
InDesign & Acrobat Pro Outline/Schedule

Instructor

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Class Dates

5 sessions

Additional

Students who wish to use their own laptop computer may do so, but must have the current software / resources resident on their computer.

Keyboard shortcuts for Windows and Apple OS will be covered.

Prerequisite

Students should have a good understanding of the Windows/Mac operating system and file structure.

File Organization & Workflow for Digital Images

is an excellent class for those needing to brush up on these skills for PC.

Overview

InDesign is Adobe's popular publishing application. Learn how to design polished multi-page documents for print and electronic output, in the shortest time possible. The course covers the basics of formatting type, flowing text, placing images, and combining type and graphics.

Acrobat is the next step in the graphic design process in creating print and web ready PDFs allowing InDesign documents to be multi-purposed.

Topics will include:

- Getting to Know the Work Area – The Application window; Navigating Pages; Rulers, Guides & Frames; Panels & Panel Menus; View and Preview settings
- New Document Set Up; Master Pages, Saving Files
- Working with Type – Adding and Editing Text; Text Frames
- Importing & Editing Graphics – Adding and Replacing Graphics; Linking Graphics & Links Panel; Fitting Graphics to Frames
- Working with Color – Strokes & Fills; Color & Gradient Swatches
- Frames & Paths - Editing Frames and Paths; Corner Options; Creating Polygons & Starbursts; Turnings text into Outlines
- Layers – Creating and controlling layers; grouping and locking layers; aligning and distributing; Text wrap
- Creating print and web ready PDFs from Adobe InDesign.

Using Adobe Acrobat DC with InDesign

- Understanding the Acrobat Workspace
- Creating PDFs from Office applications
- Creating PDFs from Adobe applications
- Other ways to create PDFs
- Editing, modifying and combining PDFs
- Exporting to other file formats
- Reviewing and commenting
- Making fillable forms from InDesign documents
- Understanding the Print features

Class Textbook (& Resources):

Books will be recommended.

Hand-outs with screen captures will be provided for note taking. Bring these to EVERY class.

Online Resources—For Use at School or at Home

www.blackstargraphics.com/links/studentresources.html

Bring These Items To Class Daily:

- Pen & Paper to take notes
- Flash Drive
- Bring Hand-outs provided to EVERY class.

Instructional Procedures

Class will consist of lecture with hands-on examples of features, guided work on examples and sample exercises for students to work on in class

Attendance Policy

To receive a certificate of attendance, students must attend 75% of classes.