

## InDesign CS6 Introduction

**Length:** 1 Day

**Summary:** You will utilize Adobe InDesign CS6 to create and deliver eye-catching printed documents.

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### COURSE CONTENT

#### EXPLORING THE INDESIGN ENVIRONMENT

- Explore the InDesign Interface
- Customize the Interface
- Explore the Navigation Controls
- Set General and Interface Preferences

#### DESIGNING DOCUMENTS

- Create a Document
- Add Text
- Add Graphic
- Convert Other Application Files to InDesign

#### ENHANCING DOCUMENTS

- Format Characters and Paragraphs
- Apply Color, Swatches, and Gradients
- Apply Fills and Strokes
- Create and Apply Styles

#### WORKING WITH PAGE ELEMENTS

- Arrange Objects
- Align Objects
- Manage Page Elements with Layers
- Set Up Pages

#### MANAGING OBJECTS

- Transform Objects
- Edit Objects
- Thread Text Frames
- Search and Replace Objects
- Edit Text

#### WORKING WITH TABLES

- Create a Table
- Modify a Table Structure
- Format a Table
- Create Table and Cell Styles

#### FINALIZING DOCUMENTS

- Check Documents for Errors
- Print a Document
- Package Files
- Export PDF Files for Commercial Printing
- Prepare PDF Files for Web Distribution