

# Adobe InDesign Private Tutoring

In this Adobe InDesign Essentials training, you learn to lay out a multi-page document, insert photos, create text styles, master documents and pages, flow in copy from Microsoft Word, and print documents.

Group classes in NYC and onsite training is available for this course. For more information, email [nyc@careercenters.com](mailto:nyc@careercenters.com) or visit: <https://www.careercenters.com/courses/indesign-essentials>



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## Course Outline

### Lesson 1—Getting to Know the InDesign Work Area

- Tools, submenus and palettes
- Setup up a new document
- Creating document
- Viewing the Document

Assignment 1: New Document Set up

### Lesson 2—Working with Typography

- Creating Text Frames
- Flowing copy
- Changing fonts and paragraph alignment
- Importing copy and entering it into frames
- Text frame options
- Spell Checking

Assignment 2: Text Ad

### Lesson 3—Working with Color

- Applying color to objects
- Creating dashed lines
- Working with gradients
- Creating and applying swatches and gradient swatches
- Creating a tint
- Multicolor gradient

Assignment 3: Create Coupon

### Lesson 3—Working with Images

- Placing graphics

- Stacking and text wrap
- Align multiple objects

Project 1: Nightclub Postcard

#### **Lesson 4—Master Pages and Grids**

- Creating Master pages
- Linking Master pages
- Editing master page items
- Keep spreads together and deleting pages
- Guides, preferences baseline grid
- The Layers palette

Assignment 4: Set up Master Pages for Newsletter

#### **Lesson 5—Style Sheets and Fine-Tuning Text**

- Different text flow options
- Creating and applying styles
- Importing Styles from another document
- Creating a footer and Special Characters
- Finding and changing formatting and special characters
- Finding and changing a missing font
- Creating text on a path
- Working with tabs
- Drop shadows

Assignment 5: Update Newsletter

#### **Lesson 6—Image Manipulation in InDesign**

- The Links palette and how to update and edit graphics in other applications
- Changing display settings
- Clipping Pages (Removing a white background)
- Examining Photoshop paths and alpha channels
- Importing Illustrator files
- Placing PDF files

Assignment 6: Adjust Images for Catalog Spread

Assignment 7: Apply Color Blends to Brochure

#### **Lesson 7—Preparing Files for Print**

- Preflight
- Transparency flattener preview
- Ink Manager
- Determining how graphics print
- Setting options for fonts
- Creating a PDF preset
- Exporting to PDF
- Packaging an InDesign File

Project 2: Four Page Magazine Layout