I. **OVERVIEW**

The following information will appear in the 2010 - 2011 catalog

CGR-331  *InDesign and Typography 2*  

**Formerly listed as:** CGR - 331: Typography 2  

**Prerequisite:** Satisfactory completion of CGR 211 with a minimum grade of C or better.

InDesign and Typography 2 covers advanced skills in the page layout software InDesign and advanced skills of typography. History of Type, and the use of InDesign to perform advanced typography skills to produce outstanding; flyers, brochures, posters, etc. Field trips might be required. Course is applicable to the associate degree.

II. **LEARNING CONTEXT**

Given the following learning context, the student who satisfactorily completes this course should be able to achieve the goals specified in Section III, Desired Learning:

A. **COURSE CONTENT**

1. **Required Content:**

   A. Typographical Process
      1. Type spec procedure
      2. Markup technique
      3. Dummy creation
         a. single page
         b. multiple-page

   B. File management
      1. Memory
      2. Disk storage
      3. File creation
      4. File editing
      5. File writing

   C. Editing Procedure
      1. Cursor movement
      2. Inserting characters
      3. Deletion
      4. Scrolling
      5. Defining/moving blocks

   D. Copy blocks
      1. Definition
      2. Short cut keys
      3. Merging
4. Library items

E. Text generation
   1. Wordprocessing
   2. Direct entry
   3. Style sheets
   4. Proofing

F. Advanced typographical procedures
   1. Type refinements
   2. Leaders
   3. Indent functions
      a. tabs
      b. indent to here
      c. frame insets
   4. Text wrap
   5. Drop Caps and Initial letter
   6. Ruling
   7. Multiple columns

G. Copy fitting
   1. Mathematical formulas
   2. Mechanical

H. Pagination
   1. Format files
   2. Area composition
   3. Page numbering
   4. Multiple image per page
      a. step and repeat
      b. copy and paste
      c. paste inplace

I. History of Type
   1. Origins
   2. Designers
   3. Classifications

J. Advanced layer work
   1. Text wrap layers
   2. Document layers

K. Grids, Guides, and Aligning Objects
   1. Using Grids to Align Elements
   2. Aligning and Distributing Objects
   3. Other object management Techniques

L. Applying Styles
1. Character
2. Paragraph
3. Find and Change
4. Libraries

M. Business Forms
   1. General Design Considerations
   2. Identity packages
   3. Letter Heads and Envelopes
   4. Designing for Phone Book

N. Production Essentials
   1. Color
   2. Separations
   3. Printers Marks
   4. Graphics Management
   5. Links
   6. Bridge
   7. Prepress Tips
   8. Preflighting Documents

O. Graphics Tools in InDesign
   1. Pen tool
   2. Paths
   3. Compound paths

P. Advanced Type Anatomy

2. **Required Lab Content:**

   A. Duplication of given layouts using InDesign.
   B. Recreation of layouts done poorly using InDesign as the primary software.
   C. Layouts given the clients specs and InDesign as the primary software.
   D. Creation and Recreation of forms
   E. Creation of Type Designer presentations.
   F. Creation of text for placement into InDesign using OCR techniques, and Word files.
   G. Creation of graphics within InDesign software.
   H. Creation of layouts using a variety of graphics from Illustrator, Photoshop, or other graphics software.
B. ENROLLMENT RESTRICTIONS

1. Prerequisites
   Satisfactory completion of CGR 211 with a minimum grade of C or better.

2. Requisite Skills
   Before entering the course, the student will be able to:
   
a. Demonstrate introductory InDesign skills and Introductory Typography skills.

C. HOURS AND UNITS

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D. METHODS OF INSTRUCTION (TYPICAL)
   Instructors of the course might conduct the course using the following method:

1. Lecture.

2. Discussion.

3. Lab demonstrations.

4. Computer-assisted activities will be completed to develop skills in related topics.

5. Simulated maintenance conducted on varied pieces of equipment connecting theory to practical application.

E. ASSIGNMENTS (TYPICAL)

1. EVIDENCE OF APPROPRIATE WORKLOAD FOR COURSE UNITS
   Time spent on coursework in addition to hours of instruction (lecture hours)
   1. Weekly reading to support the weekly lab assignments to create a wide variety of layouts.
   2. Bi weekly short cut key quizzes also from reading and lecture.
   3. A presentation on a Type Designer.
   4. Lab evaluations of how students completed their work on labs that required layout and design in InDesign.

