

# InDesign in a Day

Learn the fundamentals of Adobe InDesign in this one-day course. Lay out pages, customize text and graphics, experiment with various layouts, and explore unique text and image effects.

## Course Outline

### Letter Creation

- Setting Preferences
- The Control Panel
- Text Frames
- Basic Text Attributes
- Basic Keyboard Shortcuts

### Advanced Word Processing/Formatting

- Paragraph Spacing
- Tabs

### Magazine Ad

- Setting up a Document Bleed
- Placing Images
- Combining Text and Images
- White Type on a Black Background

### More Text Styling

- Baseline Shift
- Small Caps
- Line Tool
- Making Proper Fractions

### 2–Page Magazine Ad

- Facing Pages
- Color Swatches
- Defining Colors

### Multiple Column Ad with Text Wrap

- Multiple Text Columns
- Drop Caps
- Baseline Grid
- Text Wrap

### The Lawyer Joke Book: Setting it Up




- Master Pages
- Automatic Page Numbers
- Automatic Text Flow
- Running Heads

## The Lawyer Joke Book: Styling the Text

- Paragraph Rules
- Baseline Grid
- Find/Change with Paragraph Formatting

## Contact

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 212-684-5151     [nyc@careercenters.com](mailto:nyc@careercenters.com)     [www.careercenters.com](http://www.careercenters.com)