



THE UNIVERSITY OF
SYDNEY

Adobe InDesign Course: Level 2

*Centre for
Continuing Education*



Adobe InDesign Course: Level 2



This Adobe InDesign course takes you through various advanced aspects of the software which are required to produce professional layouts and typography. Extend your knowledge beyond Adobe InDesign Course: Level 1 and take your skills to the next level.

Intended audience

Suitable for anyone wanting to advance their understanding of design and graphic production to create layouts for print media.



Course duration

1 session, 7 hours total



Time

9:30am – 4:30pm



Format

Face-to-face
or
Online in real-time



Dates

Browse available
[course dates](#)

Prerequisites

Prior to attending, you should have completed [Adobe InDesign Course: Level 1](#) or have equivalent knowledge.



Upon completion

Every participant receives a University of Sydney certificate of completion.



Outcomes

By the end of this course, you should be able to:

- work with your Adobe account
- use, modify and create libraries
- collaborate and work with others effectively
- format text
- apply formatting to various kinds of objects
- work with styles
- use, create and modify tables
- create and insert a table of contents and an index
- create a simple ePublication
- work with and understand alternate layouts.



Content

The Adobe Account

- The Adobe Website
- Signing in to your Adobe Account
- The creative profile home page
- Managing your Adobe Account
- Adobe creative cloud application manager
- Working with apps
- Understanding typekit
- Add fonts from typekit
- Understanding Adobe Colour CC
- Understanding behance

Libraries

- The libraries panel
- Adding elements to the libraries panel
- Sorting the contents of the library
- Working with libraries

Working collaboratively

- Uploading a file to creative cloud
- Creating a folder in creative cloud
- Working with files and folders
- Adding collaborators
- Viewing and navigating files in creative cloud
- Making changes to a shared file
- Commenting on a shared file

- Deleting comments
- Creating user identification
- Adding notes to a shared file
- Viewing notes in a shared file
- Working with tracked changes
- Accepting collaboration invitations
- Removing collaborators

Paragraph formatting

- Understanding the paragraph panel
- Applying space before and after paragraphs
- Applying an indent
- Applying a first line indent
- Understanding tabs
- Setting drop caps
- Creating a bulleted list

Formatting objects

- Applying effects
- Applying corner effects
- Changing the opacity of an object
- Applying a gradient to an object
- Using the eyedropper to copy formatting
- The find/change dialog box
- Creating a snippet
- Inserting a snippet



Working with Styles

- Understanding styles
- Understanding the styles panels
- Creating character styles
- Applying character styles
- Creating paragraph styles
- Creating a style from existing formatting
- Applying paragraph styles
- Working with style groups
- Editing styles
- Creating and applying object styles
- Deleting styles and style groups

Working with tables

- Creating a table
- Selecting tables and table cells
- Entering text in a table cell
- Adjusting a table
- Formatting text in a table
- Understanding the table panel
- Formatting cells
- Working with table borders
- Working with table colour
- Importing a spreadsheet table
- Deleting a table

Long documents

- Understanding table of contents
- Inserting a table of contents
- Formatting a table of contents
- Creating a table of contents style
- Updating a table of contents
- Understanding indexes
- Adding index entries
- Generating a simple index

Creating a simple E-publication

- Understanding digital documents
- Fixed layout vs reflowable
- Checking your fonts for EPUBS
- Interactive navigation tools
- Understanding adding animation
- The EPUB interactivity preview panel
- Adding animation
- Creating a multi-state object
- Interactive objects
- Creating a button
- The EPUB export options dialog box
- Exporting to EPUB
- Understanding multimedia tools

Alternate layouts

- Understanding alternate layouts
- Previewing liquid layout
- Applying liquid layout rules
- Constraining specific objects
- Applying rules to other pages
- Creating an alternate layout
- Splitting the document window



“So much information in a short amount of time, so the day goes by quickly! Very enjoyable and informative course, I have enjoyed all the Adobe CCE courses I have done this year and cannot wait for the next one.”

Katyha Gonzalez



“Great equipment, knowledgeable presenter and comprehensive course notes.”

David Jaffray

“We had a great tutor - very patient and descriptive. I would definitely recommend this course to others.”

Lauren McDowell



Delivery Style

Face-to-face classes

These classes run in a classroom and you will need to bring your own device with Adobe InDesign installed. You should ensure it is fully charged as access to power is limited.

Online classes

You will need your own device with Adobe InDesign installed. We also recommend using a computer with a larger screen, or two screens/devices. A small laptop screen provides limited space, and it can be difficult to manage following the facilitator's screen and using your own software.

Materials

Course materials are provided electronically, including a booklet and exercise files.

Before the course

You will need an Adobe Creative Cloud account to participate. If you don't have an existing account, you [can purchase an Adobe Creative Cloud account here](#). Please bring your account login details with you to class.

Recommended operating system: Windows or Mac

Recommended software: latest version of Adobe InDesign

Download the **BETA** version through your Creative Cloud to access the AI features.



Organisational training and development

This course can be delivered as a private session for groups, and tailored to meet the needs of your business. Contact us to discuss our range of organisational training solutions.

[Learn more](#)



THE UNIVERSITY OF
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We recognise and pay respect to the Elders and communities – past, present, and emerging – of the lands that the University of Sydney's campuses stand on. For thousands of years they have shared and exchanged knowledges across innumerable generations for the benefit of all.

Empower ambition,
inspire leadership

For more information

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