

Getting Started with InDesign

- Identify Components of the InDesign Interface
- Customize the InDesign Interface
- Use the Navigation Controls
- Set Preferences

Designing a Document

- Create a New Document
- Add Text to a Document
- Add Graphics to a Document

Customizing a Document

- Format Characters and Paragraphs
- Apply Colors, Swatches, and Gradients
- Create and Apply Styles

Working with Page Elements

- Arrange and Align Objects
- Use Layers
- Transform and Manipulate Objects
- Thread Text Frames
- Edit Text

Building Tables

- Create a New Table
- Modify a Table Structure
- Format a Table

Working with Tables

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

Preparing a Document for Delivery

- Resolve Errors in a Document
- Print a Document
- Package a Document
- Export Files for Printing
- Export Files for the Web