Expert (ACE) Objectives Mapping**