



InDesign Introduction

You are starting to familiarize yourself with print layout and design using InDesign. You would like to learn about the tools and features available to you in InDesign CS4. In this course, you'll work with some of the tools and features to create eye-catching printed documents using InDesign CS4.

**Upon successful completion of this course, students will be able to:
manage the InDesign environment.**

- Design documents
- Enhance documents
- Add tables
- Finalize documents

Course Content

Managing the InDesign Environment
Explore the InDesign Environment
Customize the Workspace
Set General and Interface Preferences

Designing Documents

Create a New Document
Add Text and Graphics
Edit Text
Thread Text Frames
Convert Other Application Files to InDesign

Enhancing Documents

Apply Colors and Swatches
Apply Fills, Gradients, and Strokes
Format Characters and Paragraphs
Create and Apply Styles
Search and Replace Text and Characters
Develop Layers
Apply Transparency and Transparency Flattener
Presets

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
Export PDF Files for Printing