



InDesign Level 2

Ready for more advanced InDesign techniques to enhance the look and functionality of your documents? Create library items and snippets; work with blending modes, opacity, and other object effects; insert and control tab characters, stops, and leaders; add interactivity and multimedia to documents; animate InDesign objects; automate workflow; package documents for print; and export EPUB files.

Who Should Take This Course?

This course is intended for students who would like to expand their knowledge of InDesign, start using more advanced features and tools, and create and deliver more professional-looking printed and interactive web-based materials.

Course Objectives

- Prepare documents for multiple formats.
- Manage advanced page layouts.
- Manage styles.
- Manage external files and create dynamic documents.
- Publish InDesign files for other formats and customize print settings.

Course Info

- Length: 9 hours
- Format: Classroom instruction and demonstration
- Prerequisite: Successful completion of InDesign Level 1 or equivalent experience.

Course Content

Prepare documents for multiple formats.

- Build layout versions
- Link content

Manage advanced page layouts.

- Create repeating content
- Change text layouts
- Create transparency
- Anchor objects and manage a library

Manage styles.

- Import Styles from Microsoft Word Documents
- Manage Styles



Manage external files and create dynamic documents.

- Import external files
- Create document sections
- Insert text variables
- Create interactive documents

Publish InDesign files for other formats and customize print settings.

- Export PDF files for print
- Export interactive PDF files and files for animation
- Export files for the Web
- Manage colors
- Preview the print output
- Create print presets

Assessment /Evaluation

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

Course Completion Letter

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Continuing Education Unit (CEU) letter, **after the final session**. You must attend 80 percent of the course to qualify for the letter.* To request a CEU letter, please stop by the front desk after the last session of class and complete the CEU Request Form.

Certificates of Completion for Certificate Programs

Certificates of Completion are automatically given at the end of the certificate program to those who have registered for a certificate program series (or after Part 2 of the series, when applicable) as long as attendance* and other program requirements have been met. If you complete a certificate program by taking courses individually (not through a series), please stop by the front desk and complete a Certificate Request Form. Attendance requirements for certificate programs vary by certificate and can be found by visiting [Certificate Programs & Certifications](#) on our website.

*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is the students' responsibility to sign-in.

Green River College is committed to providing access to all who visit, work and study on campus. The College will provide reasonable accommodations for individuals with disabilities, with advance notice of need. If you require accommodations, please contact Disability Support Services as soon as possible to determine eligibility and/or request accommodations. Accommodations are determined on a case-by-case basis. Please contact Disability Support by email at dss@greenriver.edu; by phone at 253-833-9111, ext. 2631; TTY 253-288-3359; or in person at the Student Affairs and Success Center, Room 274, to request accommodations. For additional information, please visit www.greenriver.edu/student-affairs/disability-support-services.htm. The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided.

This syllabus is available in alternate formats upon request.

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