

Section 1: Basics, Navigation & Typography

- Getting Help
- Indesign Work Area/Custom Workspaces
- Setting Up A New Document
- Rulers, Guides & Grids
- Navigating/Viewing Your Document
- Customizing Keyboard Shortcuts
- Tools
- Creating Text Frames & Placing Text
- Typography: Character Formatting
- Typography: Paragraph Formatting
- Find/Change/Spell Check & Tabs
- Linking Text Frames
- Columns, Inset Spacing, Vertical Alignment
- Span/Split Text Frames
- Determining Which Fonts Were Used In A Document
- Type On A Path

Section 2: Working with Graphics

- Creating Graphic Frames
- Creating Grids of Frames
- Placing Graphics onto a Layout
- Fitting/Scaling Graphics
- Managing Links
- Text Wrap & Clipping Paths
- Transforming & Aligning Objects
- Creating Lines & Drawing Tools
- Pathfinders & Create Outlines

Section 3. Colors & Effects

- Colors, Tints And Gradients
- Eyedropper Tool
- Stroke Panel
- Special Effects

Section 4: Multi-page Documents & Text Styles

- Creating long documents
- Adding, deleting, moving pages
- Master Pages
- Auto-numbering pages
- Auto-flowing text through a multi-page document
- Text Styles
- Nested Styles & Next Style

Section 5: Libraries, Tables & Output

- Libraries
- Tables
- Exporting to PDF
- Output Previews & Options
- Packaging Files
- Live Preflight

Section 6: Interactive features (optional)

- Adding video
- Creating Animations
- Creating Digital Slideshows
- Hyperlinks , Buttons & Bookmarks
- Exporting for digital formats

