

## GRDSN 163 INDESIGN I

### COURSE LEARNING OUTCOMES

#### **Chapter 2 – Getting Started with InDesign**

- CP-06.100 Utilize InDesign's windows, tools, menus, and palettes.
- CP-06.101 Move from page to page, and change page views.
- CP-06.102 Design using a variety of InDesign's tools.
- CP-06.103 use keyboard shortcuts.
- CP-06.104 Group and arrange palettes, and minimize and maximize palette size.
- CP-06.105 Use contextual menus.

#### **Chapter 3 – Working With Documents**

- CP-06.106 Set preferences and default settings.
- CP-06.107 Open, close, and save documents in Windows, Mac OS 9, and Mac OS X.
- CP-06.108 Design using structural page elements, including live areas, bleeds, gutters, and margins.
- CP-06.109 Create new documents and work with InDesign's initial settings.
- CP-06.110 Build multiple-page documents quickly by designing and using master pages.
- CP-06.111 Move around a document page using the Hand tool and the navigator.
- CP-06.112 Reduce and enlarge page views.

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#### **Chapter 1 – The Process of Document Production**

No Competencies

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## **Chapter 4 – Working With Text**

- CP-06.113 Create, edit, and navigate through text frames.
- CP-06.114 Define text attributes such as font, font size, leading, and tracking using the Character palette.
- CP-06.115 Use special characters.
- CP-06.116 Use invisible characters appropriately for spacing and line breaks.
- CP-06.117 Use ligatures, old style numbers, superiors, inferiors, and the Glyph palette.
- CP-06.118 Define paragraph attributes, such as text alignment, indents, hyphenation, paragraph rules, and inter-paragraph spacing.
- CP-06.119 Set and use tabs, and format tabular material.
- CP-06.120 Import and export text files.
- CP-06.121 Place and thread text between multiple frames.

## **Chapter 5 - Styles**

- CP-06.122 Define and use character styles to change attributes such as font, font size, leading, kerning, and color.
- CP-06.123 Define and use paragraph styles to change attributes such as indents and spacing, drop caps, justification, tags, hyphenation, and rules.
- CP-06.124 Create a new style by basing it on another style.
- CP-06.125 Edit an existing style.

## **Chapter 6 - Tables**

- CP-06.126 Create tables.
- CP-06.127 Import a table from a Microsoft Excel file, and import tabular data from a text file.
- CP-06.128 Convert tabular data to a table.
- CP-06.129 Select table elements, such as rows, columns, and the entire table.
- CP-06.130 Apply formatting to table of contents.

## **Chapter 7 – Working With Graphic Elements**

- CP-06.131 Create lines, paths, and basic shapes using the Pen, Line, Ellipse, Rectangle, and Polygon tools.
- CP-06.132 Draw Bezier curves.
- CP-06.133 Draw and constrain lines and frames.
- CP-06.134 Determine line thickness, corner type, dashed line characteristics using the Stroke palette.
- CP-06.135 Apply color and gradients using the painting tools.
- CP-06.136 Manipulate objects within frames and alter the size of a frame and its content independently of one another.
- CP-06.137 Move objects in front of and behind one another using the Arrange menu.
- CP-06.138 Rotate, scale, and shear objects manually and with the Transform palette.
- CP-06.139 Scale objects with InDesign tools.

## **Chapter 8 – Working With Color**

- CP-06.140 Use the appropriate color model for a particular job.
- CP-06.141 Use correct terminology when discussing color.
- CP-06.142 Create and edit new CMYK and RGB colors using the Swatches palette.
- CP-06.143 Choose spot colors from the available spot color libraries.
- CP-06.144 Make tints.
- CP-06.145 Create successful blends using gradients.
- CP-06.146 Import color from other InDesign documents, and from placed files.
- CP-06.147 Apply color to elements such as InDesign objects, frames, images, and text.
- CP-06.148 Use InDesign's transparency, drop shadows and feathering features.

## **Chapter 9 – Working With Images**

- CP-06.149 Distinguish vector and raster graphics.
- CP-06.150 Determine the appropriate image resolution for particular uses.
- CP-06.151 Place, transform, resize, and reposition images within frames.
- CP-06.152 Work with linked and embedded images.
- CP-06.153 Place images.
- CP-06.154 Scale and crop images.

## **Chapter 10 – Text Utilities**

- CP-06.155 Use InDesign's find/change feature.
- CP-06.156 Locate or alter individual instances or every instance of a character, word, or phrase.
- CP-06.157 Find and change a specific style or a style attribute in all styled and un-styled text.
- CP-06.158 Search for special characters, and reveal and search for hidden characters.
- CP-06.159 Use the Check Spelling feature.
- CP-06.160 Select, use, and edit dictionaries.

## **Chapter 11 – Printing and Packaging**

- CP-06.161 Set up the proper driver and print settings for your printer.
- CP-06.162 Proof a color document for printing on either a color or black-and-white printer.
- CP-06.163 Work with oversized documents by tiling and scaling.
- CP-06.164 Set appropriate printer's marks.
- CP-06.165 Set appropriate print options through the Print dialog box.
- CP-06.166 Package documents for service providers.