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- Fill in your own class information in place of the example notes.
- Check out [this section](#) of our Teacher Handbook for tips on how to outline your video lessons.
- Select **Share** → **More** → **On - Anyone with the Link**. Share your link in the Project Gallery of the [Skillshare Teaching Class](#), or email it to our Community team at teach@skillshare.com for feedback.

Video Lesson Outline

Unit Title	Video Lesson Title	Video Lesson Type(s)	Approximate Length	Talking Points & Key Concepts
Get Started	Introduction	Talking Head,	2 min.	- Who am I? What do I do? - What will this class cover? - What will students do for the class project? -How these skills can be applied further
	Project:	Slide Presentation	3 min.	-Students will create a postcard using InDesign and Microsoft Excel to produce multiple preaddressed postcards from an organized list -I will walk you through both excel and InDesign so you can learn or strengthen your skills in either -The project I've chosen as an example is a "We've Moved" announcement. -I will demonstrate how to place photos into shapes and arrange text for a DIY greeting of your choosing. -Examples of past projects/ideas: - Gala Event - Child's Birthday - Wedding Invitation/Thank you cards;) (May not go over so well with Grandma, but you can always print a few blank to hand

				write...)
Project: Create A Mail Merged Postcard	Concept: Printing Options	Talking Head, Physical Demo	3 min.	-Before you hit pinterest, we need to talk. I've looked. There's one thing that they all have in common. Bleed. -What is bleed? -I will go over the steps to setting up a file with and without bleed. -Crop marks are a must. - So the million dollar question is... Will you: A) Print at home B) Pay to print -If you want to price out pay to print options on the internet just keep in mind that you will want something that allows you to upload images to both sides. -If you print at home, you may want to invest in a paper cutter, but on the upside you have total control and access to instant gratification. So to recap: Printing at home adds a materials list should you choose to actually produce your project. Which I hope you do. Materials: Cardstock, Printer, Paper Cutter.
	Building a Mailing List	Screencast workflow	5 min.	Intro to Excel -Headers -Customs & Columns -Mr. & Mrs., Dr., Ph.D., etc. -Standardize=sort/filter
	Inheriting a	Screencast	5 min.	-Concatenate

	List	workflow		-De Dupe -Adding, Moving, and Deleting Nothing beats the human eye. Check now. Not later. Especially if you have a massive list.
	Design your Postcard in InDesign	Screencast workflow	10 min	-Placing photos, fitting -Line -Text -Align -Knockout -Crop Marks
	To Whom It May Concern	Screencast workflow	10 min	-Put the longest line of each column in the space on the document that they will land to see if there are any issues. -Setting up the InDesign file for mail merge -Importing the data -Checking the import -Exporting with and without bleed -Crop marks and cutting
Closing	Final Thoughts		3 min.	- Review the deliverable. - Review different projects that their new skills in both programs can be applied to. -Thanks for watching. Can't wait to see what you make.

Want feedback? Send your completed outline to our Community team at teach@skillshare.com for feedback.