**Top of Form**

**ADOBE INDESIGN SYLLABUS**Work Area

* arranging palettes
* customizing workspace
* palette menus
* navigation and magnification
* layers
* context menus
* selecting objects
* using help

Documents

* starting new documents and page size
* master pages
* footers
* placeholder master
* applying master and overriding master
* editing master pages

Frames

* modifying and resizing text frames
* modifying and resizing graphic frames
* wrapping graphics
* creating and duplicating frames
* rotating and aligning objects

Importing and editing text

* managing fonts
* creating and entering text
* creating headline
* flowing text
* working with styles
* aligning text
* threading text
* changing number of columns
* changing text alignment
* character style
* find and Replace and Spell check
* text on a path

Typography

* vertical spacing
* baseline grid
* space above and below paragraph
* font and type style
* paragraph alignment
* special font features and drop cap
* fill and stroke for text
* kerning and tracking
* working with tabs
* rule for paragraph

Working with color

* adding color to swatch palette
* applying color to objects
* dash stroke
* gradient
* tint
* spot color
* apply color to text
* apply color to object
* creating and applying gradient swatch

Importing and linking graphics

* adding graphics
* vector and bitmap graphics
* managing links to imported graphics
* updating graphics
* clipping paths
* settings for display performance
* library to manage objects

Tables

* importing and formatting a table
* formatting borders and alternating row colors
* graphics within tables
* formatting text in table
* character style to table text
* adjust column size

Vector graphics

* document grids
* applying color to path
* pencil tool
* pen tool
* drawing curve and straight segments
* compound path
* slicing a path with scissor
* adding end shape to open path
* creating texture effects
* inline graphics

Transparency

* transparency setting
* opacity of objects
* blending modes
* feathering
* transparency settings for EPS images
* drop shadow

Interactive document

* bookmarks
* hyperlinks
* navigation buttons
* adding a movie
* button with rollover and down states
* adding an action to button
* exporting to pdf

Book

* defining a book
* creating book file
* order and pagination
* table of content
* maintaining consistency
* synchronizing book document
* updating table of content
* indexing the book

Printing and preparation

* preflight
* package
* separation preview
* transparency preview
* transparency flattener preview
* printing proof