

စဉ်  
၁။  
၂။  
၃။  
၄။  
၅။  
၆။  
၇။  
၈။  
၉။  
၁၀။  
၁၁။  
၁၂။  
၁၃။  
၁၄။  
၁၅။  
၁၆။  
၁၇။  
၁၈။  
၁၉။  
၂၀။

**CHAPTER - ONE**  
**Getting Started with InDesign**

- 1. Getting Started with the Welcome Screen
- 2. Modifying Preferences
- 3. Customizing Keyboard Shortcuts
- 4. Introducing the Tools
- 5. Using the Control Panel
- 6. Customizing the Interface
- 7. Configuring Plug-ins
- 8. Introducing the Adobe Help Viewer

**CHAPTER - TWO**  
**Working with Documents**

- 9. Creating New Documents
- 10. Saving Presets
- 11. Understanding the Document Window
- 12. Opening Documents
- 13. Saving Documents and Templates
- 14. Adding Metadata to Documents
- 15. Navigating Documents
- 16. Viewing Documents

**CHAPTER - THREE**  
**Working with Text**

- 17. Creating Text Frames
- 18. Modifying Text Frames

- 19. Threading Text Frames
- 20. Creating Type Paths
- 21. Importing Text
- 22. Entering and Editing Text
- 23. Applying Character and Paragraph Attributes
- 24. Composing Type
- 25. Creating Bulleted and Numbered Lists
- 26. Setting Tabs
- 27. Working with Fonts
- 28. Using Paragraph and Character Styles
- 29. Inserting Variable Text
- 30. Using the Story Editor
- 31. Checking Spelling
- 32. Correcting Spelling Automatically
- 33. Searching and Replacing Text

**CHAPTER - FOUR**  
**Typography and Tables**

- 34. Special Effects for Type
- 35. Setting Up Drop Caps and Nested Styles
- 36. Inserting Special Characters and Glyphs
- 37. Anchoring Objects in Text
- 38. Wrapping Text Around Objects
- 39. Applying Optical Margin Alignment
- 40. Importing Tables From Word and Excel
- 41. Creating New Tables
- 42. Converting Text to Tables
- 43. Adding Content to Tables
- 44. Formatting Tables
- 45. Using Table and Cell Styles
- 46. Adding Headers and Footers to Tables
- 47. Editing Tables

**CHAPTER - FIVE**  
**Drawing Lines and Shapes**

- 48. Drawing Simple Lines
- 49. Drawing Complex Lines
- 50. Drawing Basic Shapes

- 51. Creating Complex Shapes
- 52. Converting Shapes

**CHAPTER - SIX**  
**Working with Graphics**

- 53. Placing Graphics
- 54. Cropping and Resizing Graphics
- 55. Modifying Graphics and Graphics Frames
- 56. Special Effects for Graphics
- 57. Working With Illustrator Graphics
- 58. Working With Photoshop Graphics
- 59. Managing Graphic Links

**CHAPTER - SEVEN**  
**Working with Objects**

- 60. Selection and Deleting Objects
- 61. Moving and Locking Objects
- 62. Filling Objects with Colour
- 63. Adding A Stroke to Objects
- 64. Creating Custom Stroke Styles
- 65. Transforming Objects
- 66. Special Effects for Objects
- 67. Using Object Styles
- 68. Grouping Objects
- 69. Aligning Objects
- 70. Duplicating Objects
- 71. Changing the Stacking Order
- 72. Using Libraries
- 73. Using Snippets

**CHAPTER - EIGHT**  
**Working with Colour**

- 74. Using Spot Colours, Process Colours and Tints
- 75. Using Gradients
- 76. Using Mixed Ink Colours
- 77. Using the Colour Panel
- 78. Setting Up Colour Management

- CHAPTER - NINE**  
**Laying Out Pages and Creating Long Documents**
- 79. Working with Master Pages
  - 80. Setting Margins and Columns
  - 81. Using Guides and Grids
  - 82. Working with Layers
  - 83. Working with Pages
  - 84. Numbering Pages and Creating Sections
  - 85. Creating A Book
  - 86. Pagination A Book
  - 87. Inserting Footnotes
  - 88. Creating Tables of Contents
  - 89. Exporting a Book for PDF (of) Print

**CHAPTER - TEN**  
**Creating Media-Rich PDFs**

- 90. Creating Hyperlinks
- 91. Creating Buttons
- 92. Adding Movies and Sounds

**Preflight and Output**

- 93. Previewing Colour Separations
- 94. Preflighting and Packaging Documents
- 95. Exporting Document to PDF
- 96. Using PDF Presets
- 97. Exporting Documents in other Formats
- 98. Printing Documents
- 99. Creating Printer Spreads
- 100. Using Print Presets