



The Basics of Adobe InDesign CS for Charlotte/Mecklenburg Public Schools

2-Day Workshop Outline

Preferences

- Units of Measure
- Toolbox
- Control Palette and other palettes
- Zoom in and Out

Layers and Frames

- Adding layers
- Creating text frames
- Creating graphic frames

Using the Toolbox tools

- Ellipse tool
- Rectangle tool
- Line tool
- Polygon tool
- Transform tools
 - Rotate tool
 - Shear tool
 - Scale tool
 - Free Transform

Arranging and Aligning

- Changing Objects order
- Aligning objects
 - Top
 - Center
 - Bottom
- Flip-Horizontally or Vertically

Tables and Tabs

- Create a table
 - Insert rows
 - Select table, Select Row
 - Merge cells
 - Table background fill color

- Tabs Palette
- Creating Tab stops

Text Appearance and Flow

- Kerning
- Tracking
- Leading
- Threading Text

Creating Styles

- Character Styles
 - Character Styles palette
- Paragraph Styles
 - Paragraph Styles palette

Add Graphics

- In a layer
- In a layer with text
- Text wrapping around graphics

Working with Masters

- Adding page numbering to a master page
- Adding text frames to a master page.
- Creating a master from another master
- Creating two masters in one document

Creating a Book

- Creating a document with facing pages
- Creating a book
 - Adding documents to a book
 - Pagination and Style coordination
- Creating a Table of Contents
- Creating an Index