

# InDesign Workshop

Adobe InDesign

## Introduction

DePaul University  
Loop Campus  
College of Computing  
and Digital Media  
CDM 632 Mac lab

**InDesign Workshop**  
**GD 152 – 401**  
Fall quarter 2015  
Wed 1:30 am – 03:00 pm  
Daniel Morgenthaler, instructor

[dmorgent@cdm.depaul.edu](mailto:dmorgent@cdm.depaul.edu)

[dmorgent@depaul.edu](mailto:dmorgent@depaul.edu)

This course is an introduction to InDesign, a page layout and type generating program. Adobe InDesign, Photoshop, and Illustrator are the most prevalent programs used by graphic designers, design students, photographers and artists for creating 2-D work and graphic design for print and digital applications. Because this is a course for graphic designers, and InDesign is a type-related program, we can not ignore some basic design and typographic principals, methods and processes, which will also be covered in the course, concentrating on but not limited to the technical and hands-on aspect of the profession.

Although InDesign has some web page layout capabilities, this workshop concentrates on the use of the program for printed work.

While learning InDesign, you will create several exercises and a complex final project.

For the final exam, you will be given a hands-on and/or Q & A test heavy on InDesign and some basic typographical information.

### Prerequisites

Basic knowledge of the Macintosh OSX operating system and user interface.

### Exercises

- 1 Letterhead with sample letter
- 2 Booklet
- 3 Working with objects

### Final project

- 1 Multiple page layout with provided images and text

### Books

#### Recommended for this course:

*\*Visual Quickstart guide*

*In Design CS6* Cohen

#### Also useful for this course if you are not a GD student:

*\*Designing with Type* Craig / Bevington

*Stop Stealing Sheep* Erik Spiekerman

\*These are available at the DePaul Center bookstore, LC. See calendar or assignment description for reading assignments.

The best way to become familiar with the programs is to read the sections in front of a computer with the application active so you can walk yourself through the steps. It is much harder to remember everything by just reading.

### File formatting

**Important: Submit all files in InDesign CC format.**

**If you work in InDesign CS6 outside of the lab, export file as InDesign Mark up (IDML) formatted files in order to open it in CS6.**

### Supplies you need

Folder or binder to organize hand-outs and notes

#### Material for sketching:

For the final project

1 8.5 x 11 graph paper pad 4 squares per inch  
available at any Staples or OfficeMax stores  
or print grid document posted in D2L

Pencil and fine-tipped pen for sketching and drawing

Eraser

Other useful items:

Metal straight edge for cutting

X-Acto knife or similar

Bone folder

Printing papers

B+W proofing papers are supplied by the lab

11 x 17 printing can be done in CDM 632 or off campus

For digital file back up, storage and archiving:

Flash drive for transporting files

CDRs or CDRW's for archiving files

Portable hard drive

In order for you to complete this course successfully, to finish all the projects in a professional and meaningful manner, and to fulfill the goals set for each project, it is important that you do the following:

- Work as hard as you can and to the best of your abilities (as opposed to just getting it done)
- Be here every day we meet
- Be punctual (I will take attendance at the beginning of each class session). Casual tardiness and absences suggests an unprofessional and careless attitude.
- Software demos are given almost every class meeting, and will not be repeated if you miss them.
- Be prepared with research, supplies and work required.
- Coming to class unprepared is not acceptable
- Don't use earphones during class.
- Turn off cell phones during class. Making and taking calls is allowed only during official break times!

If you have to be absent, find out what happened on the day you missed, and what you need to prepare for when you come back. Exchange phone numbers or emails with your classmates.

### How I will teach this course

All class sessions will have more or less extensive demos, except at the end of the course, when you will work on the final project in the lab.

After the presentation of a demo, I expect you to work in class during the duration of the class to practice what was covered on your own or with my help.

### Grading and evaluation

Grades will be determined on a scale from 0 to 4.

**\*0 = F, D = 1, C = 2, B = 3, 4 = A.**

\*(note that an F for any part of the course counts as 0 points in the final grade calculation.)

