

# Course Outline | InDesign Introduction

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1 day(s)

## Overview

Giving your documents a well-designed, professional look will put you a step ahead in the marketplace cluttered with all kinds of communications. Paragraph and character styles that allow you to format pages of text uniformly, layout features that help you to build alternate size configurations of your document, and various panels that enable you to easily customize both text and graphics. Adobe InDesign has all the tools you need to elevate the look of your document and get it out to the people who need to see it, whether it be in print or on the web.

## Prerequisites

To ensure your success in this course, you should be familiar with the functions of your computer's operating system such as creating folders, launching programs, copying and pasting objects, formatting text, retrieving files, and saving files.

## Course Outline

### Getting Started with InDesign

- Identify Components of the InDesign Interface
- Customize the InDesign Interface
- Apply the Navigation Controls and Set Preferences

### Designing a Document

- Establish Project Requirements
- Apply Design Principles
- Create a New Document
- Add Text to a Document
- Add Graphics to a Document

### Customizing a Document

- Format Characters and Paragraphs
- Apply Colors, Swatches, and Gradients
- Create and Apply Styles

### Working with Page Elements

- Arrange and Align Objects
- Apply Layers
- Transform and Manipulate Objects
- Thread Text Frames
- Edit Text

### Building Tables

- Create and Modify a New Table
- Format a Table

### Preparing a Document for Delivery

- Resolve Errors in a Document
- Export Files for Printing and for the Web