Adobe InDesign Intro & Advanced

InDesign Introduction

Learning Outcomes:

- Navigate and customize the InDesign interface.
- Create a new document, poster project and long document.
- Expertly work with images, frames, text wrapping and object effects.
- Learn how to format using Paragraph and Character Styles.
- Learn how to use Master Pages.
- Export, Publish and Package documents for deployment and delivery.

Lessons:

- Lesson 1 - InDesign Interface & Setup
  - What is InDesign used for?
  - Example of what you can create
  - InDesign Interface & Workspace overview
  - Panel Overview and Customization
  - Basic Keyboard Shortcuts

- Lesson 2 - Creating a New Document
  - Units of Measure
  - Understanding Margins, Bleeds, Slugs and Page settings
  - Saving Presets
  - Overview of InDesign Templates
- Lesson 3 - Working with Shapes
  - Drawing basic shapes
  - Understanding Fill and Stroke
  - Stroke color, width and style settings
  - Color overview (CMYK, RGB, HSB, Hexadecimal)
  - Creating Swatches
  - Corner options
  - Resizing, rotating and moving shapes
  - Using the Properties Panel for Shapes
- Lesson 4 - Creating a Basic Poster

- o Document Setup
- o Ruler and Guides
- o Drawing and coloring Shapes
- o Creating basic Text Frames
- o Placing Graphics
- o Using the Selection Tool
- o Shapes Transparency settings
- o Intro to Layers
- o Saving InDesign files
- Lesson 5 - Working with Larger Documents
  - o Overview of Pages panel
  - o Customizing Pages panel
  - o Inserting new pages
  - o Moving pages
  - o Intro to Master Pages
  - o Understanding Layers
- Lesson 6 - Working with Images
  - o Placing images
  - o Image placement options
  - o Image Frames
  - o Fitting options for images
  - o Using the Properties Panel for Images
  - o Autofit options for image resizing
  - o Stroke color, width and style settings
  - o Text wrapping
  - o Cloning images
  - o Cropping
  - o Object Effects including Drop Shadow, Glow, Feathering
  - o Object Transparency
  - o Intro to Object Styles
- Lesson 7 - Object Styles
  - Why create Object Styles?
  - Overview of Object Styles panel
  - Overview of object settings
  - Drop Shadow, Corner Options, Stroke, Columns, Text Wrapping
  - Creating an Object Style
  - Applying an Object Style
  - Overriding and updating Object Styles
- Lesson 8 – Working with Type
  - o Using the Control Panel
  - o Using the Properties Panel
  - o Basic Formatting
  - o Overview of basic typographic settings (Kerning, Tracking, Leading)

- Paragraph properties settings
- Placing text from Word Document
- Bullets and Numbering
- Paragraph Margins
- Paragraph Rules
- Paragraph and Cell Style introduction
- Lesson 9 - Intro to Paragraph Styles
  - Why do we use Paragraph Styles?
  - Examples of Paragraph Styles
  - Intro to Paragraph Style Panel
  - Creating a Paragraph Style
  - Applying a Paragraph Style
  - Nesting a Paragraph Style inside an Text Object Style
- Lesson 10 - Intro to Character Styles
  - Why do we use Character Styles?
  - Examples of Character Styles
  - Intro to Character Style Panel
  - Creating a Character Style
  - Applying a Character Style
  - Using Find and Replace and Character Styles
  - Nesting a Character Style inside a Paragraph Style
- Lesson 11 - Master Pages
  - The value of Master Pages
  - Creating a Master Page
  - Adding a running footer/heading
  - Adding Page Numbers
  - Adding Section Markers
  - Creating Master placeholder pages
- Lesson 12 – Exporting Files For Print And Digital Deployment
  - Managing Links
  - Preflighting Documents for Printing
  - Creating a Custom Preflight Profile
  - Converting RGB & Spot Colors to Process Colors
  - Packaging the InDesign File
  - Embedding & Sharing a Custom Preflight Profile
  - Sharing Files & Packages with Earlier InDesign Versions
  - Previewing Color Separations
  - Previewing Transparency
  - Exporting PDF Files for Printing & Proofs

InDesign Advanced

Learning Outcomes:

- Advance illustration techniques including the Pen Tool, Pathfinder and Direct Selection
- Working with large documents such as Books and Magazines
- Create Footnotes, Table of Content, Bookmarking and Cross-Referencing
- Creating interactive PDF's that include Buttons, Forms and Links
- Create Tables and Table Styles
- Use the Data Merge feature to import outside data into your document

- Lesson 1 - InDesign Interface & Setup
  - Customize Preferences
  - Customize Keyboard Shortcuts
  - Setup Custom Workspaces
- Lesson 2 – Creating Documents using Templates
  - Overview of InDesign Templates
  - Web, Print or Mobile
  - Customizing Template documents
- Lesson 3 – Graphic Design Principles and Illustrations
  - Drawing basic and custom shapes
  - Using the Pen Tool
  - Using the Direct Selection tool
  - Using the Pathfinder Panel to create complex shapes
  - Overview of graphic design principles
  - Creating a complex poster/flyer using illustration tools
  - Optimizing the Properties Panel
  - Object Styles using Shapes
- Lesson 4 – Advanced Text Frame Techniques
  - Placing text from large documents
  - Advanced text placement techniques
  - Linking text documents
  - Creating columns and gutters
- Lesson 5 – Advanced Text Formatting Techniques
  - Creating Tabs
  - Paragraph Rules
  - Hyphenation Settings
  - Shading and Borders
  - Creating Paragraph and Character Styles

- - Advanced bullets and numbering

- Lesson 6 - Working with Larger Documents
  - Masters overview in large documents
  - Load Masters
  - Masters and guides
  - Overriding masters
  - Exporting Masters
  - Creating Placeholder Templates
  - Inserting Page and Section Markers
  - Using graphics in Master Pages
- Lesson 7 – Advanced Paragraph and Character Styles
  - Understanding GREP Styles
  - Shading
  - Borders
  - Nested Paragraph Styles
  - Nested Character Styles
- Lesson 8 – Working with Tables
  - Importing Excel/CSV/Text data into Tables
  - Creating Tables
  - Formatting Tables
  - Table Layout
  - Creating Table Styles
  - Nest Paragraph Styles into Table Styles
- Lesson 9 – Creating a Book Document
  - Adding Documents to a Book File
  - Specifying Page Numbering Across the Book
  - Customizing Page Numbering
  - Creating a Running Footer
  - Defining a Text Variable
  - Inserting a Text Variable
  - Adding a Footnote
  - Adding a Cross-Reference
  - Synchronizing a Book
  - Generating a Table of Contents for the Book
  - Setting Up the Table of Contents
  - Flowing the Table of Contents
  - Indexing a Book
  - Viewing Index Pages
- Lesson 10 - Interactivity
  - Buttons
  - Links
  - Rollovers

- o Forms
- o Save as PDF Interactive
- Lesson 11 - Data Merge Postcard Mailers
  - o Setting Up the Source Data File & Template
  - o Importing Data Records
  - o Mapping Merged Fields
  - o Previewing & Creating a Data Merged Document
- Lesson 12 - Create Document with Alternate Layouts
  - o Create a trifold document
  - o Create a document with alternate layout options
  - o Working with Allowing Pages to Shuffle option
- Lesson 13 – Publishing Your Document for Printer
  - o Create Press Quality document
  - o Secure your documents
  - o Adjust compression values of images for exporting
  - o Adjust PDF viewing properties
  - o Preflight and package