Level 5 Diploma in Graphic Design (991) 177 Credits

Unit: PageMaker/InDesign	**Guided Learning Hours:** 260
Exam Paper No.: 2	**Number of Credits:** 26
Prerequisites: Keystroking ability. Knowledge of Windows terminology and mouse techniques.	**Corequisites:** A pass or better in Diploma in eCommerce & Web Design or Information Technology or equivalence.
Aim: Adobe InDesign is a newer version of Adobe PageMaker, a desktop publishing program. Learners will learn the fundamentals of type design using the appropriate tools of the InDesign for Windows program, exploring innovative ways to create better documents. InDesign is great for production of brochures, booklets and more. Learners will explore valuable skills for setting up InDesign documents efficiently; examining how to converting print documents for use on the Internet and creating HTML and PDF documents for web publishing.	
Required Materials: Recommended Learning Resources.	**Supplementary Materials:** Lecture notes and tutor extra reading recommendations.
Special Requirements: This is a hands-on unit, hence practical use of computers is essential. Requires intensive lab work outside of class time.	

Intended Learning Outcomes:	Assessment Criteria:
1 The development of a document, from conceptualisation to final electronic product.	1.1 Analyse navigation within a document and its pages, along with context-sensitive palettes.
	1.2 Demonstrate how to open, collapse, and dock palettes.
	1.3 Define a basic document and insert a text frame into the document.
	1.4 Demonstrate how to open an existing document and import graphics and text into existing frames.
	1.5 Define how to print, using default settings.
	1.6 Describe static and on-line help features.
2 The basic document structure, management and page elements for master pages.	2.1 Identify the contents of the Preference panes and define universal and document preferences.
	2.2 Describe the different techniques for opening, saving, and closing files.
	2.3 Explain the anatomy of a page that has a master page applied.
	2.4 Analyse the creation of new multi-page documents containing columns.
3 Focusing on working with text, which makes up approximately 70-80 percent of printed matter.	3.1 Create and define a text frame.
	3.2 Identify and perform some basic text editing, including correcting typos, cut and paste and inserting a frame break.
	3.3 Demonstrate adjusting the tracking and kerning of entered text and then place text from an external file.
	3.4 Demonstrate the difference between true and "faked" characters and how to insert special characters.
	3.5 Demonstrate various alignment options and how to shade headings.

		3.6	Define the different tabs available through the Tabs palette and how to set them in a document.
		3.7	Analyse the different import options that are available
4 Graphic tools, particularly the Pen and Pencil tools, and begin creating shapes and lines.		4.1	Demonstrate how to draw basic shapes and lines.
		4.2	Explain how to add a custom color to the Color palette and apply color to a shape.
		4.3	Describe various gradient options and how to apply a gradient to a shape.
		4.4	Demonstrate how to import a graphic, along with its colors, into a document.
		4.5	Illustrate how to draw lines and then add curves by including additional corner points.
		4.6	Demonstrate how multiple objects can be arranged using commands from the Arrange menu and how to alter an object with transformation tools.
5 Embedding images in a document and then performing a variety of tasks, including scaling, cropping, and positioning those images.		5.1	Explain how to use shapes as frames and how to use shapes for cropping.
		5.2	Describe how to insert a graphic in a frame and different techniques for resizing.
		5.3	Compare the different placing methods and their impact on the overall document size.
		5.4	Define how to resize and crop images and arrange multiple images in a document.
		5.5	Demonstrate different borders that users can add to an image and how to create custom strokes.
		5.6	Describe how the offset size impacts the effectiveness of text
6 Using styles to provide formatting consistency within and among documents.		6.1	Illustrate how to build a style sheet for a new character style.
		6.2	Describe the various options available when creating a new paragraph style and how to format the overall structure of a document.
		6.3	Explain how to create a style based on existing styles when only a few formatting options are different between styles.
		6.4	Describe the impact of modifying a style that is referenced by other styles.
7 Text utilities commonly used during document creation and editing.		7.1	Explain how basic search and replace operations on text characters.
		7.2	Demonstrate how to use the Find/Change utility to locate and replace meta characters.
		7.3	Demonstrate how to use the Find/Change utility to search for a specify format and then replace it with a new format setting.

	7.4	Analyse how to electronically check the spelling of text within a document.
	7.5	Demonstrate how to customise the Story Editor display.
8 The steps used to produce the final InDesign document and identifying the necessary steps of gathering all elements of the file to package a document before it is sent to a service provider.	8.1	Explain the necessary drivers and files needed to print a document.
	8.2	Identify components of the Print and Export PDF dialog boxes.
	8.3	Demonstrate how to print an oversized document on multiple sheets of paper that can be trimmed and fitted together.
	8.4	Examine the exporting of a document to a PDF file for on-screen proofing.
	8.5	Describe the different options used when exporting a document to a PDF file for printing

Methods of Evaluation: A 2½-hour written examination paper with five essay questions, each carrying 20 marks. Candidates are required to answer all questions. Candidates also undertake coursework/project in PageMaker/InDesign.

Recommended Learning Resources: PageMaker/InDesign

Text Books	• InDesign Essentials: The Fast Track to Mastering Adobe's Revolutionary Page Layout Application by Alistair Dabbs, Ken McMahon and Anne-Marie Concepcion. ISBN-10: 1904705707 • Adobe InDesign CS One-on-One by Deke McClelland. ISBN-10: 0596007361
Study Manuals	BCE produced study packs
CD ROM	Power-point slides
Software	Adobe InDesign