COURSE SYLLABUS

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 (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/courses/indesign-1day



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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