InDesign Syllabus/Schedule

Instructor

Debi Aquino

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Class Dates

3 sessions

Student Hours

5:30-9:00 pm

Home Room Location

Room 16A#

Additional

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

Overview

Adobe InDesign is the industry standard in page layout software for graphic designers, marketing professionals, administrative assistants, writers and anyone who creates multi-page documents for print and/or electronic distribution.

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 Revering, 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):

The Non-Designer's InDesign Book by Robin Williams

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

Online Resources—For Use at School or at Home

www.blackstargrapics.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 completion, students must attend 75% of classes.

Complete Course Schedule

The daily assignments listed here are listed to help you as you study at home. Your teacher will revise these assignments as needed throughout the program.

Week	Day	Date	Schedule/Subject	Daily Assignments
1	Monday	7/14/2014		
2	Monday	7/21/2014		
3	Monday	7/28/2014		
4	Monday	8/4/2014		
5	Monday	8/11/2014		
6	Monday	8/18/2014		
7	Monday	8/25/2014		
8	Monday	9/1/2014		