

Adobe InDesign® CS3

Teaching Plan (60 Days)

Compiled by

Biotics Faculties



BIOTICS.IN
Typesetting Training for Professionals

1 Brief Intro about Typesetting Industry

Publisher					
Author					
Editor					
Composition					
Typist	Coder	Compositor/Typester			
		Layouting	Images		Equations
			Photos	Line Arts/Portrait	
MS Office Epsilon	MS Office	Indesign Quark Pagemaker Corel Ventura	Photoshop	Illustrator Corel Draw	Math Type Powermath Inmath X-math Math Monarch
Proofreader and Quality Controller					
Indexer					
Printer					
<p align="center">Other Supporting Person</p> <p align="center">Photographers: Who provide photos</p> <p align="center">Artist: who create the portrait/cartoon basically (BFA: Beachler Fine Art)</p>					

2 Typesetting Process

Input:	Process	Output
Project Row Data, Project Supported Information Standards of Client	Anaysis Keying Setup Composing Art Work Proofing	PDF Achieve: Systematic Arrangement of Files Application file Fonts Links (all images) PDF

3 Type of Books

- Scientific Technical Mathmatics (STM)
- Accounting
- Journals
- Multilingual Typesetting and many more...

Grid	Other Most Useful Technical Terms
Trim Type Area Text Area Margins Runnin Head/Feet Folio/Drop Folio/Blind Folio Verso Recto Spread Template	MSP TSP Design Layout/Sample Pattern Volume Fonts Process Color Spot Color RGB Colors Bleed Blurb Text Spine Jacket
Typography	
Character:Ascender, Decender, Baseline, X-height, Mean Line, Cap Height Type of Fonts; San, Sans Serif, Script Leading Greek Characters Measurents: inches, picas, points	

DAY 3: WORKING FROM CLIENT SUPPLIED PDF

2 HOURS

Type of PDF: Embedded/Non Embedded, Scan or Editable

Extracting Text and Images

Extracting Specification: Color, Font, Font Size

Measuring

DAY 4: MATH TYPE

2 HOURS

Create Equations

Find Symbols and Characters from Character Tool Palette

DAY 5: INDESIGN BASIC TOOL AND CONTROL PALETTE

1 HOURS

How to Create New Documents

Workspace: Ruler, Tools, Palettes, Menus etc.

Tools: Text Tool,

Create Text Boxes

Font, Font Family, Font Size, :Leading,

Typeface, Kerning, Tracking, Baseline Shift, Skew, Language

Selection Tool

Item Tool. Moving, changing size of Item.

0 Lock, Box Reference Points, Position & Size of Box, Rotation etc...

Direct Selection Tool

Content Tools. Moving, changing size of content

Line Tool/Pen Tool

For Line

Picture Box Tool

For placing Picture

DAY 6: PLACING TEXT FILES AND IMAGES, STYLE

1 HOURS

Placing Word/Text Files in Indesign

Insert Pages

Maunal/Auto Flowing Text

Insert Images : Inline and Non-Inline

Save Paragraph Setting to a Paragraph Style

Save Character Setting to a Character Style

DAY 7: MASTER PAGES

1 HOURS

Creating Master Pages
Automatic Page Numbers
Sectioning

DAY 8: COLORS, SWATCHES, TINT AND GRADIENT

1 HOURS

CMYK, RGB
Spot Color (Pantone)
Mixing of Colors
Gradient

DAY 9: STYLES

1 HOURS

Paragraph Styles
Character Styles
Nested Styles
Editing Styles
Orphan and Widow Control

DAY 10: FORMATTING PARAGRAPHS

1 HOURS

Tabs
Alignments and Hanging Indents
Multiple Column Text Frames
The Story Editor
Drop Caps
Frame Strokes and Inset Spacing

DAY 11-12: FIND REPLACE

1 HOURS

The Complete Find/Change Command

DAY 13: WORKING WITH LAYERS AND ANCHORED OBJECTS

1 HOURS

Working with Layers
Anchor

DAY 14: WORKING WITH OBJECTS

1 HOURS

Text Wrap
Step and Repeat
Grouping and Ungrouping
Object Styles

DAY 15: FONTS AND LINKS

1 HOURS

Links to Graphic: Re-link, Go to link, update, Edit original.
Fonts In Indesign
Tracking and Kerning
Hyphenation

