

Adobe Creative Cloud Essentials

2 Day Course

Day 1

Illustrator

- Basic Drawing Tools/Bezier/Pathfinder
- Fills & Strokes
- Working with Text
- Basic Layers
- Applying Effects
- Live Paint
- Image Trace
- Saving

PhotoShop

- Cropping to Size
- Rotate & Resizing
- Colour Modes
- Saving
- Enhancing Images
- Using the Touch-Up Tools
- Basic Layers
- Layer Masks

Day 2

InDesign

- Document Setup
- Working with Text
- Paragraph Styles
- Working with Columns
- Working with Images
- Applying Text Wrap
- Framing a Text Box
- Inset Spacing
- Working with Colour
- Multiple Pages
- Master Pages
- Page Numbering
- Different Document Layouts
- Errors/Links/Package/PDF
- Saving as JPEG

Acrobat

- Bookmarks Panel
- Pages Panel
- Adding Hyperlinks
- Basic Editing
- Adding Security
- Filesize Reduction

Adobe InDesign Essentials

1 Day Course

Morning

Morning Session

Text Formatting

- Document Setup
- Allowing for Bleed
- Typing & Inserting Text
- Glyphs (Symbol Characters)
- Character Formatting
- Paragraph Formatting
- Tabs & Indents
- Bullet Paragraphs
- Paragraph Styles

Page Layout

- Working with Columns
- Linking Text Frames
- Text Frame Options
- Adding Tables

Adding Images

- Placing Images
- Image Manipulation
- Removing Backgrounds
- Image Effects
- Text Wrapping

Afternoon

Afternoon Session

Applying Colour

- Adding Borders to Boxes
- Working with Colour
- Applying Gradients

Working with Pages

- Adding Pages
- Setting Up Master Pages
- Page Numbering
- Section Numbering

Printing the Document

- Printing the Booklet
- Creating Custom Documents

Prepare for Output

- Preparing for Print
- Preparing for Digital Distribution
- Converting to PDF

Adobe InDesign Level 1

2 Day Course

Day 1

Morning

- InDesign Interface
- Document Setup
- Character Format - Tracking/Kerning...
- Paragraph Format - Leading/Hyphens/DropCap/Glyphs/Bullets/Tabs...
- Paragraph Styles
- Character Styles
- Columns

Afternoon

- Images/Wrap/Clipping Path/Opacity/Gradient Feather
- Framing Boxes
- Inset Spacing & Vertical Alignment
- Applying Colour
- Creating Colours
- Sampling Colours
- Applying Gradients
- Basic Shapes
- Real Page Example

Day 2

Morning

- Pages Panel
- Master Pages
- Page Numbering
- Section Breaks
- Multiple Masters
- Booklet Command
- Different Document Types/Layouts
- Templates
- Checking Errors
- Checking Links
- Package
- Convert to PDF
- Convert to JPEG

Afternoon

- Pathfinder
- Effects
- Object Styles
- Tables
- Libraries
- Interactive PDF - Hyperlinks/Buttons

Adobe InDesign Level 2

1 Day Course

Morning

Morning Session

Working with Text

- Glyphs
- Tabs
- Paragraph Rules
- Paragraph Spacing
- Paragraph Style Defaults
- Setting Basic Paragraph Style
- Baseline Grid
- Bullet Colour
- Vertical Alignment
- Baseline Shift
- Column Breaks
- Auto Correct/Spelling
- Find & Replace
- Primary Text Frame
- Link to Text Files

Working with Images

- Resizing Images & Frames
- Anchored Images
- Clipping Paths
- Links/Embedding
- Place Multiple Images into a Grid
- Auto Fitting
- Gradient Feather
- Ignore Text Wrap

Afternoon

Afternoon Session

Working with Pages

- Page Tool
- Page Rotation
- Multiple Master Pages
- Drag/Drop Pages
- Gap Tool
- Smart Guides
- Align/Distribute

Working with Shapes

- Basic Shapes
- Pathfinder
- Multi-Frames
- Text - Create Outlines
- Text - Along a Path
- Default Colour Swatches
- Gradients
- Object Styles
- Libraries & CC Library
- Layers

