COURSE SYLLABUS

Adobe InDesign Course Online

Build professional page layout skills in Adobe InDesign at your own pace. In this self-paced course, you will learn how to style text, import graphics, package files, and apply advanced techniques such as styles, parent pages, and more. Create projects like books, magazines, brochures, and other polished layouts.

> Group classes (Live Online) and onsite training are available for this course. For more information, email partnerships@vdci.edu or visit: https://vdci.edu/courses/adobe-indesign-course-online



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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

Section 3

Restaurant Menu: Paragraph Styles

- Creating & Editing Paragraph Styles
- Using the Eyedropper to Apply Paragraph Styles
- Using Find/Change to Apply Paragraph Styles
- Paragraph Rules

Restaurant Menu: Character Styles & Nested Styles

- Creating & Editing Character Styles
- Using the Eyedropper to Apply Character Styles
- Using Nested Styles to Automatically Apply Character Styles
- Disabling Hyphenation

Restaurant Menu: Keep With Next & Spanning Columns

- Keep with Next Paragraph

- Spanning Columns

Section 4

Restaurant Menu: Bulleted Lists

- Styling Bulleted Lists
- Forced Line Breaks

Magazine: Laying Out a Page & Threading Text Frames

- Creating a Magazine Page Layout with Text & Images
- Threading Text Frames

Magazine: Paragraph Styles & Baseline Grid

- Creating Paragraph Styles
- Setting Up the Baseline Grid
- Making Paragraph Styles Use the Baseline Grid

Magazine: Color Themes & Custom Shapes

- Removing the Default Color Swatches
- Using the Color Theme Tool to Create Swatches
- Using the Direct Selection Tool to Alter a Shape
- Using Pathfinder to Create a Custom Shaped Photo Frame

Section 5

Magazine: Text Wrap

- Using Text Wrap
- Wrap Around Object Shape vs Jump Object
- Creating a Circle Photo with Text Wrap
- Using an Invisible Shape to Wrap Text

Magazine: Parent Pages

- Adding Page Numbers
- Creating a Layer for Parent Page Content
- Creating More Parent Pages

Magazine: Adding Pages & Controlling Page Order

- Adding a New Page at a Specific Location
- Allow Document Pages to Shuffle

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- Adding a Spread Between Other Pages
- Applying a Parent Page to Multiple Pages at Once

Book: File Setup & Parent Pages

- Setting Up the Document
- Importing the Text
- Setting Up the Parent Page
- Adding Page Numbers

- Adding a Chapter Title to All Left Pages

Section 6

Book: Paragraph & Character Styles

- Creating Paragraph Styles
- Apply Styles Quickly Using Keystrokes & Find/Change
- Drop Caps

Book: Hyphenation & Keep Options

- Turning Off Hyphenation
- Setting Custom Hyphenation & Keep Options
- Using Discretionary Hyphens to Control or Prevent Hyphenation

Book: Setting Up & Using a Baseline Grid

Baseline Grid Settings & Making Paragraph Styles Use It

Book: Running Heads & Chapter Opener Pages

- Setting Up & Inserting a Running Header Text Variable
- Setting Roman Numeral Page Numbers for Frontmatter
- Adding a Section Start to Set the True Page 1
- Applying a Different Parent Page for Chapter Opener Pages
- Applying a [None] Parent Page