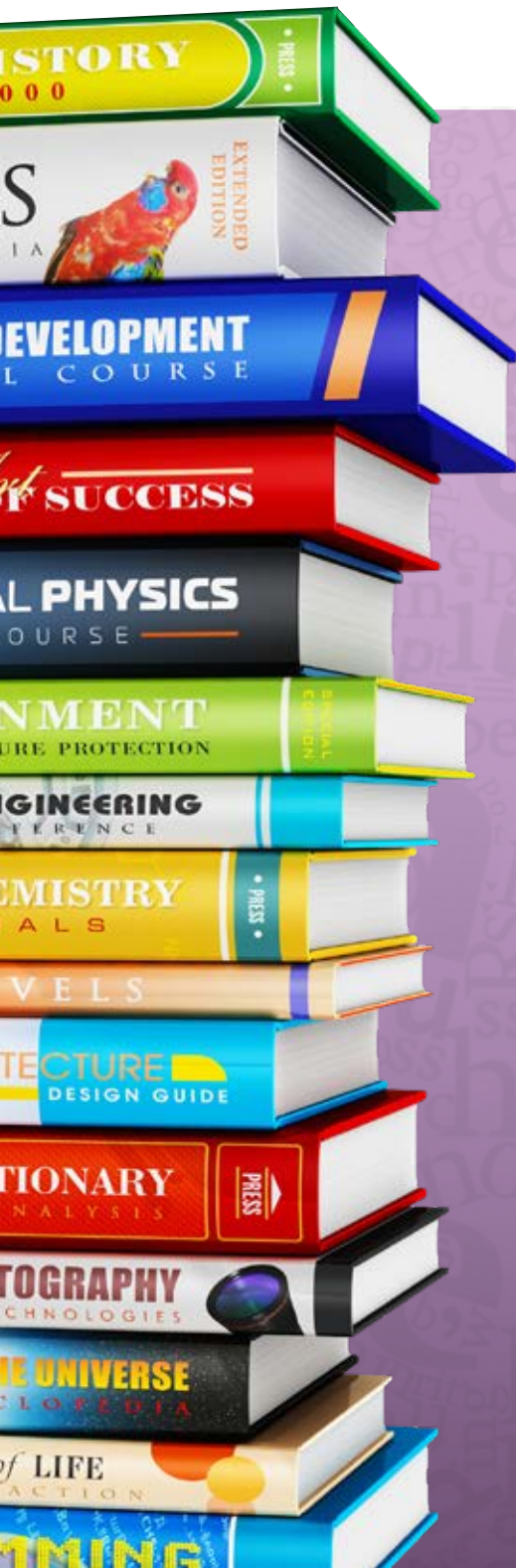


INDESIGN

CORE

THE TRAINING PROGRAM



MORE INFO
ON THIS TRAINING

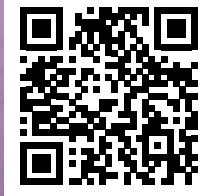


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Training profile

Although the training may include an introduction for beginners, its main task is to familiarize trainees with the InDesign essential toolbox. It is about a set of universal skills and procedures, indispensable in everyday work always, regardless of the specific tasks performed.

All the material covered can be described as “a solid medium plus” level. We guarantee that the acquiring and practicing of the presented material will ensure competence, allowing you to cope with the duties in a professional graphic studio.

Training objectives

- For beginners: introduction to Id basics
- For students with some experience: accelerated, yet solid review of the basics
- Next, a presentation of Id tools, supported by appropriate exercises
- Training aims at familiarizing participants with Id workshop and raising their skills in layout editing to a level allowing of a self-sufficient work

Let us emphasize the flexibility of the course: a trainer chooses exercises accordingly to specific training objectives set by a student, who takes time to practice only exercises that are directly useful and advantageous. The training program is a *proposal*, well thought-out and proven in practice. We proceed on the premise, that a training should flexibly adjust to student’s needs, but never the other way around.

