

## **Creating Graphic Effects with Bézier Paths**

- Draw Bézier Paths
- Reshape a Picture Box
- Combine Bézier Shapes
- Silhouette Pictures

## **Creating Type Effects**

- Create Drop Caps
- Reverse Type with a Style Sheet
- Typeset Numbers
- Create a Type Mask
- Flow Type on a Path
- Create a Type Shadow

## **Efficiently Laying Out Pages**

- Organize Design Elements in Libraries
- Step and Repeat Items
- Adjust Space Between Items
- Manipulate Items Within Groups
- Layer Items

## **Professionally Typesetting Documents**

- Choose Appropriate Typefaces
- Choose Appropriate Leading
- Set Justification Options
- Hyphenate Text
- Track Type
- Kern Type

## **Applying Color Management**

- Determine When To Use Color Management
- Set Up Color Management
- Change Image Profiles
- Choose Printer Device Profiles

## **Managing Long Documents**

- Change Type Formatting Automatically
- Section a Document
- Create A List
- Index Documents
- Create A Book