



InDesign CS4 Basic

1.0 Reviewing the Workspace

- 1.1 Reviewing What's New
- 1.2 Reviewing the Tool Bar
- 1.3 Browsing the Menus
- 1.4 Managing Windows
- 1.5 Managing the Palettes
- 1.6 Configuring Preferences and Settings

2.0 Getting Started

- 2.1 Creating a New File
- 2.2 Opening a File
- 2.3 Placing Files
- 2.4 Including File Information
- 2.5 Editing Document Setup

3.0 Performing InDesign Basics

- 3.1 Using Rulers and Guides
- 3.2 Selecting and Replacing Items
- 3.3 Overview of Layers
- 3.4 Changing Views
- 3.5 Reviewing Color Options
- 3.6 Working with Margins and Bleeds

4.0 Working with Text

- 4.1 Adding Text
- 4.2 Formatting Text
- 4.3 Wrapping and Linking Text Boxes
- 4.4 Adding Text to a Table
- 4.5 Using Styles
- 4.6 Adding Effects to Text
- 4.7 Editing and Proofing Text

5.0 Additional Tasks

- 5.1 Performing Edit Menu Basics
- 5.2 Performing Object Menu Basics
- 5.3 Using the Pen Tool
- 5.4 Adding Strokes and Fills
- 5.5 Using Live Preflight
- 5.6 Integration with Other Adobe Programs

6.0 Saving and Printing

- 6.1 Saving a File
- 6.2 Exporting a File
- 6.3 Printing a File