



Adobe InDesign topics

Beginner through Advanced

Getting Acquainted

Palettes & interface elements

Document Setup

Starting Documents
Choosing Layout Options
Changing Layout Options
Document Rulers

Basic Text

Creating Text Frames
Typing Text
Selecting Text
Moving and Deleting Text
Character Palette

Working with Objects

Types of Frames
Creating Basic Shapes
Selecting Objects
Moving Objects

Working in Color

Color Modes
Defining and Storing Color Swatches
Swatch Libraries

Styling Objects

Applying Fills
Applying Stroke Effects
Adding Corner Effects

Pen and Béziars

Pen Points
Drawing Lines
Drawing Curves

Imported Graphics

Placing Artwork
Specialty Frames
Setting Image Import Options

Text Effects

Wrapping Text
Text on a Path
Paragraph Rules

Pages and Books

Adding Blank Pages
Working with Pages
Creating Island Spreads

Layers

Creating and Deleting Layers
Setting the Layer options
Working with Layers

Libraries

Storing Items in a Library
Setting the Library Display
Searching and Sorting Libraries

Tabs and Tables

Storing Items in a Library
Setting the Library Display
Searching and Sorting Libraries

Automating Text

Changing Case
Checking Spelling
Finding and Changing Text

Typography Controls

Hanging Punctuation
Paragraph Composer
Applying Justification Controls

Output

Printing a Document
General Print Options
Setup Controls
Export File Options
Creating PDF Files

Customizing InDesign

Modifying Keyboard Shortcuts
Setting the Preference Categories