

# Chindlers

## Adobe Indesign

**Program: Adobe InDesign**

**Title: Adobe InDesign**

**Prerequisites: Basic Computer Skills**

**Certifications Upon Completion: certificate of completion**

**Length of Course: 120 Hours**

**PRICE: \$2500**

### **COURSE OBJECTIVE:**

**InDesign** is a desktop publishing software application for creating flyers, brochures, magazines, newspapers, **and** books. Projects created using **InDesign** can be shared in both digital **and** print formats. **InDesign** is used by graphic designers, artists, publishers, **and** marketing professionals.

### **PROGRAM DESCRIPTION:**

This course prepares individuals to successfully use the software .

### **INSTRUCTIONAL STRATEGIES:**

Our institution has developed its own e-learning platform ([www.tutoracademy.org](http://www.tutoracademy.org)) together with a combination of class lectures, hands on with a computer, one on one demonstrations, and in-house lab experiences applicants can accomplish certification.

### **PROGRAM LENGTH**

The following hours are recommended program lengths. It is understood, however, each student learns at his or her individual pace and there will be students who successfully complete the program in fewer or more hours that what is recommended.

## METHOD OF EVALUATION

Our onsite testing program through(Pearson Vue) will evaluate and certify each candidate, reports will be produced to assist candidates in becoming certified.

## GRADING FORMULA

Percentage %	Grade
90+	A
87-89	A-
84-86	B+
80-83	B
77-79	B-
74-76	C+
70-73	C
65-69	D+
60-64	D
<59	F

## Course content

[Expand all](#)  
78 lectures

120:48:32

### – Introduction

11:45

[InDesign Tutorial Basics  
Course Introduction](#)

[Preview](#)

02:19

[Exercise files & projects](#)

[Preview](#)

02:42

[What does Adobe  
InDesign do?](#)

[Preview](#)

01:34

[What are the differences  
between InDesign and  
PageMaker, Illustrator,  
Photoshop,](#)

[Preview](#)

05:10

### – PROJECT 1: One page flyer

13:17:39

How to change MM to  
Inches & changing UK to

dictionary in InDesign?	01:39
New document in InDesign - what is bleed & slug?	08:08
How to create your own RGB & CMYK colors in Adobe InDesign	08:39
How do I steal colors from a logo using InDesign?	03:14
How to color the background of a page in InDesign	03:33
Importing resizing rotating & flipping images & Logos inside InDesign	07:53
How to Import text from Microsoft Word into Adobe InDesign	05:46
How to group, ungroup & rotate images in Adobe InDesign	05:12
How to make a dotted line, dashed line & borders in InDesign	05:20
How best to preview your work in Adobe InDesign	05:16
How to make a simple PDF from InDesign	06:43
How to save your InDesign file as a JPEG	03:18
Why should I use CC Libraries in InDesign?	05:08
How to share your InDesign files with others by using package document	04:26

Class Exercise 1	03:24
Assignment 1: Page Flyer	1 question
<b>- <u>PROJECT 2: Other people's files</u></b>	<u>20:20</u>
Ideas, Inspiration & starter templates	04:59
Working with other people's InDesign documents, missing images	03:12
How to find missing fonts in InDesign?	04:27
How to replace images in InDesign?	01:30
Opacity, transparency and see through ness in Adobe InDesign	02:29
Why is InDesign adding [Converted] and making me save as	01:06
What if I can't find the InDesign file - can I open the PDF?	02:37
<b>- <u>PROJECT 3: Company Newsletter/Brochure</u></b>	<u>50:30:22</u>
Creating a new company newsletter or brochure, what are spreads	06:58
How to use a Master Page in Adobe InDesign	05:33
How do I add automatic page numbering to a InDesign file	04:12
Removing a masterpage & deleting parts off the master page in InDesign	02:30

Production Video 1	02:53
What is Effective PPI & Image resolution in the InDesign links panel	06:52
How to add drop shadows to an image or logo in InDesign	04:20
What is TypeKit used for in Adobe InDesign?	08:37
How to add the Copyright, Registered & Trademark symbols in InDesign	05:08
Where can I find the different versions of letters in InDesign - Ligatures	03:35
How to add placeholder text & lorem ipsum & get a word count in InDesign	03:04
Importing Text from	02:58
Microsoft Word & keeping or removing the formatting	
Creating Columns in a text box using Adobe InDesign	01:46
How do I justify text & turn off hyphenation in InDesign	03:59
What is a the space after & leading in Adobe InDesign	05:22
How to underline text with a full width line in Adobe InDesign	01:53
How do I make a paragraph style in Adobe InDesign	06:06



How do I insert completely blank pages in Adobe InDesign?	02:03
How do I create a gradient in Adobe InDesign?	07:20
Do I need to use layers in Adobe InDesign?	05:29
Opacity advanced, master marks and Transparency Effects in Adobe InDesign	04:24
How do I add rounded corners to an image or box in Adobe InDesign?	02:53
How to add a large first letter to my text aka Drop Cap?	02:16
How do I increase the space between letters in Adobe InDesign aka Tracking or Ke	02:32
How do I get text to move around an image or shape using text wrap?	03:57
Why can't I put text over anything that has text wrap applied?	03:25
How to draw an arrow or triangle or star in Adobe InDesign?	06:40
How do I put an image inside other shapes like a circle - cropping?	02:47
What is Adobe Stock?	04:17
Where can I find free images & icons that I can use for my business?	04:23

How do I add bullets and numbered lists in Adobe InDesign?	00:51
How can I create a table inside Adobe InDesign?	07:10
How do I convert tables from Microsoft Word or Excel into Adobe InDesign?	04:26
How do I get images to move with the text in Adobe InDesign?	03:22
How do I create a Line Break, Column Breaks & Page Breaks in Adobe InDesign?	04:17
How do I make an automatic table of contents in Adobe InDesign?	04:46
How do you change the tabs in Adobe InDesign?	04:30
Can i change the numbering of my pages so 1 starts later in the InDesign file?	03:26
<b><u>- PROJECT 5: Conference Name Badge</u></b>	<b><u>10:20</u></b>
How do I combine Microsoft Excel spreadsheet in InDesign?	09:04
CLASS EXERCISE: Create your own business card	01:16
Assignment 3: Create your own business card	1 question
<b><u>- What next</u></b>	<b><u>26:18:25</u></b>
How to create a mockup	04:07



for your portfolio using  
InDesign

[BONUS:Software  
Updates2019](#)

[Preview](#)

40:41

[BONUS:Software  
Updates2020](#)

[Preview](#)

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What to do after this  
InDesign tutorial course?

01:31

Class project for your own  
portfolio

03:51

Assignment 4: Portfolio

1 question

**- Cheat sheet & shortcuts**

13:31

InDesign cheat sheet &  
shortcuts

13:31