
Adobe InDesign - Part 2

Course Type: Part Time Love2Learn

Duration: 5 weeks

Location: City Centre Campus

This course is aimed at people who already have a level of knowledge and experience about InDesign in a professional environment, or who have attended [InDesign - Part 1](#) and who want to sharpen their skills. This course will give a practical and realistic guide to using InDesign in a commercial setting.

You will look at setting up a document, ensuring document robustness and making the most of continual preflighting. Importing and managing graphics, using the links pane to manage images and check image status. See the benefits that arise from using long document features even in relatively short documents. The course provides a rigorous overview of file construction, starting with multiple masters and then using stylesheets embedded in each other to achieve an efficient and consistent environment for producing high-quality documents.

Upon completion of this course, you should have proficiency in a range of skills pertaining to publication design, including the usage of typography, colour, layout, tables, pictures, graphics, styles and producing a print-ready PDF.

What topics are covered?

You will learn ways to perform design tasks, including layout, using images, logos and fonts. A number of projects will be undertaken, but there is room for you to work on materials of your own. Initial sessions contain elements of revision from the [Part 1 class](#), but you will explore these topics in greater depth.

Topics include: Overview of InDesign; Viewing and understanding the workspace and setting InDesign preferences; Rulers, guides and the built in grids; How to set up correctly up a single and multiple page print documents; Working with the master pages; Selecting, Grouping and transforming objects; Learn how to create and modify a text frames; Formatting text using paragraph and character style sheets; Using the spell checkers; Adding special characters; Frame fitting options and frame shapes; Creating colour swatches, define colours in CMYK, RGB, or Spot; Creating, applying and modifying gradients; Identifying common file formats; Using the Package feature to deliver to a service user; Re-linking images and updating; Adjusting PSD import options; Inserting anchored objects and inline graphics into text flows; Adding type to paths and drawn shapes; Creating a table of contents that updates automatically; Applying paragraph rules in a style; Creating bulleted and numbered lists, exploring how these can be customised; Adding footnotes to documents; Managing long documents and creating book files; Working with the Pen

and Pencil tools; Using the Pathfinder palette to combine shapes; Creating tables; Styling tables and cells; Building documents such as interactive PDFs and EPUBS; Creating bookmarks and hyperlinks in an interactive publication; Exporting InDesign files for different media; Editing PDF presets, learning about PDF/X-1a ISO and PDF/X-4; Using and customising Preflight settings.

Who is the course aimed at?

This course is aimed at people who have either a work or leisure requirement for learning. Some previous experience of InDesign is assumed. You should note that our studios are equipped with Apple Macintosh computers, and that while basic instruction will be given in how to use them, this will not be the focus of the course – if you're new to Mac computers, support is available online from Apple (<https://support.apple.com/en-gb/explore/new-to-mac>).

Who will be my tutor?

Stephen Spicer stephen.spicer@bathcollege.ac.uk

How will I learn?

Most of the sessions revolve around tutorials. In the first few sessions these will be led from the front, but during later sessions you will be provided with printed tutorials. People learn at different rates and need different types of tutoring, so having printed tutorials gives you the flexibility to engage with the subject in your own way, and allows the tutor to better support you. Of course, if you have found your “thing” or know what you want to do then you can duck out of the tutorials. These sessions are supposed to be fun as well as learning and missed bits can usually be made up later.

Which department is this course in?

Department of Creative Arts and Enterprise

Where will I need to go on my first day?

On your first day, please report to the Reception in the **Roper Building** at [City Centre Campus](#).

What do I need to bring?

A memory stick is required, we recommend a minimum size of 16GB.

What else do I need to know?

When you have been enrolled on your course you will receive a confirmation email containing information about where to go, campus information, parking and the Student Code of Conduct. This email will be sent to the email address provided in the online booking. You will be required to wear a photographic ID badge at all times when in College. Please email a passport style photograph stating your full name and course title in the subject line to StudentID@bathcollege.ac.uk

To avoid disappointment, please make sure you enrol on your chosen course early. Decisions regarding running or cancelling a course are made one week prior to the start of the course. If a course is cancelled, you will be informed and your course fees refunded in full. Please see [Terms and Conditions of Enrolment](#). The course will not run on bank holidays or during half term. Please check the [term dates](#).

Cancelling your enrolment

If you have to cancel your enrolment please notify us by email: info@bathcollege.ac.uk as soon as possible.

Refunds will not be issued if a learner is unable to attend due to a change of mind including concerns about Covid-19, accommodation, domestic circumstances, work commitments or if the College requires a learner to leave for reasons of conduct.

Click here to access our Covid-19 FAQ - <https://www.bathcollege.ac.uk/news/84413>

Where can I find out more information?

If you need help or answers to specific questions, please contact the [Student Advice Centre](#) on [01225 312191](tel:01225312191) ext 720 or email info@bathcollege.ac.uk.

How do I enrol?

You can enrol on this course:

Online: Click the "Add to Cart" button to enrol online.

Phone: Call [01225 328720](tel:01225328720) during our [opening hours](#)

Post: Download the [Love2learn Learning Agreement](#) and send to Student Advice Centre, Bath College, Avon Street, Bath BA1 1UP.

In person: Visit the [Student Advice Centre](#) in either of our campuses

Please see [how to enrol](#) for more detailed information.