DAY 16: TABLES: CREATING/CONVERTING/IMPORTING

1 HOURS

Creating Tables from Scratch
Converting Text to Tables
Importing Table from Word and Excel files

DAY 17: TABLES: TABLE/CELL OPTIONS, MERGING CELLS

1 HOURS

Table Options
Cell Options
Creating/Converting Header Row, Footer Row, Body Row
Merging Rows
Adding Rules/Color in Cell
Placing Pictures to Cell

DAY 18: TABLES: TABLE STYLE, CELL STYLE

1 HOURS

Tables Styles
Cell Styles
Distribute Column Equally

DAY 19: PREFLIGHTING AND PACKAGES

1 HOURS

Preflight and Package
PDFs



DAY 20: FOOTNOTES

1 HOURS

Insert Footnotes
Document Footnote Options

DAY 21: TABLE OF CONTENT

1 HOURS

Table of Contents Style
Table of Contents
Update Table of Contents

DAY 22: BOOKS

1 HOURS

Book Files
Synchronize Book Files
Creating PDF by Book
Creating Package by book

DAY 23: INDEXING

1 HOURS

Indexing
Cross-references

DAY 24: LIBRARY, INFO PALETTE, EFFECTS

1 HOURS

Libraries
info
effectsand etc

DAY 25: USE OF INDESIGN SCRIPTS, INX FILE

1 HOURS

Adobe Script
Other Scripts
Exporting Indesign document as an .inx file, Benefit of using inx file

DAY 26: BASELINE GRID

1 HOURS

The Baseliem Grid

DAY 27: SLUG AND BLEED, PRINTING OPTIONS

1 HOURS

Define Slug Area and Bleed,
How to print Slug Area and Bleed
Direct Printing of File from Indesign
Creating Final Press PDFs, Smallest Size PDFs, High Quality PDFs

DAY 28: PREFERENCES

1 HOURS

Preferences

DAY 29: INTERNATIONAL PROOFREADING AND USE OF PICA SCALE

2 HOURS

International Proofreading Marking and Symbols
Use of Pica Scale

DAY 30: PAGINATION GUIDELINES

2 HOURS

Bad breaks
Paging Rules,

SUPPORTING TRAINING FOR MS-OFFICE, PHOTOSHOP, ILLUSTRATOR

DAYS 31: WILD CARD MS-OFFICE

1 HOURS

Wild Card Syntaxes

DAYS 32: BASIC USE OF ILLUSTRATOR IN TYPESETTING

2 HOURS

Standard Color Setting for Illustrator

How to extract textual Image (line arts) from editable pdf

Type/Edit the labels (text)

Changing size, Moving of Object, Grouping/Ungrouping

Alignment of Object

Line Stroke

Outline

Creating Color and Swatches

Finding Character by using Glyph (Type: Glyphs)

Replacing the Font by using Find Font (Type: Find Font)

Smart Selection of Text and Lines in a line art/Equations etc (Select: Object: Text Object,, Select: Same: Line Object)

Making Actions (Windows: Actions).

Apply Action to the Batch automatically.

Change to Grayscale

Saving Options

DAYS 33: BASIC USE OF PHOTOSHOP IN TYPESETTING

2 HOURS

Use of Selection, Stamp, Rubber, Text, Crop, Stamp Tools

How to extract Photos or Image from pdf

Make an image straight by using Ruler Tool (Draw Rule Tool on the image in the angle you want to rotate the image, then Image: Rotate Canvas: Arbitrary. Enter...)

Change image to Grayscale, RGB, or CMYK color, Monotone, Duotone, Tritone, Quadtone,

[Image: Mode: Duotone (Image must be changed to Gray first)]

Auto Level/ Auto Color

Action, Layers, Swatches

Making Clipping Path

DAY 34-60: LIVE PROJECT TRAINING/TEST

23 x 4 = 92 HOURS



OTHER SHORT TERM COURSES

TYPESETTING **20 HOURS**

INMATH **10 HOURS**

POWER MATH / XPRESS MATH **20 HOURS**

QUARK 7.0 **30 HOURS**