

InDesign CS

Day One

Getting to Know the Work Area

- Viewing and arranging palettes
- Customizing your workplace
- Using palette menus
- Changing the magnification
- Working with Layers
- Using the context menus
- Selecting objects
- Using online help

Setting Up Your Document

- Creating and saving a custom page size
- Starting a new document
- Editing master pages
- Creating a master for footers
- Creating a footer text frame
- Creating a placeholder master
- Applying the masters to document pages
- Overriding master-page items on document pages
- Editing master pages

Working with Frames

- Modifying text frames
- Resizing text frames
- Modifying graphics frames
- Resizing graphic frames
- Wrapping text around a graphic
- Creating new frames & adjusting the content
- Duplicating a frame and its contents
- Adjusting text inset within a frame
- Rotating an object
- Aligning multiple objects
- Rotating an image within its frame

Importing and Editing Text

- Managing fonts
- Creating and entering text
- Creating a headline and applying a style
- Flowing text
- Working with styles

- Vertically aligning text
- Threading text
- Changing the number of columns
- Changing horizontal and vertical text
- Creating and applying a character style
- Finding and changing
- Spell-checking a story
- Creating text on a path

Working with Typography

- Adjusting vertical spacing
- Using a baseline grid to align text
- Changing the spacing
- Changing fonts and type style
- Changing paragraph alignment
- Applying special font features
- Creating a drop cap
- Applying a fill and stroke to text
- Adjusting the kerning and tracking
- Working with tabs
- Adding a rule below a paragraph

Working with Color

- Adding colors to swatches palette
- Applying color to objects
- Creating dashed strokes
- Working with gradients
- Creating a tint
- Creating a spot color
- Applying color to text
- Applying colors to additional objects
- Creating a gradient swatch with colors
- Applying the gradient to an object

Importing and Linking Graphics

- Adding graphics from other programs
- Comparing vector and bitmap graphics
- Managing and links to imported files
- Updating revised graphics
- Working with clipping paths
- Display settings for display performance

