

## Managing the InDesign Environment

- Explore the InDesign Environment
- Customize the Workspace
- Explore the Navigation Controls
- Set General and Interface Preferences

## Setting Up Your Document

- Using the Page Tool for Multi-size Pages
- Text frames
- Threading text in frames
- Using Multithreading for Faster PDF Exports
- Graphics frames
- Using the Gridify technique
- Live Corner Effects
- Working with the Enhanced Layers Panel
- Styles

## Importing and Editing Text

- Creating and entering text
- Vertically aligning text
- Flowing text
- Working with styles
- Changing the number of columns on a page
- Working with the Gap tool
- Spanning and splitting columns
- Balancing columns
- Loading styles from another document
- Checking spelling of a story
- Using the story editor

## Typography

- Adjusting vertical spacing
- Changing fonts and type style
- Understanding document-installed fonts
- Changing paragraph alignment
- Creating a drop cap
- Adjusting letter and word spacing
- Working with tabs
- Adding a rule below a paragraph

## Colour

- Defining printing requirements
- Swatches panel

## Colour

- Applying colours to objects
- Creating dashed strokes
- Working with gradients
- Tints and spot colour
- Applying colour to text
- Using advanced gradient techniques
- Ensuring consistent colour
- Colour management

## Styles

- Paragraph styles
- Character styles
- Nesting styles
- Object styles
- Globally updating styles
- Loading styles from another document

## Importing and Linking Graphics

- Working with the Selection Tool
- Vector and bitmap graphics
- Using Vector Painting Techniques
- Set Content with Auto-Fit
- Updating revised graphics
- Adjusting view quality
- Working with clipping paths

## Adding Tables

- Create a Table
- Modify a Table Structure
- Format a Table
- Create Table and Cell Styles

## Finalizing Documents

- Check Documents for Problems
- Print a Document
- Package Files
- Prepare PDF Files for Web Distribution
- Managing Tracked Changes in a Document
- Using Live Distribute
- Export Files for Animation
- Working in Presentation Mode
- The Preview Panel