

Creating a Basic Single-page Document

- Create a New Document
- Place Graphics
- Add Display Type
- Align Items to Guides
- Create Bleeds

Structuring a Multi-page Document

- Set Up a Facing-pages Document
- Create Additional Pages
- Define Colors
- Apply Colors
- Create and Apply Master Pages

Typesetting

- Flow Text
- Adjust Vertical Spacing
- Align Type Horizontally
- Create Paragraph Rules
- Format Type with Style Sheets
- Modify Style Sheets

Presenting Text and Graphics in Tables

- Create a Table Manually
- Create a Table from Text
- Display Graphics in Table Cells
- Resize Rows and Columns
- Modify Table Structure
- Format Table Cells

Enhancing a Publication's Readability

- Check Spelling
- Apply Runaround
- Format Item Frames
- Inset Text
- Apply Continuation Page Numbering

Finalizing a Document for Commercial Printing

- Check Picture Usage
- Check Font Usage
- Print a Proof
- Create Print Styles
- Collect for Output