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Adobe InDesign CS2 topics

Designing Documents

- Create and Use a Snippet
- Create and Use Anchored Objects
- Create the Structure of a Document
- Utilize Data Merge on Masters

Manipulating Text

- Create a User Dictionary
- Import a Word List into a User Dictionary
- Manage Text
- Apply Styles to Text and Objects

Constructing Objects

- Create an Object Style
- Format a Story
- Apply Transformations to Selections
- Convert Shapes

Incorporating Color

- Select Colors Using the Color Picker
- Load and Save Swatches Using the Swatches Palette

Managing Assets

- View Assets with Adobe Bridge
- Apply Metadata and Keywords to Assets in Adobe Bridge
- Set Options for the Creative Suite Color Settings

Transporting Files

- Work with Layered Files
- Save in the Interchange File Format
- Import Materials from Microsoft Word

Managing Long Documents

- Insert Footnotes
- Format Footnotes

Utilizing XML

- Import and Integrate XML
- Apply XML Tags to Objects