

# Adobe InDesign Course Curriculum

*For beginners*

## **GETTING TO KNOW THE WORKSPACE**

- Application Bar
- Control bar
- Tool bar
- Floating panels
- Guides/Rulers
- Columns/Margins
- Using the zoom tool
- Customizing workspace

## **SETTING UP A DOCUMENT**

- Saving custom page settings
- Bleeds and slugs
- Creating new document
- Adding/Deleting pages
- Arranging pages

## **GRAPHICS**

- Placing graphics
- Graphic fitting options
- Frames
- Resizing frames
- Moving image within frame

## **LINKS PANEL**

- Why are graphics linked?
- Updating graphics
- Replacing graphics
- Go to link
- Modified link
- Missing link

## **TYPE**

- Character panel
- Paragraph panel
- Threading text
- Flowing text automatically
- Using a baseline grid
- Character style
- Paragraph style
- Drop caps
- Open type
- Text wrap
- Spell check

## **LAYERS**

- Adding layers
- Deleting layers
- Rearranging layers
- Layer visibility

## **STYLES**

- Character styles
- Paragraph styles
- Object styles
- Nesting character styles

## **MASTER PAGES**

- Multiple master pages
- Using master pages to create guides/grid
- Adding page numbers
- Renaming master page
- Base one page off another
- Placeholder frames
- Applying master to pages

## **CHANGING VIEW MODE**

- Preview Mode
- View Guides/Hide Guides
- Display performance

## **COLOR**

- Swatch panel
- CMYK vs. RGB
- Spot colors
- Color panel
- Kuler color panel
- Adding colors to swatch panel
- Creating tints
- Stroke vs. Fill
- Gradients

## **PEN TOOL IN INDESIGN**

- Straight lines
- Curved paths
- Curves and corner anchor points
- Selecting and manipulating curves

## **WORKING WITH TRANSPARENCY**

- Adding color to grayscale image
- Opacity and blending modes
- Isolate blending
- Knockout group

## **IMPORTING AND MODIFYING GRAPHICS**

- Vector vs. Bitmap
- Clipping paths
- Working with alpha channels
- Importing Illustrator files

## **USING A LIBRARY**

- Library panel
- Naming library
- Using library for multiple documents

## **TABLES**

- Importing tables (from Excel and Word)
- Creating table in InDesign
- Formatting cells
- Deleting columns/rows
- Placing graphics in table cells
- Formatting text in table
- Table styles/cell styles

## **PRINTING**

- Understanding the print menu
- Transparency flattener
- Live preflight
- Packaging final files