COURSE SYLLABUS

Adobe InDesign Private Tutoring

In this Adobe InDesign Essentials training, you learn to lay out a multi-page document, insert photos, create text styles, master documents and pages, flow in copy from Microsoft Word, and print documents.

> Group classes (NYC) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://www.careercenters.com/courses/indesign-essentials



nyc@careercenters.com • (212) 684-5151

Course Outline

Lesson 1—Getting to Know the InDesign Work Area

- Tools, submenus and palettes
- Set up a new document
- Creating document
- Viewing the Document

Assignment 1: New Document Set Up

Lesson 2—Working with Typography

- Creating Text Frames
- Flowing copy
- Changing fonts and paragraph alignment
- Importing copy and entering it into frames
- Text frame options
- Spell Checking

Assignment 2: Text Ad

Lesson 3—Working with Color

- Applying color to objects
- Creating dashed lines
- Working with gradients
- Creating and applying swatches and gradient swatches
- Creating a tint
- Multicolor gradient

Assignment 3: Create Coupon

Lesson 3—Working with Images

- Placing graphics

- Stacking and text wrap
- Align multiple objects

Project 1: Nightclub Postcard

Lesson 4—Master Pages and Grids

- Creating Master pages
- Linking Master pages
- Editing master page items
- Keep spreads together and deleting pages
- Guides, preferences baseline grid
- The Layers palette

Assignment 4: Set up Master Pages for Newsletter

Lesson 5—Style Sheets and Fine-Tuning Text

- Different text flow options
- Creating and applying styles
- Importing Styles from another document
- Creating a footer and Special Characters
- Finding and changing formatting and special characters
- Finding and changing a missing font
- Creating text on a path
- Working with tabs
- Drop shadows

Assignment 5: Update Newsletter

Lesson 6—Image Manipulation in InDesign

- The Links palette and how to update and edit graphics in other applications
- Changing display settings
- Clipping Paths (Removing a white background)
- Examining Photoshop paths and alpha channels
- Importing Illustrator files
- Placing PDF files

Assignment 6: Adjust Images for Catalog Spread

Assignment 7: Apply Color Blends to Brochure

Lesson 7—Preparing Files for Print

- Preflight
- Transparency flattener preview
- Ink Manager
- Determining how graphics print
- Setting options for fonts
- Creating a PDF preset
- Exporting to PDF
- Packaging an InDesign File

Project 2: Four Page Magazine Layout