THE BASEMENT

Adobe InDesign Elementary

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Episode Title	Exercises	Duration In mints	Session Description
CHAPTER ONE – Introduction to Adobe InDesign			
01. InDesign Vs. Illustrator	What is the difference & what is InDesign used for	15.24	
02. Document Set up	How to start the document, prepare it & view your pages	28.59	Go thru the program
03. Preferences	Set the preferences & Keyboard Short cuts as convenient	13.31	Set suitable preferences
04. Guides & Grids	How to use Guides & Grids	19.33	Practice given subject
05. Layers & Masters	Master Pages, adjusting layers (add & remove)	17.07	Practice given subject
06. Links	Connect, Reconnect & Missing Links	12.16	Import images to InDesign, connect & reconnect them
CHAPTER TWO – Using the Shape Tool to Draw Object			
07. Shape	Using shape tool to draw objects	14.13	Practice Shapes Tool
08. Shape Frame	Learn How to Use Placeholders in Adobe InDesign	8.56	Use Shapes Frame tool & add images to them
09. Convert	Convert from one shape to another, & add corners	14.13	Convert from one shape to another & add corners
10. Scissors, Rotate & Scale	Cut objects, Rotate & Scale them	16.41	Practice given subject
11. Pen Tool	A way of drawing using pen tool	19.26	Practice given subject
12. Pencil Tool	Another way of drawing by pencil & its options	13.35	Practice given subject
13. Transform	Several options to transform objects	15.21	Practice given subject
14. Arrange	Arrange & Rearrange objects	12.53	Practice given subject
15. Group & Transparency	Group, give different opacities & duplicate items	18.15	Practice given subject
16. Aligning & Pathfinder	Using Aligning & Pathfinder tools in the design	14.13	Practice given subject
17. Effects	InDesign provides many effect options	16.32	Practice all kinds of effects
CHAPTER THREE – Color and Type Tools			
18. Colors, Pantones & Swatches	Picking colors & choosing between RGB, CMYK & Pantones	15.08	Change between RGB & CMYK colors
19. Change Colors & Gradient	Change Color, Gradient & Gradient Feather tools	15.2	Use Gradient tool to color given objects
20. Eyedropper	Pick specific color from an image or item	11.27	Create a color palette from an image
21. Type Tool	Type tool, & missing fonts	17.24	Use the type tool to create different designs
22. Hidden Characters	Find extra unwanted characters, extend text & neatly align it	15.28	Clean Text from unwanted & extra characters
23. Character Style	Save time and create typo style	12.08	Create Character style to given layout
24. Running Header	Easy way to make headers for each page section	12.24	Create Headers to given layout
25. Footnotes & Endnotes	Quick way to prepare Footnotes & Endnotes	13.11	Create Footnotes & Endnotes to given layout
26. Tables	Create tables, Designs & Layouts to use in tables	18.4	Create Tables to given information
27. Using Illustrator	All vectors can be done on Illustrator and imported to InDesign	15.25	Import vector designs/objects/items from illustrator