

# InDesign Workshop

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

**InDesign Workshop**  
**GD 152 – 601**  
Spring quarter 2018  
Thu 11:50 am – 01:20 pm  
Daniel Morgenthaler, instructor

## Syllabus

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 Chapter # in recomm. book	Pages in demo file	Homework (read chapters in text book after demos)
01	Mar 29	Course introduction Intro to Adobe InDesign 01 Getting Started & type terms 02 Document Setup 21 Customizing	02 02 02	
02	Apr 05	03 Basic Text	03 – 07	
03	Apr 12	09 Text Effects 13 Tabs and (Tables) <b>Intro to exercise 01</b>	08 – 09 10 11	<b>Finish Exercise 01</b>
04	<b>Apr 19</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	12 12 13 – 14 15 – 16 17 18 – 19	
05	Apr 26	<b>Intro to exercise 02</b> Start working	20	<b>Finish Exercise 02</b>
06	<b>May 03</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>	21 – 23 24 – 25 26 – 28 29 30	<b>Finish Exercise 03</b>
07	<b>May 10</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		Continue sketching
08	May 17	Bring sketches to class File set-up demo Start layout		Continue layout
09	May 24	Demo for binding Printing & packaging demo Continue layout		Continue layout
<b>10</b>	<b>May 31</b>	<b>Take final test</b> <b>Regular class meeting hours</b>		<b>Finish final project binding for hand in</b>
<b>11</b>	<b>Jun 08 Friday</b>	<b>Hand in final project and upload file for final project 11:30am to 01:45am</b>		Note: this is to make the lab available to finish the final project, print, bind and hand in.

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## Adobe InDesign

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**GD 152 – 601**  
Spring quarter 2018  
Thu 11:50 am – 01:20 pm  
Daniel Morgenthaler, instructor

*dmorgent@depaul.edu*

*Office hours: room 616*

*Thursdays only starting ½ hr before until ½ hr after class*

### Course and School policies:

**Attendance:** Students are expected to attend each class and to remain for the duration. Coming 15 minutes late or leaving 15 minutes early constitutes an absence for the student. The overall grade for participation drops one-third after any absence. Three absences for any reason, whether excused or not, may constitute failure for the course.

**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.

**Attitude:** A professional and academic attitude is expected throughout this course. Measurable examples of non-academic or unprofessional attitude include but are not limited to: talking to others when the instructor is speaking, mocking another's opinion, cell phones ringing, emailing, texting or using the internet whether on a phone or computer. If any issues arise a student may be asked to leave the classroom. The professor will work with the Dean of Students Office to navigate such student issues.

**Civil Discourse:** DePaul University is a community that thrives on open discourse that challenges students, both intellectually and personally, to be Socially Responsible Leaders. It is the expectation that all dialogue in this course is civil and respectful of the dignity of each student. Any instances of disrespect or hostility can jeopardize a student's ability to be successful in the course. The professor will partner with the Dean of Students Office to assist in managing such issues.

**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.

**Cell Phones/On Call:** If you bring a cell phone to class, it must be off or set to a silent mode. Should you need to answer a call during class, students must leave the room in an undistruptive manner. Out of respect to fellow students and the professor, texting is never allowable in class. If you are required to be on call as part of your job, please advise me at the start of the course.

### Changes to Syllabus

This syllabus is subject to change as necessary during the quarter. If a change occurs, it will be thoroughly addressed during class, posted under Announcements in D2L and sent via email.

### Online Course Evaluations

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 three weeks. Students do not receive reminders once they complete the evaluation. Students complete the evaluation online in CampusConnect.

### Academic Integrity and Plagiarism

This course will be subject to the university's academic integrity policy. More information can be found at <http://academicintegrity.depaul.edu/>. If you have any questions be sure to consult with your professor.

### Academic Policies

All students are required to manage their class schedules each term in accordance with the deadlines for enrolling and withdrawing as indicated in the University Academic Calendar. Information on enrollment, withdrawal, grading and incompletes can be found at: <http://www.cdm.depaul.edu/Current%20Students/Pages/PoliciesandProcedures.aspx>

### 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 the Center for Students with Disabilities (CSD) at: [csd@depaul.edu](mailto:csd@depaul.edu).

Lewis Center 1420, 25 East Jackson Blvd.

Phone number: (312)362-8002

Fax: (312)362-6544

TTY: (773)325.7296

## Introduction

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. 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 test on InDesign and some basic typographical information.

### Prerequisites

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

### Exercises

- 1 Paragraph formatting
- 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 CC*                      Cohen

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

*Designing with Type*                      Craig / Bevington

*Stop Stealing Sheep*                      Erik Spiekerman

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.

### Important file formatting information

#### Submit all files in InDesign CC format (.indd)

**.indd files are preferred, but if you have a version of InDesign that is later than 2017.1 (see InDesign CC drop down menu > about InDesign), save or export as .idml formatted file to continue working in the lab and for submissions.**

### 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

Portable hard drive or Cloud back-up

## **Your responsibility / Grading**

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.)

### **Attendance**

Because of the amount of material that will be covered during demos and tutorials, attendance is important, and can affect your grade: (see next pg.)