The final project is given a grade according to the criteria below, each of which constitutes 1/3 of the total project grade.

It is realized that grading artistic work can be partially subjective; you will have to trust the instructor's experience, intuition and sense of fairness.

See grading sheet at end of document.

### 1 Effort

Willingness to do the best job within one's abilities and talent, as opposed to just getting it done:  
Did you work hard?

### 2 Adherence

Is the project executed according to the parameters outlined?  
Did you follow instructions?

### 3 Craft

Neat and careful technical execution of assignment and presentation, attention to details. Are the features of the applications applied appropriately for a given task:  
Are you using the software as intended?

### Attendance

Because of the amount of material that will be covered during demos and tutorials, attendance is important, and can affect your grade:

More than 15 minutes late counts as one absence.

An incomplete is not given except for documented emergencies, such as hospitalization, family tragedy etc. and must be requested by the student.

### Creativity

Since this is primarily a software workshop, artistic merit of the project will not be graded, but I might suggest ways to esthetically improve your work if time allows.

### Final grade calculation

Final project: 30% of total

Final test: 30% of total

Exercise 1: 10% of total

Exercise 2: 10% of total

Exercise 3: 10% of total

Absence grade: 10% of total (each absence reduces absence grade by 1/3 grade, i.e. 2 absences from A to B+)

Exercise handed in and posted on time = A

Not handed in and posted on time = F

Incomplete, late or not adhering to instruction = C

Example:

Project grade:  $B = 0.87 \times .20 = 17.4$

Test grade:  $A = 1.00 \times .40 = 40.0$

Exercise 1  $A = 1.00 \times .10 = 10.0$

Exercise 2  $A = 1.00 \times .10 = 10.0$

Exercise 3  $A = 1.00 \times .10 = 10.0$

3 absences  $B = 0.87 \times .10 = 08.7$

Total 96.1 = A

See grading sheet on pg 7 for numerical equivalent of letter grades

**"Showing up is 80 percent of life."**

*Woody Allen*

**"I am a great believer in luck, and I find the harder I work the more I have of it."**

*Thomas Jefferson*

**"God is in the details."**

*Mies Van der Rohe*

## Calendar

This is a tentative outline for the sequence and duration of demos and projects you will work on. All due dates are indicated in boldface. You may find it necessary to work outside class.

### See demo file for exercise descriptions.

It is especially important that you practice your computer skills, the way you need to practice playing an instrument. This is the only way to become familiar with the programs and use them efficiently. Title terms in parentheses will not be covered. Some chapters contain more information than is covered by the demos, you can read the entire chapter or just the part that was covered in the demo.

Readings, demos and software tools covered are not in the same sequence as they appear in your text book.

Week	Date	Demos, exercises and final project	Pages in book	Pages in demo file	Homework (read chapters in text book after demos)
01	Sep 09	Course introduction Intro to Adobe InDesign 01 Getting Started 02 Document Setup 21 Customizing	01 – 08 09 – 40 513 – 544	02 02 02	
02	Sep 16	03 Basic Text	41 – 80	03 – 07	
03	Sep 23	09 Text Effects 13 Tabs and (Tables) <b>Intro to exercise 01</b>	213 – 230 289 – 324	08 – 09 10 11	<b>Finish Exercise 01</b>
04	<b>Sep 30</b>	<b>Post on D2L and print and hand in exercise 01 at end of day</b> 19 Printing 20 Exporting 10 Pages and (Books) 14 Automating Your Work 15 Styles 16 Typography	457 – 470 471 – 488 231 – 270 325 – 354 355 – 386 387 – 402	12 12 13 – 14 15 – 16 17 18 – 19	
05	Oct 07	<b>Intro to exercise 02</b> Start working		20	<b>Finish Exercise 02</b>
06	<b>Oct 14</b>	<b>Post on D2L and print and hand in exercise 02 at end of day</b> 04 Working with objects 05 Working in Color 06 Fills, Strokes and (Effects) 07 Points and Paths <b>Intro to exercise 03</b>	81 – 114 115 – 138 139 – 172 173 – 186	21 – 23 24 – 25 26 – 28 29 30	<b>Finish Exercise 03</b>
07	<b>Oct 21</b>	<b>Post on D2L and print and hand in exercise 03 at end of day</b> 08 Working with images Lecture on color printing Start sketching	187 – 212		Continue sketching
08	Oct 28	Bring sketches to class File set-up demo Start layout			Continue layout
09	Nov 04	Demo for binding Printing & packaging demo Continue layout			Continue layout
<b>10</b>	<b>Nov 11</b>	<b>Take final test</b>			<b>Finish binding for final hand in</b>
<b>11</b>	<b>Nov 18</b>	<b>Hand in final project and upload file for final project 12:45pm – 01:45pm</b>			

