



**CORPORATE & CAREER TRAINING**

**INDESIGN CS5 - FUNDAMENTALS**  
**TRAINING OUTLINE**  
**8 HOURS**

**I. GETTING STARTED**

- The InDesign Environment
- Preferences and Defaults
- Getting Help

**II. BASIC DOCUMENTS**

- New Documents
- Text Frames
- Graphics Frames
- Custom Colors

**III. GUIDES AND MASTER PAGES**

- Object Positioning
- Master Pages

**IV. TYPESETTING**

- Text Frame Threading
- Paragraph Formatting
- Styles

**V. MODIFYING ITEMS**

- Text Frame Options
- Graphics
- Grouped Items
- Layers

**VI. FINALIZING DOCUMENTS**

- Printing and Exporting Documents
- Preparing for Commercial Printing