More than 15 minutes late counts as one absence.

### **Incomplete grade**

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

*(continued on next pg.)*

## Grading

### Exercises have two components:

- 1 Submitted InDesign file on time in D2L will be graded according to adherence as specified in the demo file list
  - 2 Printed and handed in on time
- Late digital and/or print submissions deduct 1 full grade for each component
  - Late grade reduction can be reduced by 1/3 full grade if digital or print files are submitted no later than 1 week after due date (i.e. from B to B+)

### The final project has four components:

- 1 Submitted InDesign file on time in D2L will be graded according to adherence as specified on checklist on page 6
  - 2 .pdf file of InDesign layout
  - 3 Submitted thumbnail storyboard sketches done by hand (not scanned or photographed digital files)
  - 4 printed and bound mock-up as per demo at end of quarter
- Missing mock-up or thumbnail sketches reduce grade by 1 full grade.
  - Missing file results in an F for the final project grade
- Late submissions are not accepted

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

**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? (see pg 6)  
 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?

**Final test grading is based on correct completion of 50 InDesign tasks**

### 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+)

#### Example:

Final project grade:  $B = 087 \times .20 = 17.4$   
 Test grade: .....  $A = 100 \times .40 = 40.0$   
 Exercise 1 .....  $A = 100 \times .10 = 10.0$   
 Exercise 2 .....  $A = 100 \times .10 = 10.0$   
 Exercise 3 .....  $A = 100 \times .10 = 10.0$   
 3 absences .....  $B = 087 \times .10 = 08.7$   
 Total 96.1 = A

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

## 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.

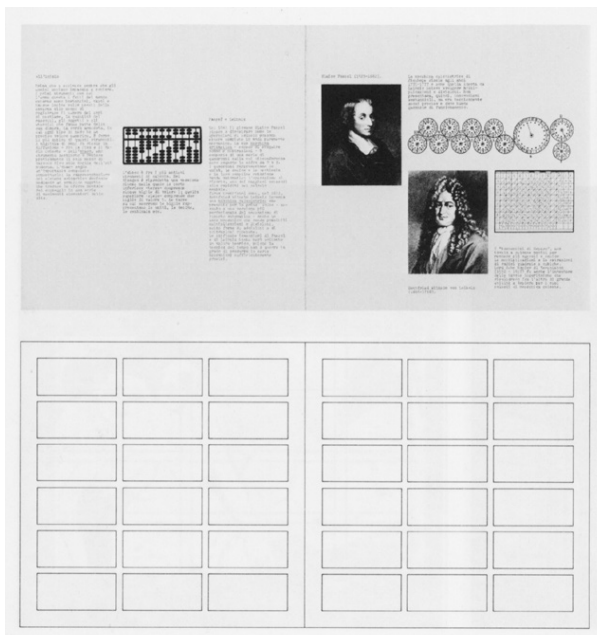
Research of images and text. Organization and editing of provided material to implement design objective. Use of grids to organize material, consideration of flow across pages and spreads, consistent handling of text elements, development of graphic rhythm, typographic refinement.

#### 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 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

### Minimum content

(same list as previous pg)

#### Images

At least 7 of the pictures provided

#### Text

All text provided including:

Title of book (can be your own)