## Final project:

### Multi page document, the book

#### Goal

Use master pages and master items, column grids, spreads, automatic folio tool, image import and manipulation, color, paragraph and character styles.

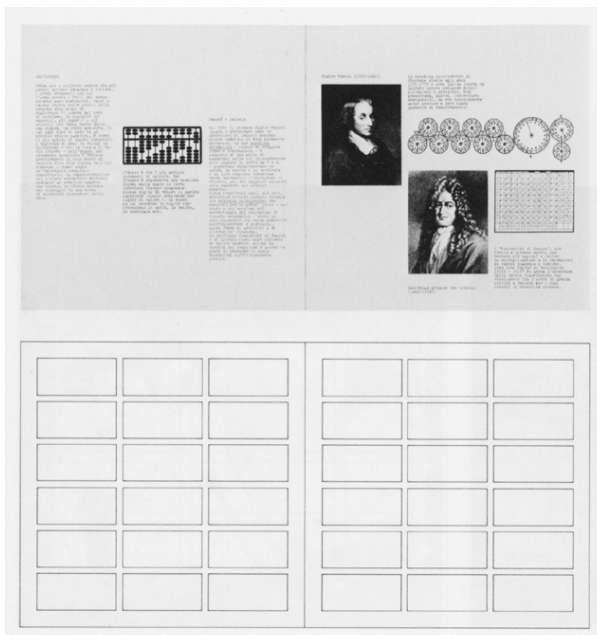
Research of images and text. Organization and editing of provided material to implement design objective. Use of grids to organize material, consideration of flow across pages and spreads, consistent handling of text elements, development of graphic rhythm, typographic refinement.

#### Preparation

Familiarize yourself with the provided text and images to be able to judge amount of text and pictures involved. **Read the text.** You are not required to use all images, but you must use all the text provided.

#### Procedure

Sketch and resolve your design concept with marker or pencil at reduced scale using the grid paper at 1/4 scale (2"x 2" page size) with bold and fine lines to indicate text. Think about the design of the cover, how the viewer is directed to the inside of the book, and the sequence and flow of information presented. Use the **typographic grid** provided to indicate position of margins, columns, page numbers and all other elements of the book, and follow that grid for your layout. Attempt several design and conceptual ideas. Select the best sketch and refine the design at half size, and produce a rough, preliminary mock-up of the entire book in InDesign with all elements in place, for presentation to class.



#### Required minimum content

##### Images

At least 7 of the pictures provided

##### Text

All text provided including:

Title of book (can be your own)

Subheads

Body text (**must be aligned to baseline grid**)

One pull quote or call out (you decide the wording)

1903 Wright Flyer statistics, as a tabbed list

Captions

Automatic folios or page numbers

Colophon and credits

#### Technical specifications for book

Doc. size 8" x 8"

Pages 12 pages self cover or 8 pages plus cover

Colors Black plus 1 **Pantone** spot ink

Comp Computer output on ink jet, color or b+w laser printer

Images Supplied on D2L course site

Text Supplied on D2L course site

Margins Inside .50

Outside 2.50

Top 2.00

Bottom 1.00

Columns 2

Gutter .25

See following pages for more information and required elements.

