



InDesign (2 Day Course)

Exploring the InDesign Environment

- Exploring the InDesign Interface
- Customizing the Interface
- Exploring the Navigation Controls
- Setting General & Interface Preferences

Designing Documents

- Creating a Document
- Adding Text
- Adding Graphics
- Converting Other Applications Files to InDesign

Enhancing Documents

- Formatting Characters & Paragraphs
- Applying Color, Swatches, & Gradients
- Applying Fills & Strokes
- Creating & Applying Styles

Working with Page Elements

- Arranging Objects
- Aligning Objects
- Managing Page Elements with Layers
- Setting Up Pages

Managing Objects

- Transforming Objects
- Editing Objects
- Threading Text Frames
- Searching & Replacing Objects
- Editing Text

Working with Tables

- Creating a Table
- Modifying a Table Structure
- Formatting a Table
- Creating Table & Cell Styles

Finalizing Documents

- Checking Documents for Errors
- Printing a Document
- Packaging Files
- Exporting PDF Files for Commercial Printing
- Preparing PDF Files for Web Distribution

Handling Page Elements

- Creating Duplicate Items
- Handling Text Layout
- Creating Transparency
- Creating Anchored Objects
- Managing a Library

Managing Styles

- Importing Styles from Microsoft Word Documents
- Creating Nested Styles
- Creating Related Styles
- Applying Styles in a Sequence
- Managing Style Overrides
- Redefining Styles
- Breaking the Link Between Styles

Developing Complex Paths

- Creating Bezier Paths
- Creating Clipping Paths
- Creating Compound Paths
- Creating Type Outlines

Administering External Files

- Importing Layered Files
- Merging Data

Working with an XML File

- Integrating XML Content into a Document
- Importing XML Content
- Creating a Snippet

Managing Long Documents

- Inserting Footnotes
- Inserting Text Variables & Conditions
- Creating Document Sections
- Creating a Book
- Creating the Table of Contents & Index
- Creating Hyperlinks & Cross-References

Exporting InDesign Files in Other Formats

- Exporting PDF Files
- Exporting Files for the Web
- Exporting Files for Animation

Adjusting Print Settings

- Managing Colors
- Previewing the Print Output
- Creating Print Presets