

QUALIFICATION: ADOBE® INDESIGN® CC (2018): PART 2
MODE OF DELIVERY: CONTACT LEARNING

DESCRIPTION

In Adobe® InDesign® CC (2018): Part 1, you were introduced to the many features that help you create professional-looking documents. Now you need to create much lengthier interactive documents that must be accessed across a range of devices. In Adobe® InDesign® CC (2018): Part 2, you will learn advanced InDesign techniques, to enhance the look and functionality of your documents.

Using Adobe InDesign, you can create interactive documents and export them for viewing in a web browser with various features, such as buttons, page transitions, movies and audio files, hyperlinks and animation. You have the ability to assign colour profiles and establish print presets. In creating longer documents, you will be able to include such features as a table of contents, footnotes, cross-references and an index.

This course is intended for students who want to expand their entry-level knowledge of Adobe InDesign, by using advanced features and collaboration tools.

PROGRAMME PURPOSE

This course is a great component of your preparation for the Adobe Certified Expert (ACE) InDesign CC exam and the Adobe Certified Associate (ACA) Print & Digital Media Publication Using Adobe InDesign exam.

PROGRAMME OUTCOMES

Upon successful completion of this course, you will be able to use Adobe InDesign CC (2018) to create and deliver professional-looking printed and interactive documents.

You will:

- prepare documents for multiple formats.
- manage advanced page layouts.
- manage styles.
- build complex paths.
- manage external files and create dynamic documents.

- manage long documents.
- publish InDesign files for other formats and customise print settings.

PROGRAMME STRUCTURE

Course content

Lesson 1: Preparing Documents for Multiple Formats

- Topic A: Build Layout Versions.
- Topic B: Link Content.

Lesson 2: Managing Advanced Page Elements

- Topic A: Create Repeating Content.
- Topic B: Change Text Layouts.
- Topic C: Create Transparency.
- Topic D: Anchor Objects and Manage a Library.

Lesson 3: Managing Styles

- Topic A: Import Styles from Microsoft Word Documents.
- Topic B: Manage Styles.

Lesson 4: Building Complex Paths

- Topic A: Create Bezier Paths.
- Topic B: Create Clipping Paths.
- Topic C: Create Compound Paths.

Lesson 5: Managing External Files and Creating Dynamic Documents

- Topic A: Import External Files.
- Topic B: Create Document Sections.
- Topic C: Insert Text Variables.
- Topic D: Create Interactive Documents.

Lesson 6: Managing Long Documents

- Topic A: Create a Book.
- Topic B: Build a Table of Contents.
- Topic C: Create Hyperlinks and Cross-References.
- Topic D: Generate an Index and Insert Footnotes.

Lesson 7: Publishing InDesign Files for Other Formats and Customising Print Settings

- Topic A: Export PDF Files for Print.
- Topic B: Export Interactive PDF Files and Files for Animation.
- Topic C: Export Files for the Web.
- Topic D: Manage Colours.
- Topic E: Preview the Print Output.
- Topic F: Create Print Presets.

ADMISSION REQUIREMENTS

To ensure your success, you will need to take the following Logical Operations course: Adobe® InDesign® CC (2018): Part 1.

English proficiency

Applicants are required to be proficient in English prior to admission to the course. Applicants whose first language is not English may be required to provide proof of proficiency.

ACCESS TO TECHNOLOGY

Milpark provides students with material, resources, formative assessments, discussion opportunities and a number of administrative services as part of the *MyMilpark* course platform.

Having access to the course platform is essential for efficient communication, learning and success. You will need continuous (daily) access to the internet to study and to submit and receive your assignments.

Hardware Requirements

For this course, you will need the following hardware configurations or better:

- Intel® Pentium 4 or AMD Athlon 64 (or compatible) processor
- At least 4 gigabyte (GB) RAM is recommended
- 2.5GB of available hard-disk space for installation; additional free space is required during installation (cannot install on removable flash storage devices)
- 1 024 × 768 resolution monitor (1 280 × 800 recommended) with a 16-bit video card
- Internet connection and registration necessary for required software activation, membership validation and access to online services (contact your local network administrator)
- Keyboard and mouse (or other pointing device).

NOTE: In addition to the operating system requirements, the faster the processor and the more RAM you have, the better.

Software Requirements

- ADOBE® INDESIGN® CC (2018) software; students are required to purchase this software.
- Microsoft® Windows® 7 (with Service Pack 1), or 8/8.1, or 10 (32-bit or 64-bit)
- Adobe® Acrobat Reader® XI or another PDF viewer
- Microsoft® Word 2010 or later (optional)
- Adobe® Digital Editions.

STUDENT SUPPORT

Library access

The Milpark Library provides access to e-books in a virtual library called Cyberlibris (Scholartext). Lecturers may create smart bookshelves per course or module for students to access (these shelves can contain prescribed and recommended books). Students can also create their own personal smart bookshelves containing resources for their studies. Having access to a digital library means that thousands of students can access books and resources from anywhere at the same time online. There is no need to do reservations and requests, and no limit on the time a student has to access a book. With the implementation of Cyberlibris, students also have access to full-text resources via ProQuest (global), Ebsco (global) and Sabinet (South African publications) to assist with research and to enrich their learning experience. Access to the Library is included in the module fee.

Tutor

Comprehensive student support services are available. Students are provided with administrative support by Student Services. To assist with understanding content, students have access to tutors whom they can contact individually. Students who experience study and/or personal problems have access to a student counsellor. All support services are available to registered students via *myMilpark (myCourses)*.

ASSESSMENT

Exams are administered by Certiport, not Milpark College. You can register for an exam on Certiport's website at <http://www.certiport.com>. For information on Microsoft exam policies and procedures, and answers to frequently asked questions, visit www.microsoft.com/learning/en-us/certification-exam-policies.aspx.

DURATION

This course will run over two days and this excludes the exam session.

CERTIFICATION

Certiport is the certifying body.

PRICING

Your Milpark College course fee includes the following:

- Your prescribed books
- Milpark College tuition.

Your course fee excludes Certiport exam fees and the required software. Please contact Milpark College for the current course fee.

DISCLAIMER

The content of this brochure is accurate at the time of going to print. Milpark Education reserves the right to change the programme content due to changes in legislation, market requirements and other reasons. Notice of such changes will be published on our website.

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