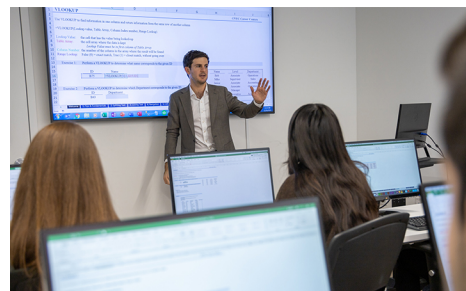


# Adobe InDesign Bootcamp

By the end of this InDesign bootcamp, you'll feel confident using tables and columns effectively, creating books and magazines, creating advanced text styles (such as drop caps), using XML with InDesign, and more!

**Group classes in NYC and on-site training is available for this course.**

For more information, email [nyc@careercenters.com](mailto:nyc@careercenters.com) or visit: [careercenters.com/courses/indesign-bootcamp](https://careercenters.com/courses/indesign-bootcamp)



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## Course Outline

### Section 1

#### Letter Creation

- Setting preferences
- The Control panel
- Text frames
- Basic text attributes
- Basic keyboard shortcuts

#### Large Type Letter

More text attributes

#### More Text Styling

- Baseline shift
- Small caps
- The Line tool
- Making proper fractions

#### Magazine Ad

- Setting up a document bleed
- Placing images
- Combining text & images
- White type on a black background

#### Advanced Word Processing/Formatting

- Paragraph spacing
- Tabs

## Section 2

### Kerning/Tracking

- Optical vs. metric kerning
- Kerning vs. tracking
- Manual kerning

### 2-Page Magazine Ad

- Facing pages
- Color swatches
- Defining colors

### Sporktown Brochure

- Placing text, photos, & illustrations
- Gradient swatches
- Drop shadows
- Alignment
- Text wrap

## Section 3

### Professional Typesetting Techniques

- Bulleted lists
- Hanging bullets
- Hyphenation
- Discretionary hyphens
- Special break characters

### Drawing Bézier Curves

- The Pen tool
- Segments, anchor points, & curves

### Multiple Column Ad with Text Wrap

- Multiple text columns
- Drop caps
- The baseline grid
- Text wrap

### Magazine Cover

- Placing transparent art
- Defining & using color swatches
- Type on a path

## Section 4

### Style Sheets in a Magazine Article

- Paragraph styles
- Character styles
- Nested styles

## Tables

- Placing Excel tables (with their formatting)
- Table headers
- Formatting tables (fills, strokes, etc.)
- Reordering table cells

## Anchored Frames

- Anchoring frames so they reflow with text
- Positioning anchored objects

## Section 5

### Leaders Magazine: Master Pages & 1st Article

- Master pages
- Spanning columns
- Step & repeat
- Paragraph & character styles

### Leaders Magazine—Libraries & More

Libraries

### Leaders Magazine: Searches & Spell Check

- Spell checking
- Find/change

## Section 6

### The Lawyer Joke Book: Setup

- Master pages
- Automatic page numbering
- Automatic text flow
- Running heads

### The Lawyer Joke Book: Styling the Text

- Paragraph rules
- The baseline grid
- Find/change with paragraph formatting

### Creating a Table of Contents

- Defining & building a table of contents
- Formatting & updating a table of contents

### Books: Creating

- Using multiple files to create a book
- Synchronizing files

### Books: Auto Page Numbering

Auto page numbering across files