

Adobe Creative Cloud

Short On-Line Tutorials

Adobe Creative Cloud

1 What is It?

*A look at the differences between **InDesign**, **Illustrator** and **Photoshop**... and how much does it cost? Includes a demonstration of the key functions of each of the applications, and how they should be used together as a suite of packages.*

1 Hour

InDesign

2 Paragraph & Character Styles

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

1 Hour

3 Tabs & Tables

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

1 Hour

4 Columns & Linking

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

1 Hour

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.

1 Hour

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.

1 Hour

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.

1 Hour

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.

1 Hour

9 Interactive PDFs

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

1 Hour

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.

1 Hour

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.

1 Hour

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.

1 Hour

13 Enhancing Images

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

1 Hour

14 TouchUp Tools

See how Photoshops touch-up tools can effectively remove unwanted areas with ease.

1 Hour

15 Removing Backgrounds

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

1 Hour

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 the, learn the best practice for converting a colour image to B/W.

1 Hour

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.*

2 Hours

18 Actions & Droplets

Create automated tasks for batch processing of images.

1 Hour

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.

1 Hour

20 Illustrator 3D

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

1 Hour

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.

1 Hour

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.

1 Hour

23 Interactive Forms

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

1 Hour

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.

1 Hour