

Module 1 – Getting Started

- What is Desktop Publishing
- The InDesign Workspace
- The Control Panel
- Displaying Additional Panels
- Choosing and Customizing a Workspace
- The Toolbox

Module 2 – Creating a Flyer

- The Project
- Saving the File
- Adding Text
- Font Style, Font Size, and Alignment
- Modifying Text Frames
- Placing Graphics
- Moving and Resizing Graphics
- Selecting Multiple Objects
- Aligning Objects
- Previewing and Printing

Module 3 – Create a Tri-Fold Brochure

- Starting the Project
- Creating the Layout
- Using Guides
- Placing a Document
- Viewing Options
- Working with Squares and Rectangles
- Setting the Color
- Grouping Objects
- Rotating Text and Graphics

Module 4 – Creating an Invitation

- Starting the Project
- Creating the Layout
- Designing the Cover
- Creating & Modifying Tables
- Working with Leading
- Setting Tabs & Indents
- Setting Object Stacking Order
- Adding Colors to the Swatches Panel

Module 5 – Creating Business Cards

- Starting the Project
- Creating the Layout
- Saving the Layout as a Template
- Accessing the Template
- Line Drawing
- Modifying Drawn Lines
- Working with Tracking & Kerning
- Using Step and Repeat

Module 6 – Creating a Newsletter

- Starting the Project
- Creating the Layout
- Using Master Pages
- Applying Master Pages
- Editing Master Pages
- Setting Page Numbering
- Defining Columns
- Hiding Master Items
- Placing and Threading Text
- Placing & Cropping Graphics
- Wrapping Text around Objects
- Adding Jump Lines
- Creating Drop Caps

Module 7 – Finalizing the Publication

- Checking for and Resolving Publication Errors
- Packaging the Publication
- Export to PDF