

## **Lesson 1: Managing the InDesign Environment**

- Topic 1A: Introduction to InDesign
- Topic 1B: Customize Your Workspace
- Topic 1C: Set General Preferences
- Topic 1D: Manage Document Presets

## **Lesson 2: Designing Documents**

- Topic 2A: Create a New Document
- Topic 2B: Alter a Document's Layout
- Topic 2C: Create the Structure of a Document
- Topic 2D: Develop Master Pages
- Topic 2E: Manage Text and Graphic Placement
- Topic 2F: Develop Layers

## **Lesson 3: Managing Text**

- Topic 3A: Add Text
- Topic 3B: Edit Text
- Topic 3C: Spell Check Text
- Topic 3D: Thread Text
- Topic 3E: Change Text Threads
- Topic 3F: Format Characters
- Topic 3G: Format Paragraphs
- Topic 3H: Manage Styles

## **Lesson 4: Utilizing Colors, Swatches, and Gradients**

- Topic 4A: Utilize Color
- Topic 4B: Utilize Swatches
- Topic 4C: Apply Fills, Gradients, and Strokes

## **Lesson 5: Managing Transparency**

- Topic 5A: Apply Transparency
- Topic 5B: Apply Transparency Flattener Presets

## **Lesson 6: Utilizing Tables**

- Topic 6A: Create a Table
- Topic 6B: Modify a Table
- Topic 6C: Format a Table

## **Lesson 7: Preparing for Handoff to a Service Provider**

- Topic 7A: Check Documents for Problems
- Topic 7B: Print a Document
- Topic 7C: Package Files
- Topic 7D: Preview Output

## **Lesson 8: Creating Acrobat PDF Files**

- Topic 8A: Prepare PDF Files for Web Distribution
- Topic 8B: Manage PDF Presets
- Topic 8C: Export PDF Files for Printing