INTRODUCTION TO BEGINNING INDESIGN

Welcome to Beginning Adobe InDesign! This is an intensive, hands-on course in page layout and composition using Adobe InDesign Creative Cloud. By the end of this semester, students will be able to:

- Construct single- and multi-page documents using Adobe InDesign
- Layout pages with text and graphics following industry standards
- Apply and understand the basics of typesetting
- Create and apply character and paragraph styles
- Create and manage graphic elements on the page
- Create and apply object styles
- Create and apply both spot and process color to objects and type
- Preflight and package a document for offset printing

INSTRUCTOR & OFFICE HOURS
Tim Harrington
- Office hours: For brief consultations I'm usually available immediately after class, otherwise my regular office hours are Tuesdays 5:20-5:50pm in Ocean Campus Room V141.
- Email: tharring@ccsf.edu

CLASS BLOG
This class will use a custom Wordpress blog at **www.timharringtondesign.com/vmd152** for important communications from the instructor. Each student will be assigned a login name and password to use this blog as a forum to ask each other questions or share information.

MEETING TIMES
Thursdays, 1:10pm-5pm, Mission Campus, Room 473.
There will be one 20-minute break about halfway through each class period.

PREREQUISITES
VMD 105 (Formerly GRPH 25 / MMSP 120: Visual Media Digital Skills) or successful completion of equivalency test.

COREQUISITES
VMD 111 (Formerly GRPH 27): Print Processes for Designers

REQUIRED MATERIALS
Removable media drive (USB or FIreWire) to transport files
Typography E-gauge ruler (clear plastic, see sample in class)
Course Reader hard copy (see next page for details)
Pencil/pen/highlighter for making notes in the Reader and/or your notebook

Please purchase these materials ASAP as they are critical to completing all class exercises.

TEXTBOOK (COURSE READER)

VMD 152: Beginning Adobe InDesign CC Course Reader, Revised Fall 2014 is required for this class. It's sold at the CCSF Bookstore. Please be sure to get the current version of the reader, as there are changes from the last semester.

Ocean Campus Bookstore
50 Phelan Avenue, Conlan Hall
Hours: Tues 9am–6pm, Wed & Thur 9am–5pm, Fri 9am–2pm
Phone: 415.239-3470

Optional Textbook:
InDesign CC: Visual QuickStart Guide
by Sandee Cohen, $39.99 (less online), Peachpit Press 2013

ATTENDANCE AND PARTICIPATION

Timeliness and participation are expected. You should arrive to class ready to begin on time, return from breaks on time and stay until the end. Be prepared to participate in discussions by volunteering to answer questions.

If a special situation arises and you need to arrive late or leave early, you must let the instructor know ahead of time. Otherwise, arriving late or leaving early will result in points being deducted from the Participation portion of your grade. Likewise, if you need to miss a class, give advance notice when possible. It is your responsibility to get the information on materials and assignments that you missed.

Cell phone use is prohibited during class. If you expect to receive an emergency phone call during class, let me know ahead of time, and plan to step out of class to take the call.

GRADING POLICY

Grades are based on a combination of assignments, midterm, final project, and participation. Points are accrued, and grades are determined as follows:

Points Accrued

Assignments	550 points
Midterm Exam	125 points
Final Project	300 points
Participation	25 points
Total	1,000 points

Grading Scale

1,000 – 900	= A
899 – 800	= B
799 – 700	= C
699 – 600	= D
599 – 0	= F

LATE HOMEWORK POLICY

Projects are due at the assigned times and dates. If you are absent on the due date, you must turn in the assignment *by the beginning of the following class*, and you will receive a 15% deduction from your grade. No assignments will be accepted beyond one class period after it is due, unless you have received prior permission from the instructor. Additionally, there will be no make-ups on quizzes or the midterm without prior permission.

DROP/ADD DEADLINES

Jan. 30: Last day to Add
Feb. 6: Last day to Drop without a "W"
Apr. 16: Last day to Drop with "W"

Please note that it is your responsibility to add or drop a class.

CHEATING

Anyone caught cheating will fail the class. Cheating includes borrowing/repurposing other students' files for class assignments or using cheat sheets during quizzes. Discussing technical problems or helping each other learn the software is great and encouraged, but please be responsible for your own work.