Training duration

The standard training lasts for 24 school hours. It is 3 days, 8 school hours each.

There is an option to shorten the course to 2 days (16 lesson hours), which is only suitable for people who already have had extended

contact with Adobe applications before. For beginners, a 2-day course means reducing the number of practical exercises, which disrupts the proper balance between theory and practice.

What does „CORE” in the training’s name mean?

TLDR: CORE = BEGINNER + INTERMEDIATE

A proficiency level of a training is commonly categorized as beginner, intermediate, advanced. Such division surely does apply in other fields of education, however in case of Adobe applications, we find it impractical, or even confusing.

The reason is very steep learning curve at the beginning of studying Adobe applications. Novices need to invest considerably large amount of time and effort to even begin operating on their own.

The concept of “steep learning curve” may be illustrated with an example of training to pilot an aircraft. A *set of skills* is needed there: knowledge of an airplane construction, geography, a meteorology, a structure of an atmosphere, etc.). Only merging those indispensable competences combines into flying a plane. It’s a necessity to master them altogether – You cannot take off a plane “partially”, “a little bit”.

In our experience, it is more profitable for participants to deliver the “InDesign CORE” material as a whole and not to artificially divide it into “beginner” and “intermediate”. Before mentioned commonly used categorization (beginner – intermediate – advanced) might be compared to our offer in such a manner: in case of InDesign, the “beginner” level does not exist at all, and our “InDesign CORE” is adequate to “solid intermediate plus”.

The “CORE” in the training’s name refers to a hub, an crucial essence of tools, skills and procedures which must be mastered, regardless of the specific nature of performed tasks.

We also plan to add specialist trainings to our offer, presenting InDesign application as a tool for specific purposes (i.e. courses „InDesign EBOOKS” and „InDesign HIGH VOLUME DOCS”).

Prerequisite Skills

During the training the proficiency in computer operation is necessary.

Training language

The training is offered both in English and in Polish.

When the training is effective?

Training succeeds:

- if participants have a similar level of knowledge (very important)
- the group should be no more than 6-7 people
- when the students are relieved from other duties so they can focus only on learning

- very important: two displays; one showing the remote trainer's presentation, the second for the student's individual practice. More info on working with two monitors: oxygrafia.com/online-training-technical-information

Regarding videoconference online training:

- The day before the training, we recommend testing the computer and software and downloading exercises so that the next morning everything is ready for work

After the training:

- After completing the course, daily professional contact with InDesign is necessary: work, practical tasks.

Further learning path

- After completing „InDesign CORE” at least 6 months are required for a new knowledge to settle in and intertwine into everyday's tasks. Then, the skills might be extended even further with the course “Prepress FOR DESIGNERS”, which focuses on techniques of

project print preparation and cooperation with the printing house

- We offer also training in Photoshop – the ability to effectively work with raster images often proves to be indispensable

Introduction

- Organizing data flow while working in the Creative Cloud environment. The role of InDesign as a member of the Adobe applications family
- Comparison of Id and Ai functionality as vector graphics editors
- Customization of the Id interface
- Working with multiple documents and moving objects among them
- Multi-page document navigation + shortcuts
- Display modes and preferences
- Changing the default InDesign measurement units and individual units of a document

Page dimensions

- Page dimensions in the “A” series of the ISO 216 standard
- Defining the page size: manually or precisely (with numerical values)
- What are bleeds and when do you need them
- The nett job size
- Extending of an artwork to a bleeding area
- Exporting to PDF without bleeds (to the internet) and with bleeds (for printing)
- Automatic placing of cut marks
- Artwork with non-rectangular cutting shape (e.g. with a window, oval-shaped, etc)
- The notion of the cutting tolerance
- Guillotine and die cutting techniques and the resulting constraints for the designer

- Ways to eliminate bleeds by optimizing the design
- Having a project at the design stage, how to avoid possible cutting problems later on?

