

InDesign for Writers and Editors

This is a sample syllabus. Actual course topics and assignments may vary by instructor and class.

DAY ONE:

- How to launch InDesign and create a new InDesign Document
- Placing picture frames and text frames on an InDesign document
- Importing copy from a word document
- Changing type faces, type size, and change leading
- The difference between kerning and tracking and how to use both
- Using the Glyphs window
- Putting accents on certain letters
- Threading flowing text from one text box to another
- Viewing overset copy in Story Editor
- What are style sheets and how to use them

DAY TWO:

- Using the skills learnt the day before, create a one page ad by placing text and images into your new document
- The basics of editing and correcting copy using Find and Replace
- Checking Spelling
- Changing already existing style sheets
- Adding pages to a document
- Threading copy from one page to another
- Placing images and controlling text wraps
- Preparing files to print
- Exporting files
- Saving files to take home
- Final Q&A