



CONTINUING EDUCATION

Course Outline

InDesign CC

InDesign is the industry standard for ad agencies, design studios and freelancers who create documents for print and digital devices. In this interactive course, you will learn how to create and manage documents, work with frames, access color, design with text, apply styles and use tables. By course end, you will have the necessary skills for a variety of professional projects including newsletters, letterhead, books, magazines, posters, brochures, business cards and more.

Who Should Take This Course?

This course is designed for individuals with no prior knowledge of InDesign who wish to learn how to utilize the tools and functionality of this software to create professional looking documents including newsletters, flyers, posters, and business cards.

Course Objectives

- Utilize InDesign's interface, including panels, options and personal customization
- Create document layouts
- Operate the Layers panel
- Identify the benefits of master pages
- Develop graphic and text frames
- Use tabs and justification
- Manage long documents
- Apply color modes, gradients and transparency
- Apply standard typesetting techniques
- Use character, paragraph and object styles
- Create basic tables
- Prepare documents for printing and exporting

Course Info

- Length: 18 hours
- Format: Classroom instruction, demonstration
- Prerequisite: Basic computer skills and Windows proficiency
- Software: Students are encouraged to purchase a student version of Illustrator CC for home use to practice and reinforce the skills learned in this class
- Homework: This course requires approximately 2-6 hours of independent work outside of the classroom

Course Content

Utilize InDesign's interface, including panels, options and personal customization

- Work with the Tools panel
- Work with panel dock
- Use the Control panel
- Use workspaces
- Understand display magnification
- Navigate the document
- Change interface preferences

Create document layouts

- Create and save custom document settings
- Change page size
- Create section and page numbering
- Examine basic document layout
- Rotate a document page

Operate the Layers panel

- Create and delete layers
- Investigate layer options
- Determine uses for multiple layers

Identify the benefits of master pages

- Layout master pages
- Investigate master page options
- Apply master pages to document pages

Develop graphic and text frames

- Examine difference between graphic and text frames
- Import graphics
- Crop, move and scale graphics
- Add captions
- Deal with linked graphics
- Work with text wrap
- Change a frame's shape
- Create complex frame shapes
- Align frames
- Create a QR code

Use tabs and justification

- Specify a tab
- Change leader
- Create a hanging indent
- Use the paragraph panel

Manage long documents

- Import and flow text into an existing text frame
- Link text frames
- Add pages automatically as text flows onto the page

- Resize text frames automatically
- Make a jump line

Apply color modes, gradients and transparency

- Create color swatches
- Create a color theme
- Apply colors to objects, strokes and text
- Create and apply a tint
- Create and apply a gradient swatch
- Work with color groups

Apply standard typesetting techniques

- Use the Character panel
- Find and change text and formatting
- Handle missing fonts
- Use Story Editor
- Customize and use the baseline grid
- Adjust text spacing
- Insert special characters
- Balance columns
- Use drop caps
- Add a rule

Use character, paragraph and object styles

- Create and apply paragraph styles
- Create and apply character styles
- Create a nested style
- Create and object style

Create basic tables

- Convert text to a table
- Change the number of rows and columns in a table
- Place graphics in table cells

Prepare documents for printing and exporting

- Check a document for printing issues
- Create a PDF

Assessment/Evaluation

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

Course Completion/Continuing Education Unit (CEU) Letter

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Course Completion/Continuing Education Unit (CEU) letter **after the final session of your course**. You must attend* 80 percent of the course (or 100 percent of a single-day course) to qualify for the letter. You can [request a Course Completion/CEU letter online](#).

Certificates of Completion for Certificate Programs

To receive a Certificate of Completion for the Graphic Design Certificate, you must attend* 80 percent of the first five required courses (calculated by the number of sessions in each course); attend 100% of the Capstone course (the sixth and final course); and satisfactorily complete the Capstone project by the deadline given. Please note: Saturday courses lasting longer than four hours will count as two sessions. If you complete a certificate program by taking courses individually (not through a series), you can [request a Certificate of Completion online](#).

*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is your responsibility to sign-in.

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The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided. This syllabus is available in alternate formats upon request. Green River College is an equal opportunity educator and employer. Learn more at www.greenriver.edu/accessibility.