Page layout

- Working with multipage documents
- Single pages and facing pages
- Setting up inner margins and columns
- Page coordinates: precise setting of positions and distances on a layout
- Operation and use of guidelines
- The exercise: the layout of folded flyer and other nonstandard page configurations

Grids

- Configuration and use of check / line grids
- Forcing text to be aligned uniformly on all document pages
- Calculation of interline depending on text attributes

Working with text

- Overview of the rules of editorial work; substantive, linguistic and technical proofreading, correcting, proofreading marks
- Typeface features, font families
- Handling InDesign’s text frames
- Searching for text, character, style, object

- Spell check, adding new words to the dictionary, automatically highlighting errors during writing
- Text frame threads (text flow through frames), adding frames to a thread, changing thread order
- Placing large amounts of text into a layout with automatic threading

Text formatting and styling

- Adobe Fonts service (cloud fonts)
- Inserting custom characters (not available from the keyboard)
- Formatting text and paragraph
- Defining, assigning, editing a style: a quick and simultaneous change of text attributes in many places in a project
- Importing MS Word documents while maintaining their original styling
- Converting text to outlines

Typesetting

- Matching the width of columns to the font size + automatic hyphenation
- Manual hyphenation adjustments
- Special characters: hyphen, en-dash, em-dash, non-breaking space, forced line break, and other hidden formatting characters

Layers

- The concept of the object stack
- Layers as a way of effective object management (project examples)
- Moving objects among layers
- Transferring multiple objects among documents while preserving the layer structure

Editing objects

- Drawing basic shapes, options, keyboard shortcuts
- Precision drawing of objects with specified dimensions
- transformations: move, duplicate, rotate, mirror, scale both manually and precisely, using numerical values
- Alignment of objects in relation to page bounds or to each other, distributing objects evenly
- Grouping objects
- Exercises in building complex shapes from basic objects
- Techniques of masking graphics
- Locking objects, groups, and layers as a protection against accidental changes

Editing paths

- The anatomy of a path, Bézier curves
- Open and closed paths, cutting & joining paths
- Editing techniques: drawing paths and arcs, modifying their profiles + shortcuts
- Merging, cutting, adding, subtracting and simplifying shapes
- Freehand drawing of paths; smoothening
- Placing text into any shape
- Text following a path
- Compound paths

Strokes

- Applying strokes to objects and to texts
- Dashed and double strokes, filled with gradient, arrows, etc.
- Quick copying attributes from one object to the others

Master pages

- The concept of master pages
- Adding repetitive graphic elements to multiple pages at once (e.g. pagination, background under the text)
- Master pages – of master pages (hierarchical structure)
- Quickly applying page numbering to selected pages of a document

Placing illustrations

- A difference between placing and embedding illustrations
- Placing multiple images into a project in one go
- The concept of resolution (DPI) and it's inverse dependency to the pixel size
- Mastering the image resolution: applying, controlling, picking the right resolution depending on the real-world appliance
- Inspecting placed images: checking color mode and resolution
- The difference between a container and it's content: framing, scaling, rotating images
- Quick swapping a picture for another one
- Locating and repairing broken links
- Techniques of warping text around images

Colors

- Applying colors using numeric values in Grayscale mode, decimal RGB, hexadecimal RGB, and in CMYK percents
- Attributes of object fill & object stroke
- Saving colors in own library for future use (e.g. corporate identification colors)
- Applying one color sample to multiple objects linked dynamically (quick adjusting color in many places simultaneously)

Gradients

- Creating halftone vignettes (i.e. linear and radial gradients)
- A gradient applied to a stroke
- Saving a gradient as a sample in Swatches

Effects

- Applying transparency to an object (or independently to fill or to stroke only)
- Transparency gradient
- Adding, adjusting, clearing effects
- Quick copying appearance among objects
- Object styles: applying a set of attributes to objects (e.g. adding the same consistent shadows to the all pictures in the project)
- Overview of useful effects; examples of applications