
InDesign CC Outline/Schedule

Instructor

Debi Aquino

Phone

805.497.2761

Email

debi@conejoadulted.org

Class Dates

5 sessions

Additional

Students who wish to use their own laptop computer may do so, but must have the current software / resources resident on their computer. Keyboard shortcuts for Windows and Apple OS will be covered.

Prerequisite

Students should have a good understanding of the Windows/Mac operating system and file structure.

File Organization & Workflow for Digital

Images an excellent class for those needing to brush up on these skills for PC.

Overview

InDesign is Adobe's popular publishing application. Learn how to design polished multi-page documents for print and electronic output, in the shortest time possible. The course covers the basics of formatting type, flowing text, placing images, and combining type and graphics.

Topics will include:

- Getting to Know the Work Area – The Application window; Navigating Pages; Rulers, Guides & Frames; Panels & Panel Menus; View and Preview settings
- Quick Start – New Document Set Up; Adding and Editing Text; Adding and Replacing Graphics; Moving Objects; Printing and Creating a PDF; Saving Files
- Setting Up a Document – New Document Settings; Saving and Reverting, Saving to IDML; Margins and Columns; Ruler Guides; Bleeding Color or Images
- Managing Pages – Adding, deleting and moving pages; Navigation; Changing page sizes; creating and applying Master Pages; Overriding Master Page Items, Page Numbering
- Working with Type – Importing / Placing Text; Text Frames, Selecting and Editing Text; Special Characters; Story Editor; Spellcheck; Find / Change
- Importing & Editing Graphics – Importing / Placing Graphics; Linking Graphics & Links Panel; Fitting Graphics to Frames
- Working with Color – Strokes & Fills; Color Swatches; Gradient Swatches; Sampling Color
- Frames & Paths - Editing Frames and Paths; Corner Options; Creating Polygons & Starbursts; Turnings text into Outlines
- Layers – Creating and controlling layers; grouping and locking layers; aligning and distributing; Text wrap
- Paragraph & Character Styles – Setting up character / paragraph styles; Formatting a paragraph; Tabs, Bullets & Numbering

Class Textbook (& Resources):

Books will be recommended.

Hand-outs with screen captures will be provided for note taking.

Online Resources—For Use at School or at Home

www.blackstargraphics.com/links/studentresources.html

Bring These Items To Class Daily:

- Pen & Paper to take notes
- Flash Drive

Instructional Procedures

Class will consist of lecture with hands-on examples of features, guided work on examples and sample exercises for students to work on in class

Attendance Policy

To receive a certificate of attendance, students must attend 75% of classes.