

Beginners Description

Beginners workshop would include a full walk through of how to use inDesign, what the menu/toolbar includes, how to set up a template, how to edit text, colors, and images, and how to package a file for print.

10 min Introduction

Projects include, but not limited to:

- **Proposal/Cover Letter/Resume Template**

Setting up a Print versus Web file

Understanding Measurements (Inches, Pixels, Percents and Picas)

RGB to CMYK to Spot

Columns/Margins/Bleeds

Editing text, color, shapes and images

How to load fonts and colors

Discuss tool bar and preferences and windows

40 min

- **Brochure**

Using a grid system

Display and body type differences

How to test a typeface for readability quickly

Type hierarchy: A, B, C

Understanding optimum line length for readability

Paragraph Alignment & hyphenation

40 min

10 minute break

- **Packaging a file for print:**

Exporting Various PDFS/interactive, JPG, PNG, EPS,

Saving IDMLS and .indd

Packaging a file with fonts, links, and instructions

Talking to your vendor

40 min

- **Free time for Individual Project help and Q-&-A**

40 min

Intermediate/advanced description

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Intermediate/Advanced workshop would include how to use spreads, make booklets, interactive features, paragraph styles and how to package a file for print.

10 min Introduction

Projects include, but not limited to:

• Layout Design:

Using a grid system

Display and body type differences

How to test a typeface for readability quickly

Type hierarchy: A, B, C

Understanding optimum line length for readability

Paragraph Alignment & hyphenation

Inserting and editing images

Working with paths

40 min

• Booklet

Inserting primary text frame

Using master pages folios and column styles

Inserting special characters

OpenType features and glyphs

Paragraph styles for multi pages

40 min

10 minute break

• Interactive features in a form

Designing clean, readable tables

Creating hyperlinks

Acrobat interactive features

40 min

• Free time for Individual Project help

40 min