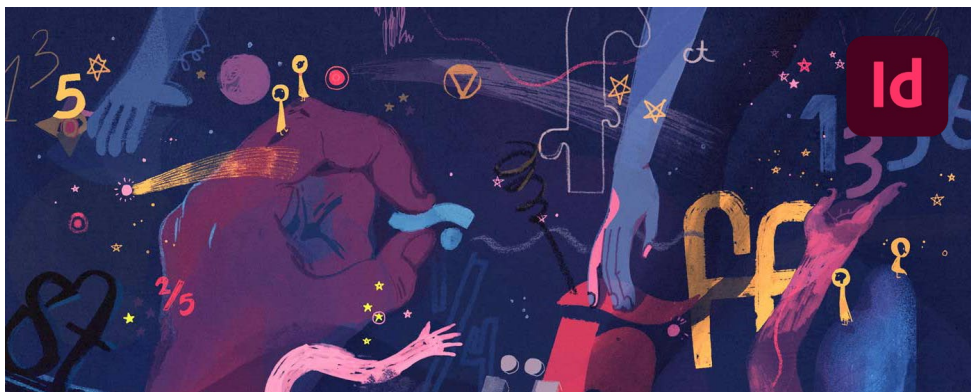


Creating Long Documents with InDesign

Training course outline

InDesign provides everything you need to create long documents. You can set up books comprised of multiple documents with features such as contents, index and automatic cross-references.



Course summary

Teaches how to create and maintain long documents in InDesign, covering all of the key techniques employed. Sessions include:

- Setting up your document.
- Table of Contents, lists, index.
- Variables, cross references and hypertext links.
- Editorial features.
- Creating books comprising multiple documents.

Duration

One day.

Who should attend?

Technical authors and anyone else who wants to compile longer documents in InDesign.

Delegates should be familiar with the fundamentals of InDesign, i.e. have attended *Introduction to Adobe InDesign* training or have equivalent knowledge.

In-class or live online

You can attend in-person at our centres, or participate live online from your place of work or home.

To read about our approach to online training, see armada.co.uk/liveonline.

General information

Courses are hosted by highly experienced instructors with vast experience of using the application professionally.

Whilst attending training at our centres, you'll have the use of a computer running licensed Adobe Creative Cloud software to practice the techniques taught. You can choose to use a Windows computer or Mac.

Refreshments and lunch are provided.

Course fees can be paid by card or bank transfer. We accept purchase orders from UK-registered companies and public sector organisations.

Course materials and certificate

You'll receive:

- A comprehensive training guide and practice files.
- An e-certificate (PDF) confirming successful course completion.

Method of delivery

Training is designed for the busy professional, being short and intensive and combining lecture and demonstration. Practical exercises carried out under guidance help you learn the techniques taught.

You have ample opportunity to discuss specific requirements with the trainer.

After course support

Following training, you're entitled to 30 days' email support from your trainer.

Further information

See armada.co.uk/course/indesign-long-documents.

Course syllabus

See over.

Course syllabus

Session	Topics
Setting up your Document	Page layout Setting up running headers/footers Create numbered styles based on chapter Create numbered headings Control styling Insert page numbers Numbering and section options Set up simple and multi-level numbered lists
Table of Contents, Lists, Index	Create and update a table of contents Table of contents styles Lists of figures and tables Create an index
Variables, cross references and hypertext links	Creating and inserting variables for repetitive data Using variables to automatically number chapters in multi-document books Inserting cross-references Amending cross-reference styles Inserting hypertext links
Editorial Features	Use Story editor to proofread and edit text content Modify Story Editor preferences Apply track changes Accept and reject edits
Working with book files	Create a book Add, remove and reorganise files in a book Output a book to PDF Package a book