SPECIAL NEEDS

If you have special needs such as a learning or physical disability, dire financial situation or a family emergency, please let me know so we can discuss ways to make reasonable accommodation for you. These situations will only be accommodated if they are discussed *before* problems arise.

LANGUAGE SKILLS

I recommend that ESL students have completed ESL 150 (Level 7) to ensure their success in this class. Page layout is very copy intensive, and a good foundation in reading and writing is necessary to ensure success in this class. Please let me know if you need information regarding additional support for non-native English speakers.

CLASS CALENDAR

Week		Lecture Topics	Assignment	Visual Quickstart CS6
1	1/15	**INTRODUCTION TO BEGINNING INDESIGN** Computer Set-up InDesign Prefs Interface	Ex. 01 Interface Quickie	Chapter 1: Getting Started
2 *Due:* *Ex. 01*	1/22	**BASIC PAGE LAYOUT** Basic Document Terms Intro to Type Anatomy Measuring for Page Layout Document Ruler and Guides	Ex. 02 Oh No!	Chapter 2: Document Setup Chapter 19: Printing
3 *Due:* *Ex. 02*	2/5	**INTRODUCTION TO TYPESETTING** Basic Typesetting Text Frames Check Spelling Navigating the Text	Ex. 03 Basic Document	Chapter 3: Basic Text Chapter 10: Pages & Books Chapter 13: Tabs and Tables
4 *Due:* *Ex. 03*	2/12	**TEXT MEETS IMAGE** Basic Graphics Handling Text Wrap Layers Paragraph Rules Eyedropper Tool	Ex. 04 Poppy	Chapter 8: Imported Graphics Chapter 9: Text Effects Chapter 11: Layers
5	2/19	***LUNAR NEW YEAR HOLIDAY NO CLASS***	n/a	n/a
6 *Due:* *Ex. 04*	2/26	**EXTRA TYPESETTING TIPS** Miscellaneous Topics	Ex. 05A Entry Label	Chapter 3: Basic Text
7 *Due:* *Ex. 05A*	3/5	**PEN TOOL AND PATHFINDER** Path Basics Pen Tool Pathfinder Panel	Ex. 05B Pathfinder Panda	Chapter 7: Points and Paths Chapter 6: Fills, Strokes and Effects
8 Due: Ex. 05B	3/12	**MIDTERM REVIEW**		
9	3/19	**MIDTERM**	In-class Quiz and Project	

Week		Lecture Topics	Assignment	Visual Quickstart CS6
10	3/26	**MULTIPAGE DOCUMENTS** Master Pages Hyphenation and Justification Find/Change Kerning	Ex. 06A Using Type Right	Chapter 10: Pages & Books Chapter 14: Automating Your Work Chapter 16: Typography
11	4/2	*SPRING BREAK* *NO CLASS*	n/a	n/a
12 *Due:* *Ex. 06A*	4/9	**PARAGRAPH STYLES** Typesetting Terms Styles Paragraph Styles	Ex. 06B Using Type Right (continued)	Chapter 15: Styles
13 *Due:* *Ex. 06B*	4/16	**MORE ON COLOR,** **OBJECTS AND STYLES** Color Objects Character Styles Object Styles Quick Apply	Ex. 07A Magazine Spread	Chapter 15: Styles Chapter 5: Working in Color Chapter 4: Working with Objects
14 *Due:* *Ex. 07A*	4/23	**MORE ON GRAPHICS** **AND TRANSPARENCY** Graphic Formats Resizing Images Linking & Embedding Transparency & Effects	Ex. 07B Magazine Spread (continued)	Chapter 8: Imported Graphics Chapter 6: Fills, Strokes & Effects
15 *Due:* *Ex. 07B*	4/30	**FINE TYPESETTING** Fine Typesetting Open Type	Ex. 07C Magazine Spread (continued)	Chapter 16: Typography
16 *Due:* *Ex. 07C*	5/7	**INTRODUCTION TO FINAL** Analyze Document Build Front and Back Cover Printing, Mockups	Final Project	Chapter 19: Printing
17	5/14	**FINAL CONTINUED** Build Inside Pages 2-3 Preflight and Packaging	Final Project	Chapter 20: Exporting
18	5/21	**FINAL DUE BY END OF CLASS** Turn in Mockups and Files	Final Class Meeting	