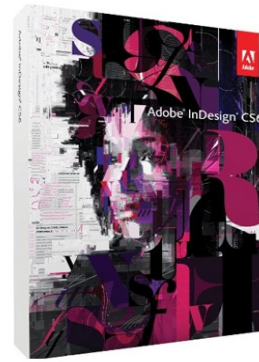


COURSE OUTLINE



Course Description

The course provides hands-on learning for students to familiarize them with Adobe InDesign's basic function, tools and features. The course gives a basic to a more advanced training to help students produce quality and professional looking layouts.

Learning Outcomes

- Know how to fully operate the software
- Expertly layout documents
- Export a document that is free printing errors
- Create publishable documents, brochures, and other types

Teaching Methods

The course will use lectures with demonstrations, hands-on practice, exercises, and practical exam.

Target Audience

For people working in the publishing or those who want an idea of how publishing works.

Course Outline

Introduction to InDesign

- Familiarizing yourself with your Workspace
- Creating a new document with the ideal preference
- Defining multiple page sizes for pages

Creating Documents

- Setting up layout grids with columns, guides and margins
- Using masters
- Using frames
- Adding page numbers

Handling Text and Typography

- Using Story Editor to manage text
- Formatting texts
- Adding glyphs
- Formatting paragraphs
- The art of kerning, tracking, leading
- Wrapping text around objects

Drawing and Applying Colors

- Adding shapes and lines
- Working with color swatches
- Manipulating shapes
- Using Live Corner effects
- Using smart guides

File Management

- Moving from different software platforms
- The importance of image resolution
- Image Transformation
- Understanding links and embeds
- Clearing distracting background from imported graphics
- Manipulating images
- Link management

Packaging your Document for Printing

- Identifying printing errors in real time
- Building profiles for Live Preflight
- Preparing your fonts
- Exporting files as PDF