

Adobe InDesign Training: The Basics

Introduction to [Adobe InDesign Training](#)

- Exploring the interface and main panels
- Creating and configuring a document
- Navigating the workspace
- Customizing the work environment

Creating and Managing Text Frames

- Creating and editing text frames
- Importing content from Word and text files
- Linking text frames
- Organizing text into columns
- Using the baseline grid

Formatting Text

- Formatting characters and paragraphs
- Managing hyphenation and justification
- Creating and applying paragraph styles
- Importing styles from another document
- Using the spell checker
- Adding paragraph rules

Organizing Pages and Documents

- Managing pages and spreads
- Creating parent pages
- Adding automatic page numbering
- Managing document sections

Graphic Formatting and Colors

- Creating and managing colors
- Using the Swatches panel
- Creating gradients
- Importing swatches between documents

Automation and Advanced Features

- Creating text on a path
- Creating tab stops
- Automatically generating a table of contents
- Wrapping text around objects
- Packaging a document
- Introduction to generative AI features in InDesign

Creating and Formatting Tables

- Creating tables
- Importing tables from Word and Excel
- Formatting cells, rows, and columns
- Applying table and cell styles

Preparing and Exporting a Document

- Performing preflight checks
- Checking fonts and links
- Exporting to PDF for print and digital use
- Selecting the appropriate export settings for the project

Suggested Additional Training

[Training: InDesign with AI – From Text to Image](#)