

Class Title: Introduction to Adobe InDesign

Duration: 2 Days

- 1. Exploring the InDesign Environment**
 - 1.1. Navigating the Work Area
 - 1.2. Accessing InDesign Tools
 - 1.3. Navigation and Zoom Tool Shortcuts
- 2. Using the Adobe Bridge**
 - 2.1. Managing Files using Bridge
 - 2.2. Batch Rename
 - 2.3. Ranking and Labeling
 - 2.4. Search and Filter
 - 2.5. Collections
- 3. Setting Up the Document**
 - 3.1. Starting a New Document
 - 3.2. Effectively Using Text
 - 3.3. Creating and Editing Master Pages
 - 3.4. Creating Master Page Placeholders
 - 3.5. Applying Masters
- 4. Working with Frames**
 - 4.1. Creating Text and Graphic Frames
 - 4.2. Transforming Frames
 - 4.3. Setting Text Wrap
 - 4.4. Rotating and Aligning Frames
 - 4.5. Using Frame Insets
- 5. Importing and Editing Text**
 - 5.1. Enter Text vs. Placing Text
 - 5.2. Character and Paragraph Formatting
 - 5.3. Applying Fills and Strokes to Frames and Type
 - 5.4. Flowing Text Manually
 - 5.5. Threading Frames for Text Flow
 - 5.6. Creating Text on a Path
- 6. Working with Color**
 - 6.1. Creating Custom CMYK Colors
 - 6.2. Using Pantone Colors
 - 6.3. Creating Custom Swatches
 - 6.4. Using and Creating Gradients
- 7. Preparing for Handoff to a Service Provider**
 - 7.1. Correcting Errors
 - 7.2. Preflight and Package