

Adobe InDesign — Basic Concepts

Note: All topics and content provided are suggestions and are subject to changes based on student's abilities and experience, available time and the latest information or techniques. Jeffco Productions will make every effort to ensure that the student receives all necessary information for the tasks required and desired. Please do not copy this outline except for personal use.

This Course Includes The Following Concepts, Themes and Topics:

Starting Concepts

- A General Tour Of The InDesign Environment (pages)
- The tool palette and palettes
- File types and saving
- Document Setup and units

Working with Text and Graphic Frames

- Introduction To frames and how items are laid out in InDesign

Formatting Type

- Inputting text, WordPerfect, open in Word. Save as txt files. All formatting, fighting styles, consistency
- Character and Paragraph Styles, when to use each, cascading. Character trumps paragraphs
- Importing Styles
- Indenting, indent in each paragraph
- Tables
- Table of Contents
- Threading Text, Changing text threads, embedded, break link

Colours, Swatches and Gradients

- Colours and swatches, tint and page
- Gradients
- Applying fills and strokes to frames
- Align

Graphics and Images

- Organizing Assets
- Cropping, editing and placing graphics
- Colour requirements and restrictions, resolution, Vector vs bitmap
- Transparency, eps files with transparency. Legion logos if they exist
- Wrapping text around frames and graphics

Master Pages and Layers

- Creating and applying master pages