#### Printing &

binding Print directly from InDesign or if printing outside lab, export spreads to .pdf format with crop marks, bleed marks and registration marks and print on a b+w or color laser printer or ink jet printer on 11" x 17" paper.

Score along registration marks, trim along bleed marks and fold. Glue spreads together back to back with spray mount, adhesive film (apply over entire page) or glue stick or double-stick tape (apply to outside and inside edges only) and re-trim along crop marks

#### Presentation

- Make a pdf of the spreads without printer's marks and upload this and the InDesign document to the D2L folder for final project.
- "LastNameFirstNameFinalProject"
- Hand in the bound book and the sketches.

Left: Brochure for IBM Italy, layout and three-column modular grid. From Grid Systems in Graphic Design by Josef Müller Brockmann

### Checklist for InDesign document

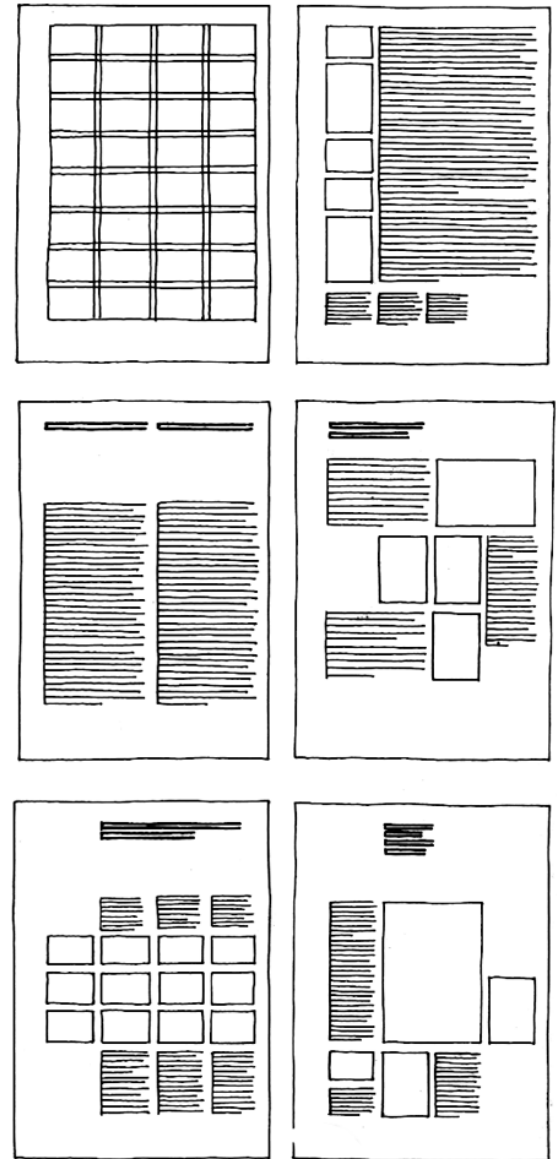
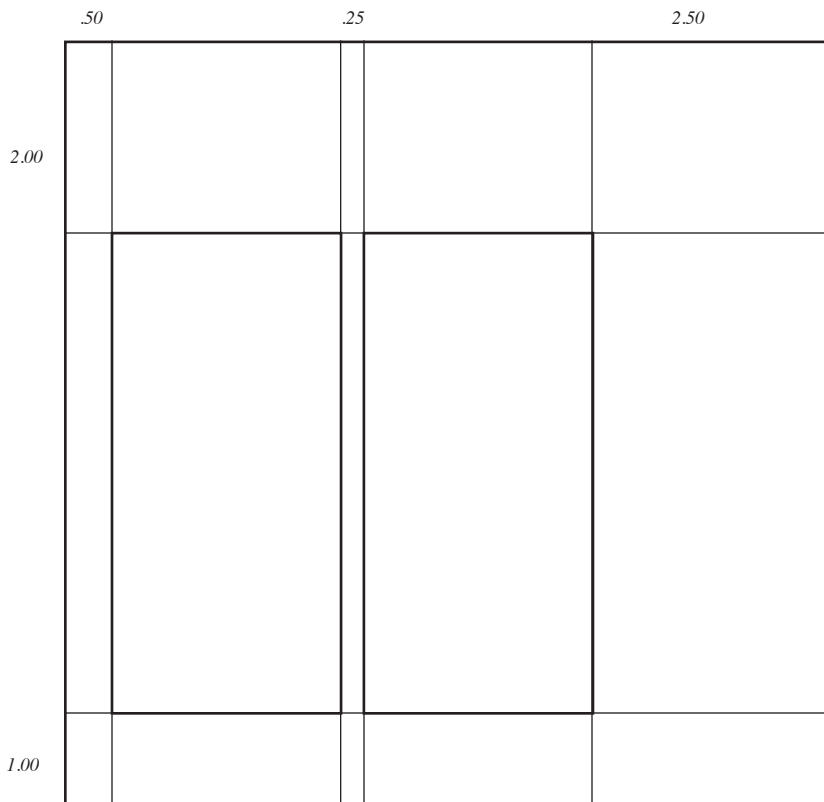
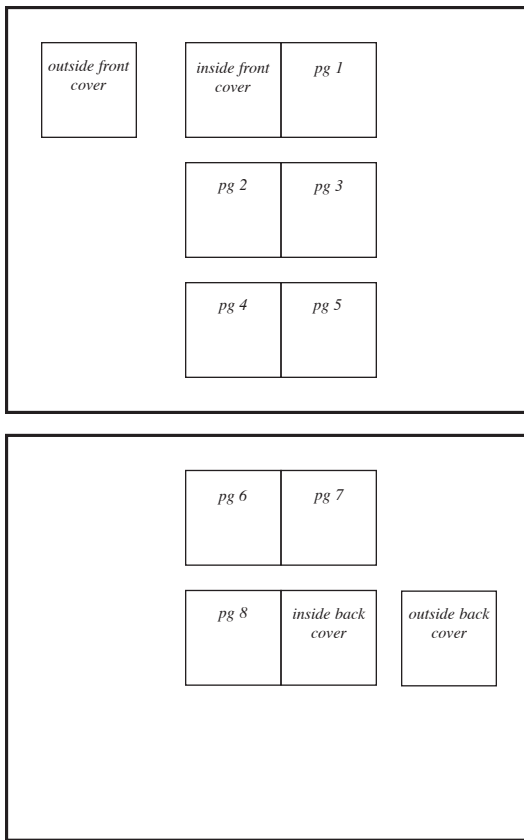
Besides the specifications on the previous page, your final InDesign document that you submit must have the following elements applied:

