



Adobe InDesign CS6, Introduction

This introductory Adobe InDesign course combines practical hands-on exercises with an overview of InDesign's tools for creating page layouts for print. Focus is on creating multiple-page documents with placed text and images.

InDesign Essential Skills

- InDesign tools
- The InDesign workspace
- The document window
- Using guides
- Viewing modes
- Working with panels
- Managing panels
- Saving your workspace
- Working with the Control panel
- Navigating through a document

Building Documents with Master Pages

- Planning your document
- Creating a custom-sized document
- Formatting master pages
- Using text variables
- Basing master pages on other masters
- Overriding master page items
- Adding layout pages
- Placing formatted text
- Adding images and text to master pages
- Applying masters to pages

Working with Text and Type

- Creating a text frame
- Inputting text
- Changing character attributes
- Changing paragraph attributes
- Finding and changing text
- Checking and correcting spelling
- Using the Glyphs panel
- Creating Glyph sets
- Flowing text
- Threading text between frames

Working with Styles

- Style types
- Defining paragraph styles

- Applying paragraph styles
- Defining character styles
- Applying character styles
- Updating styles
- Loading styles from another document
- Organizing styles into groups
- Creating object styles
- Applying object styles

Working with Graphics

- How InDesign handles graphics
- Locating missing images
- The Links panel and Link badge
- Creating a graphic frame
- Adding graphics
- Repositioning graphics
- Fitting graphics to frames
- Placing multiple graphics
- Wrapping text around graphics
- Importing layered Photoshop files

Creating and Using Tables

- Creating a table
- Copying and pasting table information
- Adding text to tables
- Converting tables and text
- Importing a table
- Editing table options
- Using cells
- Merging cells
- Defining columns and rows
- Using graphics in cells

Using Color in Your Documents

- Applying color to text
- Applying color to frames
- Creating and saving a new swatch
- Applying Live Corner Effects
- Applying strokes to text



Adobe InDesign CS6, Introduction *(continued)*

- Creating a tint reduction
- Working with gradients
- Using the Eyedropper
- Updating and editing colors
- Using and saving spot colors

Prelighting, Printing and PDF

- Package inventory
- Actual vs. effective resolution
- Preflight checks
- Packaging your document
- Package options
- Creating a PDF
- Adobe PDF Presets
- PDF Export Options
- Separation preview
- Printing a proof

Adobe InDesign CS6 New Features

- About the new features
- Content Collector
- Linked content
- Liquid Layouts
- Alternate layouts
- PDF forms
- Primary text frame
- ePub enhancements