

Adobe Creative Cloud

Customised Half or Full Day Courses

Create a customised course covering topics from the most popular Adobe Creative Cloud apps – InDesign, Photoshop, Illustrator, Acrobat.

Choose 2-3 topics for a half day, or 5-6 topics for a full day. Speak to your trainer about your requirements and to help you customise your course to suit your needs. The topics below can be used as inspiration.

Adobe Creative Cloud

1 What is It?

*A look at the differences between **InDesign**, **Illustrator** and **Photoshop**... and which might be best for your needs. Includes a demonstration of the key functions of each of the applications, and how they should be used together as a suite of packages.*

InDesign

2 Paragraph & Character Styles

Learn how to set 'house' styles for text formatting and creating a Default Styles List for all new documents.

3 Tabs & Tables

Easily set up Tabulated text with efficiency. Create Tables to include text, images and incorporate 'live' data from external sources.

4 Columns & Linking

Using column grids and linking of text frames for striking page layouts.

5 Images & Text Wrap

Learn how to... fit images into Frames without distorting, resize images the easy way, remove backgrounds, apply Effects and add Text Wrap.

6 Colours and Gradients

Create colours or, sample colours from an image. Create Gradients and learn how to setup a default palette of 'house' colours. Learn how to apply colours and Inset Spacing to Text Frames.

7 Master Pages & Templates

Learn all about Master Pages that include repeating items across multiple pages such as... page numbering, logos, text and image frames... and then save the document as a Template for future use.

8 Preparing for Print & Digital PDF

A checklist of all considerations prior to sending for commercial print or converting to PDF that includes, checking for Errors, checking Links, Package Command, and exporting pages as PDFs or JPEGs.

9 Interactive PDFs

Learn how to bring PDFs to life with interactive Tables of Contents, Hyperlinks, Buttons, and Rollovers.

10 Custom Shapes

A look at the basic Shape Tools and their options, together with Pathfinder and Bezier Drawing to create custom shapes that can be used as either text or image frames. Learn how to convert text characters into shapes, so they can be used as frames to contain images.

11 Data Merge and Forms

A little bit like Mail Merge in MS Word...include 'live' data from external files and learn how to create fully interactive Forms with text fields and drop-down menus... that can be returned as completed PDFs.

PhotoShop

12 Cropping, Resizing & Saving

Learn how to crop an image to a target size and how best to resize images without losing quality. Understand the different File Formats like - JPEG, PNG, TIFF, EPS, PDF... and when they should be used.

13 Enhancing Images

Learn how to use Levels, Curves and Hue & Saturation, to quickly and efficiently enhance images without blindly 'dabbling' with images.

14 TouchUp Tools

See how Photoshop's touch-up tools can effectively remove unwanted areas with ease.

15 Removing Backgrounds

Remove unwanted backgrounds using a variety of methods including the Magic Eraser, Background Eraser and the 'Select & Mask' options.

16 Creative Effects

Use Replace Colour to quickly change the colour of an object in an image. Learn how to add colour to a B/W image then, learn the best practice for converting a colour image to B/W.

17 Understanding Layers*

Learn how to compose an image from multiple images and create flyers, adverts and web-banners with ease. We will look at...

- *What are Layers?*
- *Layer Basics*
- *Text Layers and Layer Effects*
- *Understanding Layer Masks*
- *New Layers for Colours and Gradients*
- *Blur & Sharpening Layers*
- *Starting with a New, custom sized, Blank Canvas.*

**Please note that Understanding Layers is a bigger topic and is equivalent in length to two other topics*

18 Actions & Droplets

Create automated tasks for batch processing of image

Illustrator

19 Drawing with Bezier & PathFinder

Master the art of using the Pen Tools to create custom shapes with ease! Or, merge shapes together in different ways to quickly achieve the desired shape without painstakingly drawing them.

20 Illustrator 3D

Create stunning 3D graphics from Extrude to Revolve and apply mapped artwork to their surfaces.

21 Image Trace & Live Paint

You'll never need to draw again once you learn how to Trace an Image and convert it to a Vector Graphic for reshaping and styling with colours, gradients and patterns.

Acrobat

22 Editing PDFs

Learn how to use the editing tools to edit text and images in PDFs. Then add Hyperlinks for an Interactive PDF.

23 Interactive Forms

Learn how to create interactive, editable Forms that can return data or the fully completed PDF document.

24 Digital Signatures & Security

Apply passwords to lock a PDF or, add Digital Signatures for security and then optimise the final File Size of the PDF.