

## **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