

InDesign Workshop

Day One // Playground

Create New Document

- Print vs Web
- Preview
- Measurements (can write anything)
- Facing Pages (how to fix later)
- Bleed
- File/Document Setup (to change variables you just set)

Workspace Set Up

- Tool bars
- Pallets (and windows)
- Workspace
- Pages
- Selection Tool
- Text tool
- Rulers

Text

- title (alignment, spacing)
- body
- text overflow
- import text
- print view vs screen view

Paragraph + Character Styles

- new paragraph style set up
- make a text style
- make a character style - hyperlink
- make a hyperlink and see if it works (only works on digital pdf export)

Layers

- make 3 new layers: background, text, images
- lock layer // show/hide layer
- move items from one layer to another
- create layers / change colours / place text on top

Pages

- master pages
- auto page numbers
- columns
- new pages, delete pages, move pages

Day Two // Document

Text

- document set up with bleed (preview)
- create layers
- create 3 layers: background, text, images
- load fonts
- import text
- text flow
- create paragraph styles
- rulers
- print view vs screen view

Images

- copy and paste images in
- import image / import options
- talk about how images are linked
- select vs direct select
- aspect ratio
- use boxes to change sizes
- move link and then relink

Colour + Images

- colour
- CMYK vs RGB
- registration black vs regular black
- save/load colour swatches
- add large image and size correctly
- 300 vs 72 dpi
- add logo

EXPORT

- proof
- print
- web
- package files
- IMDL vs INDD vs INDT (template file)