- 1 Body text must be aligned to baseline grid
- 2 Subtitles, body text and captions must have a paragraph style created and named appropriately and applied to appropriate text elements
- 3 One Pantone ink (not CMYK or RGB) must be saved to the swatches panel and applied to at least: 1 picture **and** head or subhead or caption
- 4 One tint of the Pantone ink must be saved to the swatches panel and applied to a document element of your choice
- 5 Automatic page numbering text frame must be on master page
- 6 Another printable element such as a rule line, running head etc. must be on master page and appear on at least some document pages
- 7 Images must have a text wrap applied if set into body text
- 8 At least one image must be in an image frame that is not rectangular (i.e. elliptical or circular) or has rounded corners.

Failure to adhere to this check list results in the deduction of one grade point for the adherence grade on your final project grade sheet.

For example: no automatic text box and no caption paragraph style reduces the adherence grade from an A to B+

A schematic of the sketching grid as it fits onto 2 8.5" x 11" sheets of grid paper for 12 pages self cover, for a total of 12 pages.



An example of reduced size hand sketches of a modular grid and various layout permutations  
 From Grid Systems in Graphic Design  
 by Josef Müller-Brockmann

A 1/2 size schematic of the 8" x 8" right hand page with a 2-column typographic grid and margins. The 2 columns are indicated by a bold outline, this is where the main text goes. Captions, titles, folios and images can go anywhere on the page. Column width does not need to be specified, it is a result of the margin and gutter settings related to page size. The left hand page is a mirror image of the right hand page when "facing pages" is clicked in the page setup dialog box.

