

Advanced Layout Issues

- Working with Object Properties
- Object manipulation
 - Rotation
 - Scaling
 - Aligning
 - Distribution
 - Stacking Order
 - Flip/Flop
- Rotating Pages
- Adding Disconnected Pages
- Multiple Text Flows
- Adding Paragraph Rules & Graphics
- Importing Formats
 - Import options

Graphic Tools

- Drawing lines and rectangles
- Aligning and distributing objects
- Grouping/Ungrouping objects

Graphics

- Best Graphic Formats to use
- Importing graphics
 - Anchored vs.
 - Non-Anchored Graphics
- Cropping graphics
- Resizing graphics
- Positioning Graphics on page
- Copying graphics
- Image run-around

Anchored Frames and Graphics

- Creating anchored frames
 - Importing a graphics
 - Placing text in frame
- Positioning Anchoring Frames
 - in text flow

Importing Rich-Media Objects

- Flash, movies, 3D

Cross-References (CR)

- Definition of cross-references
 - Types of CRs
- Inserting a CR
 - Internally
 - Externally
- Fixing Unresolved CRs

Variables

- Inserting Variable in text
- Creating custom Variables

Books

- Creating a book file
- Adding documents to the book
 - Books within books
- Opening/closing files from
 - the book window
- Applying page
 - numbering and pagination
- Printing books

Generated Lists

- Types of Lists
 - Table of Contents (TOC)
 - List of Figures (LOF)
 - List of Tables (LOT)
- Editing the TOC/LOF/LOT layouts
 - Using a default layout
 - Using pre-designed template
- Adding a title to the TOC
- Formatting the entries
 - References Pages
 - Paragraph Styles
- Updating the TOC

Indices

- Types of Indices
 - Markers, Authors, Subjects
- Applying Index markers
- Creating a generated Index
 - Using a default layout
 - Using pre-designed template
- Editing the Index layout
- Editing entries
- Updating the Index

Conditional Text (CT)

- Definition of CT
- Using CT to view different layouts
- Apply CT rules to text and graphics

Hypertext

- Applying Hypertext markers

Advanced PDF features

- PDF review cycle with Acrobat
- Import PDF Comments