

## Course Overview

In this 2-day course, you will learn the essentials of using InDesign for creating professionally-designed documents. Following an overview of the InDesign environment and workspace you will learn how to create a new document, add text and graphics, add threaded text frames and how to convert other application files to InDesign. You will also learn how to enhance documents by applying colors and swatches; applying fills, gradients and strokes; formatting characters and paragraphs; creating and applying styles; developing layers. You will learn how to arrange, align, transform and edit objects. You will learn how to create, modify, and format tables. You will learn how to finalize a document, check a document for problems, package files, prepare PDF files for web distribution, and export PDF files for printing.

## Courses in the Adobe InDesign Series

**InDesign Level 1**  
- 2 days -

**InDesign Level 2**  
- 1 day -

## Course Preparation

Prerequisite: *Windows Level 1* or equivalent experience and experience with a word processing program.

## Course Topics

### Exploring the InDesign Environment

- Explore the InDesign Interface
- Customize the Interface
- Explore the Navigation Controls
- Set General and Interface Preferences

### Designing Documents

- Create a Document
- Add Text
- Add Graphic
- Convert Other Application Files to InDesign

### Enhancing Documents

- Format Characters and Paragraphs
- Apply Color, Swatches, and Gradients
- Apply Fills and Strokes
- Create and Apply Styles

### Working with Page Elements

- Arrange Objects
- Align Objects
- Manage Page Elements with Layers
- Set Up Pages

### Managing Objects

- Transform Objects
- Edit Objects
- Thread Text Frames
- Search and Replace Objects
- Edit Text

### Working with Tables

- Create a Table
- Modify a Table Structure
- Format a Table
- Create Table and Cell Styles

### Finalizing Documents

- Check Documents for Errors
- Print a Document
- Package Files
- Export PDF Files for Commercial Printing
- Prepare PDF Files for Web Distribution