

## 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; and applying transparency and transparency flattener presets. 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

### Managing the InDesign Environment

- Exploring the InDesign Environment
- Customizing the Workspace
- Setting General and Interface Preferences

### Designing Documents

- Creating a New Document
- Adding Text and Graphics
- Editing Text
- Threading Text Frames
- Converting Other Application Files to InDesign

### Enhancing Documents

- Applying Colors and Swatches
- Applying Fills, Gradients, and Strokes
- Formatting Characters and Paragraphs
- Creating and Applying Styles
- Searching and Replacing Text and Characters
- Developing Layers
- Applying Transparency and Transparency Flattener Presets

### Adding Tables

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

### Finalizing Documents

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