## Grading sheet

Final project \_\_\_\_\_

Student \_\_\_\_\_

### Comments:

#### 1 Effort

4.0      3.0      2.0      1.0      0

Willingness to do the best job within one's abilities and talent, as opposed to just getting it done:  
Did you work hard?

#### 2 Adherence

4.0      3.0      2.0      1.0      0

Is the project executed according to the parameters outlined?  
Did you follow instructions?

#### 3 Craft

4.0      3.0      2.0      1.0      0

Neat and careful technical execution of assignment and presentation, attention to details. Are the features of the applications applied appropriately for a given task:  
Are you using the software as intended?

Task as per syllabus

1      2      3      4      5      6      7      8

Total \_\_\_\_\_ / 3 = \_\_\_\_\_

### Explanation of grades

Points	Percent	Grade	Description
<b>4</b>	<b>95 – 100</b>	<b>A</b>	<b>Superior</b>
3.66	91 – 94	A-	
3.33	88 – 90	B+	
<b>3</b>	<b>85 – 87</b>	<b>B</b>	<b>Good</b>
2.66	81 – 84	B-	
2.33	77 – 80	C+	
<b>2</b>	<b>73 – 76</b>	<b>C</b>	<b>Satisfactory</b>
1.66	69 – 72	C-	
1.33	65 – 68	D+	
<b>1</b>	<b>61 – 64</b>	<b>D</b>	<b>Poor</b>
0	00 – 00	F	Fail

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**School policies:****Online Instructor Evaluation**

Evaluations are a way for students to provide valuable feedback regarding their instructor and the course. Detailed feedback will enable the instructor to continuously tailor teaching methods and course content to meet the learning goals of the course and the academic needs of the students. They are a requirement of the course and are key to continue to provide you with the highest quality of teaching. The evaluations are anonymous; the instructor and administration do not track who entered what responses. A program is used to check if the student completed the evaluations, but the evaluation is completely separate from the student's identity. Since 100% participation is our goal, students are sent periodic reminders over two weeks. Students do not receive reminders once they complete the evaluation. Students complete the evaluation online at <https://mycti.cti.depaul.edu/mycti>

**Email**

Email is the primary means of communication between faculty and students enrolled in this course outside of class time. Students should be sure their email listed under "demographic information" at CampusConnect is correct.

**Academic Integrity Policy**

This course will be subject to the academic integrity policy passed by faculty. More information can be found at <http://academicintegrity.depaul.edu/>

**Plagiarism**

The university and school policy on plagiarism can be summarized as follows: Students in this course should be aware of the strong sanctions that can be imposed against someone guilty of plagiarism. If proven, a charge of plagiarism could result in an automatic F in the course and possible expulsion. The strongest of sanctions will be imposed on anyone who submits as his/her own work any assignment which has been prepared by someone else. If you have any questions or doubts about what plagiarism entails or how to properly acknowledge source materials be sure to consult the instructor.

**Incomplete**

An incomplete grade is given only for an exceptional reason such as a death in the family, a serious illness, etc. Any such reason must be documented. Any incomplete request must be made at least two weeks before the final, and approved by the Dean of the College of Computing and Digital Media. Any consequences resulting from a poor grade for the course will not be considered as valid reasons for such a request.

**Resources for Students with Disabilities**

Students who feel they may need an accommodation based on the impact of a disability should contact the instructor privately to discuss their specific needs. All discussions will remain confidential.

To ensure that you receive the most appropriate accommodation based on your needs, contact the instructor as early as possible in the quarter (preferably within the first week of class), and make sure that you have contacted either the PLuS Program (for LD, AD/HD) or The Office for Students with Disabilities (for all other disabilities) at:

Student Center, LPC, Suite #370  
Phone number: (773)325.1677  
Fax: (773)325.3720  
TTY: (773)325.7296