



ALLC International House Beirut
in conjunction with American Universal College

Course Title: Adobe InDesign - Basic / Advanced

Duration: 28 hours

Course Objectives: In this course, you will learn some of the most essential features in Indesign that all users should learn. That is, you will be able to use this software with ease as well as create simple Booklets and Brochures.

Course Outline:

Getting started

- Topic A:** The Adobe InDesign environment
- Topic B:** Preferences and default
- Topic C:** InDesign Help

Basic Documents

- Topic A:** New documents
- Topic B:** Text frames
- Topic C:** Graphics frames
- Topic D:** Customs colors

Guides and master pages

- Topic A:** Items position
- Topic B:** Master page

Typesetting

- Topic A:** Text frame threading
- Topic B:** Paragraph formatting
- Topic C:** Styles

Modifying items

- Topic A:** Text frame options
- Topic B:** Graphics
- Topic C:** Grouped items
- Topic D:** Layers

Finalizing documents

- Topic A:** Outputting documents
- Topic B:** Commercial printing preparation

Efficient layout

- Topic A:** Document setup
- Topic B:** Tints and gradient swatches
- Topic C:** Object libraries and snippets
- Topic D:** Item spacing

Vector Paths

- Topic A:** Creating vector paths



Topic B: Vector paths and pictures

Topic C: Vector paths and type

Typography

Topic A: Manual type resizing

Topic B: Quick Apply

Topic C: Automated styles

Topic D: Graphics in typography

Topic E: Precise leading control

Topic F: Composition, hyphenation, and justification

Topic G: Horizontal spacing

Topic H: Typography shortcuts

Graphics

Topic A: Layer comps

Topic B: Transparency

Topic C: Object styles

Topic D: Transforming objects

Tables

Topic A: Creating tables

Topic B: Changing table structure

Topic C: Formatting tables

Text Editing

Topic A: Story Editor

Topic B: Special characters

Topic C: Column, frame, and page breaks

Long documents

Topic A: Sections

Topic B: Table of contents

Topic C: Indexes and cross-references

Topic D: Books

Topic E: Footnotes