

# InDesign in a Day

Learn the fundamentals of InDesign, including page layout, typography, and image manipulation, in this accelerated class. Perfect for beginners or those looking to refresh their skills, this class will give you a solid foundation in InDesign.

Group classes in Live Online and onsite training is available for this course. For more information, email [onsite@graduateschool.edu](mailto:onsite@graduateschool.edu) or visit: <https://www.graduateschool.edu/courses/indesign-1day>



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## Course Outline

### Section 1

#### Letter Creation

- Setting Preferences
- The Control Panel
- Text Frames
- Basic Text Attributes
- Basic Keyboard Shortcuts

#### Large Type Letter

More Text Attributes

#### More Text Styling

- Baseline Shift
- Small Caps
- Line Tool
- Making Proper Fractions

#### Magazine Ad

- Setting Up a Document Bleed
- Placing Images
- Combining Text and Images
- White Type on a Black Background

#### Advanced Word Processing/Formatting

- Paragraph Spacing
- Tabs

## Section 2

### **Kerning/Tracking**

- Optical vs. Metric Kerning
- Kerning vs. Tracking
- Manual Kerning

### **2–Page Magazine Ad**

- Facing Pages
- Color Swatches
- Defining Colors

### **Sporktown Brochure**

- Placing Text, Photos, & Illustrations
- Gradient Swatches
- Drop Shadows
- Alignment
- Text Wrap

### **Outputting Files**

- Exporting PDFs
- Packaging Files to send to a printer