



## **NSCAD University School of Extended Studies**

### **Digital Page Layout with InDesign**

Instructor: Christel LeBlanc (christel@forestfriend.ca)

Room Number and Location: N320C, 1895 Granville St.

Dates and Times: Feb. 2, 2013 – April 6, 2017, Wednesdays 6:00pm-8:45pm (10 sessions)

#### **Course Description**

The fundamentals of digital page layout and desktop publishing are introduced using Adobe InDesign CS6 on Macintosh OSX. Discussions, demonstrations, exercises, and projects will explore single and multi-page documents, graphic and typographic elements, colour usage, and printing procedures. Students are expected to complete a final independent project that might include a poster, brochure, business card, or other printed material. Bring a CD-R or USB Flash Drive, notebook and pen to first class.

Prerequisite: Must be familiar with Macintosh OSX operating system. Class limit is 11.

Tuition includes 10 weeks of access outside of class for homework during times scheduled in cooperation with Multimedia staff.

#### **Day 1**

##### General Introduction

- Students & instructor
- Overview of Course
- Expectations

##### Intro to InDesign

- What is InDesign for?
- Comparable programs
- Working with the Creative Suite (Photoshop, Illustrator, Bridge, Fireworks)

##### Overview of interface

- Orienting to the workspace
- Toolbars
- Starting a new document

*Homework: Become familiar with the layout of the InDesign workspace and the basic tools.*

## **Day 2**

Setting up a new page

- sizes
- bleed, margins, guides
- page layout
- different types of documents

Tools

- left hand toolbar
- top toolbar
- right toolbar
- menu > Window
- MiniBridge

*Homework: Set up a page and put some content in it! Start thinking about a subject for your project.*

## **Day 3**

Basic typography

- taxonomy of type
- anatomy of font family, letterform
- “Big 20” fonts
- choosing a font
- using type in InDesign

Using text in InDesign

- character
- paragraph
- manipulating text
- placeholder text

*Homework: Begin designing a cover for your project.*

## **Day 4**

Basic visual rhetoric

Creating and placing objects

- graphic elements
- lines and shapes
- images, frames and image types
- text wrap
- links
- using graphics and images from other programs

Manipulating objects

- transform, scale, etc.
- alignment
- applying “fx”

*Homework: Work on your piece and bring a print of your unfinished work to class.*

## **Day 5**

Styling and applying effects

- Colours and gradients
- paths and pathfinder
- using the conveyer
- alignment and spacing
- photoshop effects and object styles

Character and paragraph styles

*Homework: Print and present your poster to the class*

## **Day 6**

Creating and using layers

- locking and unlocking
- see/hide
- moving layers
- moving objects between layers

Multi-page documents

- formatting
- adding and deleting pages
- moving pages
- using and applying master pages
- liquid layout

*Homework: Plan your final project, a photo book or something of your choice.*

## **Day 7**

Working day for getting started on your final project.

## **Day 8**

Using interactive elements

- creating links
- exporting to interactive design programs

Creating apps (the basics)

*Homework: Work on your final project.*

## **Day 9**

Using colour

- understanding colour profiles
- changing colour profiles in InDesign
- changing colour profiles in other programs

## Exporting documents

- using Preflight Panel
- file types
- packaging
- dealing with printing problems

*Homework: Finish your final project and print it for class.*

## Day 10

Class presentations of projects

## No additional materials required



## Health & Safety

All faculty, staff and students are responsible for safe working practices and procedures so as to safeguard their own individual health and well being as well as that of other members of the NSCAD University community. (NSCAD University Occupational Health & Safety Policy, <http://www.nscad.ns.ca/info/healthpolicy.pdf>). Students should familiarize themselves with relevant health and safety issues regarding proper use of materials and where possible, consult with the technician in that area regarding specific processes and chemicals. Recommended readings available at the NSCAD Library include:

*The Artist's Complete Health & Safety Guide* by Monona Rossol

*Artist Beware* by Michael McCann

*Safety in the Artroom* by Charles Qualley

*Safe Practices in the Arts & Crafts: A Studio Guide* by Julian Waller

Specific information relating to media composition and safe handling of such materials can be obtained through current Material Safety Data Sheets (MSDS) available online at the websites of the manufacturers of the products. The Arts Crafts Theatre website (<http://www.artscraftstheatersafety.org>) is a valuable resource for health and safety information.

Smoking is strictly prohibited at NSCAD including the deck area as well as an area within 15 meters of entrances / exits.