

## **Adobe InDesign: Creating Documents Efficiently: Master Pages, Book Files, Templates, and more**

In this session, you will discover ways to apply consistent formatting across multiple pages—even multiple books. You'll learn about ways in which InDesign can automatically format objects for you, or quickly generate a table of contents for you. You'll see how you can create templates that keep your documents consistent from one version to the next, allowing you to minimize the need to recreate similar content.



### **Starting Up**

- Planning your document
- Creating custom page sizes
- Loading styles

### **Using Master Pages**

- Creating master pages
- Formatting master pages
- Adding automatic page numbering
- Basing master pages on others
- Overriding master pages
- Adding layout pages
- Adding images and text to master frames
- Applying master pages to multiple pages

### **Working with Document Templates**

- Saving a document as a template
- Starting a new document from a template
- Opening a sample template
- Editing an existing template
- Locating additional templates

### **Creating Book Files**

- About Books
- Creating a book file

- Adding documents to a book
- Changing Pages and Their Contents
- Managing book files
- Synchronizing book documents
- Numbering pages and chapters
- Outputting a book file

### **Building a Table of Contents**

- About TOCs
- Generating a TOC
- Creating and importing TOC styles
- Formatting options
- Inserting leaders
- Updating and editing TOCs

### **Creating an Index**

- About indexing
- Using the Index panel
- Creating a list of topics
- Adding index entries
- Page range options
- Adding cross-references
- Generating an index
- Managing an index



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