2. EVIDENCE OF CRITICAL THINKING
   Assignments require the appropriate level of critical thinking
   1. Recreate the given flyer done poorly and use good choices of type fonts, leading or line space, and utilize the skills learned to this point to make the flyer one that makes all want to attend the event.
   2. Create a presentation of a Type Designer and their work from a list of designers.
   3. Explain when you would use drop caps or initial letter for added appeal.
   4. What is the short cut for sizing type up or down?
5. What is the short cut key for a bullet?
6. Explain what type characteristics that you like in a font.
7. Explain the reasons you would create outlines of a type font.
8. Why is it important to preflight a document?

F. **TEXTS AND OTHER READINGS (TYPICAL)**


III. **DESİRED LEARNING**

A. **COURSE GOAL**

*As a result of satisfactory completion of this course, the student should be prepared to:*

Create the wide variety of pieces possible with the page layout software InDesign. Have outstanding typography rule usage in creating the wide variety of assignments in this course. Students will also have an outstanding understanding of typography and how it can enhance their layouts. Students will also have advanced skills in the use of color, graphics, and output with InDesign.

B. **STUDENT LEARNING GOALS**

*Mastery of the following learning goals will enable the student to achieve the overall course goal.*

1. **Required Learning Goals**

*Upon satisfactory completion of this course, the student will be able to:*

   a. Formulate InDesign techniques to define typeset formats when given a specific layout.

   b. Construct formats to match special layout specifications to include: type refinements, indents, run around or text wrap, rule formats, and pagination when given a layout needing type refinement.

   c. Copy text to fit a prescribed layout area when given copy fitting formulas.

   d. Construct a multiple page document, then evaluate and edit for completion, given a multiple page layout.

   e. Type spec and markup copy using the appropriate symbols and form given a copy or layout.

   f. Define, create, retrieve, and edit copy blocks to be merged as templated for typeset files given multiple files from word processing in text format.

   g. Calculate the space required to fit a given number of typewritten characters and calculate the number of characters to fit a defined layout dimension using the Character Per Pica Method when given copy-fitting formulas.

   h. Create and edit a document file using industry software, and flow into page layout when given a text to be OCR scanned or typed in word processing software.

   i. Synthesize the typographical concepts and computer software to compose a variety of files for output to RIP, printers, and PDF.
j. Make font selections that would best represent the client and enhance the design using the six
type style classification.

k. Utilize leading or line space and font variations to put emphases on selected items within specific
layout.

l. Presentations on type designer to include a written paper along with an oral presentation given a
historical type designer.

m. Utilize InDesigns ability to create outlines of type an create text frames.

n. Output separations, register marks, and preflight files.

o. Create advanced forms using a variety of InDesign techniques.

p. Recreate existing layouts done poorly and apply InDesign and typography skills to give the
layouts needed punch to meet our clients needs.

q. Create finished design given a clients specifications, InDesign software, Graphics, and required
text.

2. **Lab Learning Goals**

   *Upon satisfactory completion of the lab portion of this course, the student will be able to:*

   a. Create Forms using Tabs, Tables, Step and Repeat, and Frames.

   b. Create well balanced and designed layouts for a variety of printing projects. Using InDesign as
      the primary software.

   c. Duplicate prescribed layouts using markup and problem solving skills.

   d. Increase the use of short cut keys to increase the production speed of all students.

   e. Create advanced layouts using placed images of vector, and raster formats, and having proper
      links.

### IV. METHODS OF ASSESSMENT (TYPICAL)

#### A. FORMATIVE ASSESSMENT

1. Demonstrated skill performance (mechanical and electronic)

2. Descriptive lab analysis

3. Group task analysis/troubleshooting

4. Oral presentation of assignments

5. Problem solving techniques

6. Task performance ratings

7. Written examinations to include essays and quizzes

8. Written systems diagnosis/recommendations
B. SUMMATIVE ASSESSMENT

1. Final
2. Mid Term
3. Quizzes