

Syllabus

Principles and basics of print media, Designing layouts with vector and raster graphics using Adobe InDesign

Software for Hands-on Learning:

- Adobe InDesign

This course offers the following modules:

Module 1: Getting Started

- Introduction
- Quick Preview
- Getting Started with InDesign CS4
- Exploring the Workspace
- Toolbox
- Working with Documents
- Working with Panels
- Getting Help while you work

Module 2: Creating and Viewing a Document

- Creating a New Document
- Creating a New Document from a Template
- Creating New Document Using Presets
- Setting up a Document
- Using the Zoom and Hand tools
- Working with Rulers
- Working with Guides
- Using Smart Guides
- Using Grids
- Working with the Info Panel
- Creating and Displaying Workspaces
- Changing the Display View
- Using Undo and Redo

Module 3: Managing Pages and Books

- Using the Pages Panel

- Inserting pages
- Navigating pages
- Deleting or Moving Pages
- Working with Page Spreads
- Creating Master pages
- Working with Master Pages
- Working with Page Number and Sections
- Working with Chapter Numbers
- Creating and Using Text Variables
- Creating a Book
- Managing Books
- Creating a Table of Contents
- Adjusting Layouts

Module 4: Managing Text

- Using the Type tool
- Adding Text to Frame
- Threading text
- Editing text
- Find/Change
- Glyphs and Special Characters
- Spell-checking and Language Dictionaries

Module 5: Formatting Text

- Formatting text
- Changing Fonts and Font Size
- Text Leading
- Kerning and tracking
- Formatting paragraphs
- Aligning text
- Tabs and indents
- Bullets and Numbering
- Text Composition

Module 6: Placing and working with Graphics

- Placing Graphics
- Placing Multiple Graphics

- Using the Links Panel
- Embedding links
- Editing Original Graphics
- Setting Frame-fitting Options
- Setting compound paths
- Colorizing images
- Controlling Graphics Display Performance
- Displaying XMP Graphics Information

Module 7: Working with Objects

- Creating a New Object
- Creating Lines ? Selecting objects
- Using Basic Strokes and Fills
- Using advanced strokes
- Using Transparency
- Adding Drop Shadows
- Applying Feathering
- Using Other Effects to Format Objects
- Using the Eyedropper tool Placing Graphics

Module 8: Managing and Transforming Objects

- Stacking objects
- Creating a New Layer
- Using Layers
- Nesting Objects
- Editing Frame and Path Shapes
- Understanding Corner Options
- Grouping and Locking Objects
- Aligning and Distributing
- Using Anchored Objects
- Transforming Objects
- Duplicating and Flipping Objects

Module 9: Working with Points and Paths

- Drawing with the Pen Tool
- Selecting and Moving Points and Segments
- Converting Points

- Adding and Deleting Anchor Points
- Splitting Paths
- Using the Smooth tool
- Using the Pencil Tool
- Working with Pathfinder
- Joining and Closing Anchor Points
- Reshape Paths
- Creating a Compound Path

Module 10: Applying and Managing Color

- Working With Color Modes
- Applying Color
- Using the Eyedropper Tool
- Working with the Color Panel
- Working with Swatches
- Tints
- Gradients
- Mixing Inks
- Using Colors from Imported

Module 11: Working with Tables

- Creating a Table
- Selecting Rows and Columns
- Adding and Deleting Rows and Columns
- Formatting a Table
- Formatting Cells
- Adding Headers and Footers
- Applying Table Styles
- Placing Graphics in Cells
- Adding Microsoft Word and Excel Tables

Module 12: Working with Styles

- Using the Styles Panels
- Applying Character Styles
- Applying Paragraph Styles
- Creating GREP Style
- Creating a Style Group

- Using Nested Styles
- Using Object Styles
- Creating Table and Cell styles
- Using Quick Apply

Module 13: Finalizing Documents

- Using Custom Dictionaries
- Finding and Changing Fonts
- Using Find and Change
- Searching for Text
- Searching using GREP
- Searching for Glyphs
- Searching for Objects
- Working with Hyphenation
- Keeping Lines together
- Changing Justification Options
- Changing Case
- Using the Story Editor
- Adding Footnotes
- Working with Notes

Module 14: Exporting a Document

- Exporting a Document
- Understanding Export File Formats
- Exporting as PDF File
- Exporting as an EPS
- Exporting as a Flash Movie
- Exporting as an XFL for Flash
- Exporting Cross-Media Files
- Exporting as a JPEG

Module 15: Printing and Outputting a Document

- Printing a Document
- Printing Presets
- Setting General and Setup Print Options
- Setting Marks and Bleed Options
- Setting Graphics Options

- Previewing Color Separation
- Setting Output options
- Setting trapping options
- Setting Advanced Options
- Setting color management options
- Creating a print Summary
- Printing spreads in a booklet
- Using Live Preflight
- Inserting File Information

Module 16: Setting Preferences

- Setting General Preferences
- Setting Interface Preferences
- Setting Type Preferences
- Setting Advanced Type Preferences
- Setting Composition Preferences
- Setting Units and increments Preferences
- Dictionary Preferences
- Spelling Preferences
- Note Preferences
- Black Preferences
- Story Editor Display Preferences
- File Handling Preferences
- Clipboard Handling Preferences
- Shortcut Keys
- Customizing Menus
- Customizing Plug-ins
- Customizing the Control Panel

Duration

120 Hours to be covered in either 2 months (8 weeks) or 3 months (12 weeks).

Options	Type	Weeks	Days per Week	Hours per Day	Total Hours
Option 1	2 Month Part Time	8	5	3	120

Option 2	2 Month Part Time	8	6	2.5	120
Option 3	3 Month Part Time	12	5	2	120

Medium

The course is available in English and Marathi.

Eligibility

MS-CIT passed preferred.

Except Mumbai Metropolitan Region Development Authority (MMRDA) Region (for remaining Maharashtra):

Mode	Total Fee (Rupees)	1st Installment (Rupees)	2nd Installment (Rupees)
Single Installment	4300	4300	N/A
Two Installment	4500	2250	2250