

# Adobe InDesign Course Online

Master professional page layout design in Adobe InDesign on your own schedule. This self-paced course teaches text styling, importing graphics, packaging, and advanced techniques, including styles, master pages, and tables, perfect for books, magazines, and ads.

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



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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
- The Line tool
- Making proper fractions

#### Magazine Ad

- Setting up a document bleed
- Placing images
- Combining text & 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

## Section 3

### Professional Typesetting Techniques

- Bulleted lists
- Hanging bullets
- Hyphenation
- Discretionary hyphens
- Special break characters

### Drawing Bézier Curves

- The Pen tool
- Segments, anchor points, & curves

### Multiple Column Ad with Text Wrap

- Multiple text columns
- Drop caps
- The baseline grid
- Text wrap

### Magazine Cover

- Placing transparent art
- Defining & using color swatches
- Type on a path

## Section 4

### Style Sheets in a Magazine Article

- Paragraph styles
- Character styles

- Nested styles

## **Tables**

- Placing Excel tables (with their formatting)
- Table headers
- Formatting tables (fills, strokes, etc.)
- Reordering table cells

## **Anchored Frames**

- Anchoring frames so they reflow with text
- Positioning anchored objects

# **Section 5**

## **Leaders Magazine: Master Pages & 1st Article**

- Master pages
- Spanning columns
- Step & repeat
- Paragraph & character styles

## **Leaders Magazine—Libraries & More**

Libraries

## **Leaders Magazine: Searches & Spell Check**

- Spell checking
- Find/change

# **Section 6**

## **The Lawyer Joke Book: Setup**

- Master pages
- Automatic page numbering
- Automatic text flow
- Running heads

## **The Lawyer Joke Book: Styling the Text**

- Paragraph rules
- The baseline grid
- Find/change with paragraph formatting

## **Creating a Table of Contents**

- Defining & building a table of contents
- Formatting & updating a table of contents

## **Books: Creating**

- Using multiple files to create a book
- Synchronizing files

## **Books: Auto Page Numbering**

Auto page numbering across files