COURSE SYLLABUS

# Adobe InDesign Bootcamp

Learn how to create professional page layouts using Adobe InDesign. In this course, you will design a book, magazine spread, brochure, restaurant menu, and business card while learning how to work with graphics, style text, and build effective layouts.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/indesign-beginner




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# Course Outline

## Section 1

### Business Card: Setting Up a File & Adding the Logo

- Setting Default Preferences
- Setting Up a File
- Importing & Sizing a Vector Graphic (the Logo)

### Business Card: Adding Text

- Creating Text Frames
- Basic Text Styling
- Loading Adobe Fonts

### Business Card: Colors

- Removing the Default Color Swatches
- Creating & Editing Color Swatches
- Swapping Out Graphics

### Business Card: Adding a 2nd Page (the Back) with QR Code

- Creating the Back of the Business Card (a Second Page)
- Creating QR Codes
- Navigating Documents (Zooming and Panning)
- Copying Appearance With the Eyedropper Tool

### Business Card: OpenType Settings

- Setting up a Document Bleed
- Placing Images
- Combining Text & Images
- White Type on a Black Background

## Section 2

### Brochure: Creating 2-Page Spreads & Cropping Photos

- Setting Up Spreads (Facing Pages)
- Importing Pixel-Based Photos
- Cropping & Scaling Photos
- Checking Image Resolution to Ensure Good Print Quality

### Brochure: Layers, Visual Effects, & Blending Modes

- Creating & Locking Layers
- Rotating Objects
- Drop Shadows
- Gradient Feather
- Blending Modes

### Brochure: Fine-Tuning Type: Kerning/Tracking & More

- Paragraph Spacing
- Working in Picas (Instead of Inches)
- Metrics vs. Optical Kerning
- Kerning vs. Tracking
- Variable Fonts

### Brochure: Working with Tabbed Text

- Setting Tab Marker Positions
- Adding & Styling Leader Characters

### Preparing for Professional Printing: PDFs & Packaging Files

- Exporting PDFs for printing or emailing to clients
- Packaging InDesign Files

## Section 3

### Restaurant Menu: Paragraph Styles

- Creating & Editing Paragraph Styles
- Using the Eyedropper to Apply Paragraph Styles
- Using Find/Change to Apply Paragraph Styles
- Paragraph Rules

### Restaurant Menu: Character Styles & Nested Styles

- Creating & Editing Character Styles
- Using the Eyedropper to Apply Character Styles
- Using Nested Styles to Automatically Apply Character Styles
- Disabling Hyphenation

### Restaurant Menu: Keep With Next & Spanning Columns

- Keep with Next Paragraph
- Spanning Columns

## Section 4

### Restaurant Menu: Bulleted Lists

- Styling Bulleted Lists
- Forced Line Breaks

### Magazine: Laying Out a Page & Threading Text Frames

- Creating a Magazine Page Layout with Text & Images
- Threading Text Frames

### Magazine: Paragraph Styles & Baseline Grid

- Creating Paragraph Styles
- Setting Up the Baseline Grid
- Making Paragraph Styles Use the Baseline Grid

### Magazine: Color Themes & Custom Shapes

- Removing the Default Color Swatches
- Using the Color Theme Tool to Create Swatches
- Using the Direct Selection Tool to Alter a Shape
- Using Pathfinder to Create a Custom Shaped Photo Frame

## Section 5

### Magazine: Text Wrap

- Using Text Wrap
- Wrap Around Object Shape vs Jump Object
- Creating a Circle Photo with Text Wrap
- Using an Invisible Shape to Wrap Text

### Magazine: Parent Pages

- Adding Page Numbers
- Creating a Layer for Parent Page Content
- Creating More Parent Pages

### Magazine: Adding Pages & Controlling Page Order

- Adding a New Page at a Specific Location
- Allow Document Pages to Shuffle

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- Adding a Spread Between Other Pages
- Applying a Parent Page to Multiple Pages at Once

### Book: File Setup & Parent Pages

- Setting Up the Document
- Importing the Text
- Setting Up the Parent Page
- Adding Page Numbers
- Adding a Chapter Title to All Left Pages

## Section 6

### Book: Paragraph & Character Styles

- Creating Paragraph Styles
- Apply Styles Quickly Using Keystrokes & Find/Change
- Drop Caps

### Book: Hyphenation & Keep Options

- Turning Off Hyphenation
- Setting Custom Hyphenation & Keep Options
- Using Discretionary Hyphens to Control or Prevent Hyphenation

### Book: Setting Up & Using a Baseline Grid

Baseline Grid Settings & Making Paragraph Styles Use It

### Book: Running Heads & Chapter Opener Pages

- Setting Up & Inserting a Running Header Text Variable
- Setting Roman Numeral Page Numbers for Frontmatter
- Adding a Section Start to Set the True Page 1
- Applying a Different Parent Page for Chapter Opener Pages
- Applying a [None] Parent Page