

Adobe InDesign

Topic

Unit 1: Getting started

- The Adobe InDesign environment
- Basic documents
- Item position

Unit 2: Structuring multi-page documents

- Multi-page documents
- Master pages

Unit 3: Typesetting

- Text frame threading
- Paragraph formatting
- Styles

Unit 4: Modifying items

- Text frames
- Graphics
- Grouped items
- Layers

Unit 5: Finalizing documents

- Outputting documents
- Commercial printing preparation
- Adobe Bridge

Unit 6: Preferences

- InDesign preferences
- Document settings

Unit 7: Efficient layout

- Document setup
- Tint and gradient swatches
- Object libraries and snippets
- Item spacing

Unit 8: Vector paths

- Vector path creation
- Vector paths and pictures
- Vector paths and type

Unit 9: Typography

- Manual type resizing
- Quick Apply
- Nested styles
- Graphics in typography
- Precise leading control
- Composition, hyphenation, and justification
- Horizontal spacing
- Typography shortcuts

Unit 10: Graphics

- Layer comps
- Transparency
- Object styles
- Transforming objects

Unit 11: Tables

- Creating tables
- Changing table structure
- Formatting tables

Unit 12: Text editing

- Story Editor
- Special characters
- Column, frame, and page breaks
- Anchored objects

Duration: 24 HRS.