Subheads

Body text

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

### Checklist for InDesign document

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

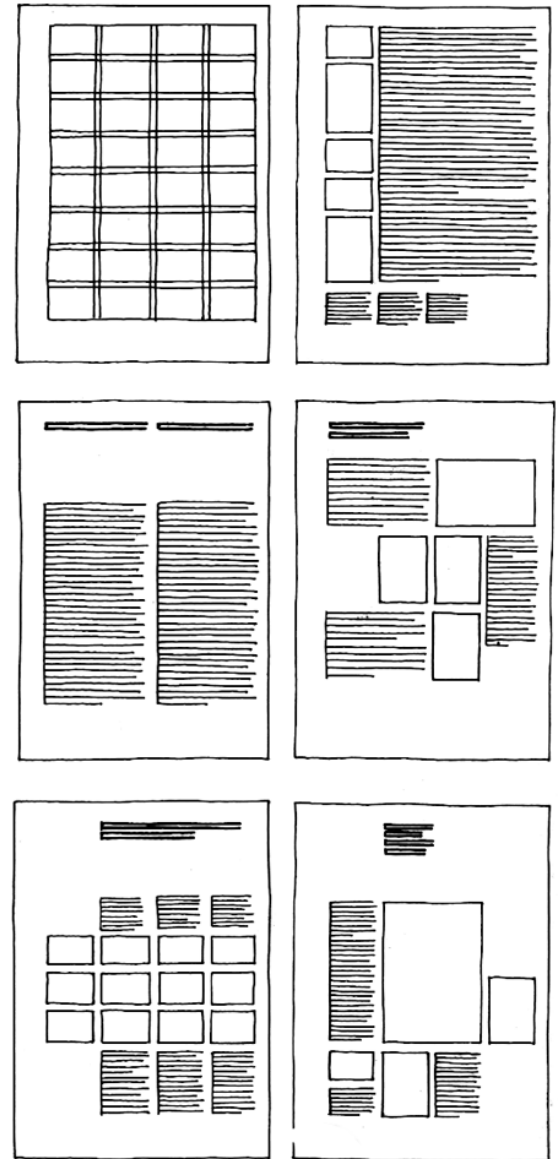
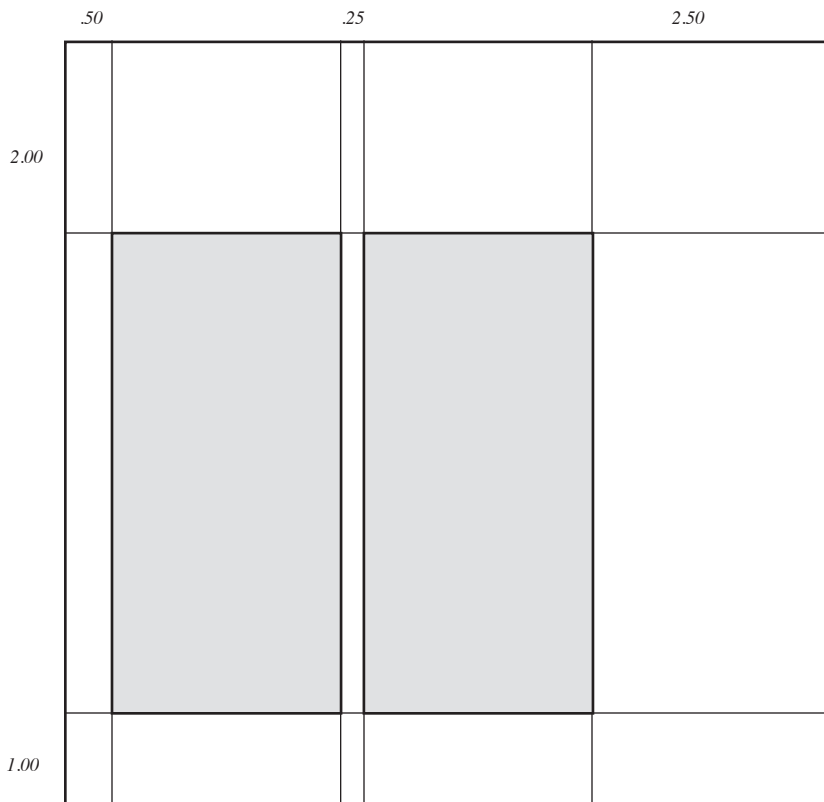
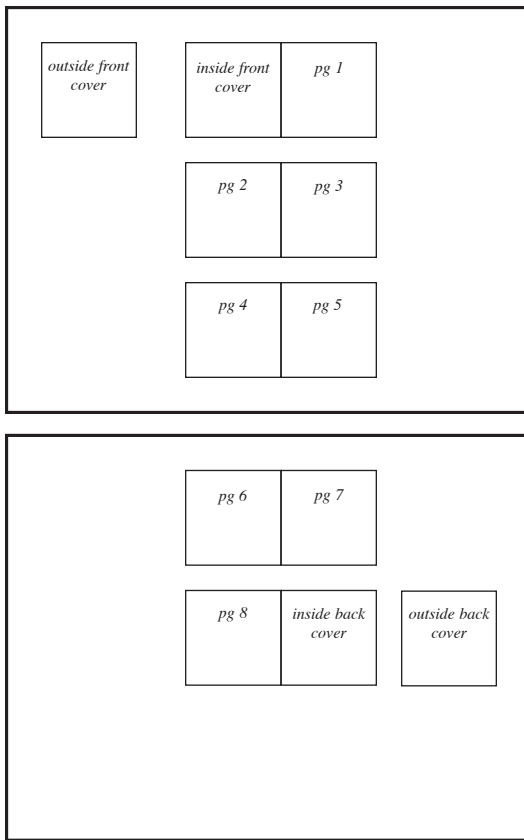
Failure to adhere to this check list results in the deduction of one grade point for the adherence grade on your final project grade sheet.

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

- 01 Body text must be **aligned** to baseline grid
- 02 Subtitles, body text and captions must have a **paragraph style** created and named appropriately and applied to appropriate text elements
- 03 No paragraph style should have manual overrides (i.e. make a separate paragraph style for body text with indent and no indent)
- 04 One **PANTONE SOLID COATED** ink (not CMYK or RGB) must be saved to the swatches panel and applied to at least: 1 picture **and** head or subheads or captions
- 05 At least one **tint** of the Pantone ink must be saved to the swatches panel and applied to a document element of your choice (i.e. background, rule line, image frame)
- 06 **Automatic** page numbering text frame must be on master page
- 07 **Another** printable element such as a rule line, running head etc. must be on master page and appear on at least some document pages
- 08 All images must have a **text wrap** applied if set into body text area
- 09 The pull quote and table must have a **paragraph rule** before and after applied, must have paragraph shading applied
- 10 At least one image must be in an **image frame** that is not rectangular (i.e. elliptical or circular) or has rounded corners



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 ½ 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 and a tint, 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      9      10

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