Extras

- Book Command
- Step & Repeat
- Hyperlinks / Buttons / Forms / Video (Acrobat)
- Templates

Adobe Illustrator Essentials

1 Day Course

Morning

Morning Session

Drawing with Illustrator

- Creating Basic Shapes
- Bezier Drawing
- Using Pathfinder
- Using the Knife Tool

Applying Fills & Strokes

- Fills - Colour/Gradient/Patterns
- Clipping Masks
- Applying Stroke Styles

Adding Text

- Working with Text
- Typing Text Along a Path
- Converting Text to Shapes with Outlining
- Distorting Text and Shapes with Envelopes
- Adding Perspective with 3D Rotate

Adding Effects

- Power Rotate
- Adding Drop Shadows & Opacity

Ensuring Accuracy

- Working with Guides & Grids
- Aligning & Distributing Objects

Afternoon

Afternoon Session

Working with Layers

- Understanding Layers
- Adding Layers
- Managing Layers

Creative Tools

- Blending Shapes
- Working with Brushes
- Creating Symbols

Working in 3D

- Extruding Objects
- Using 3D Revolve
- Mapping Artwork

Converting from Image to Vector

- Live Paint
- Image Trace

Managing Pages

- Isolation Mode
- Working with Artboards

Adobe Illustrator Level 1

2 Day Course

Day 1

Morning

- Illustrator Interface
- Creating Basic Shapes
- Bezier Drawing
- Using Pathfinder
- Using the Knife, Sissors and Eraser Tools
- Path Outlining
- Offset Path Command
- Fills - Colour/Gradient/Patterns
- Clipping Masks

Afternoon

- Applying Stroke Styles
- Working with Text
- Text Along a Path
- Outlining Text
- Distorting with Envelopes
- Adding Perspective with 3D Rotate
- Power Rotate
- Applying Effects
- Adding Opacity
- Graphic Styles
- Saving

Day 2

Morning

- Guides & Grids
- Align & Distribute
- Working with Layers
- Multiple Fills and Strokes
- Creating Graphs
- Blending Shapes
- Working with Brushes

Afternoon

- Selecting Objects
- Links & Embedding
- Working with Symbols
- Applying 3D Extrude and Revolve
- Live Paint
- Image Trace
- Isolation Mode
- Working with Artboards
- Examples & Tasks

Adobe Photoshop Elements

1 Day Course

Morning

Morning Session

The Basics...

- Photoshop Elements Interface & Expert Mode
- Crop to Size & Straightening an Image
- Colour Mode & Resizing an Image
- Saving Images

Enhancing Images

- Levels/Curves/HSB
- Dodge/Burn

TouchUp Tools

- Clone/Healing/Spot Healing
- Content Aware & Red Eye

Selections & Cutouts

- Selecting Tools & Inverse Command
- Using the Magic Eraser
- Using the Background Eraser
- Select & Mask

Afternoon

Afternoon Session

Applying Effects

- Replace Colour
- Using the History Panel
- Colourizing a B/W Image
- Converting to B/W

Working with Layers

- Overview of Layer Basics
- Layer Masks from Brushing
- Blur & Sharpen
- Fills and Gradients
- Creating a New Canvas
- Adjustment Layers
- Clipping Layers

Adobe Photoshop Essentials

1Day Course

Morning

Morning Session

5 Basics...

- Crop to Size & Straightening an Image
- Colour Mode & Resizing an Image
- Saving Images

Enhancing Images

- Levels/Curves/HSB
- Sharpen/Reduce Noise
- Dodge/Burn
- Adjustment Layers

TouchUp Tools

- Clone/Healing/Spot Healing
- Content Aware & Red Eye

Selections & Cutouts

- Selecting Tools & Inverse Command
- Using the Magic Eraser
- Using the Background Eraser
- Select & Mask

Afternoon

Afternoon Session

Applying Effects

- Replace Colour
- Using the History Panel & Brush
- Colourizing a B/W Image
- Converting to B/W

Working with Layers

- Overview of Layer Basics
- Layer Masks from Brushing
- Blur & Sharpen
- Fills and Gradients
- Creating a New Canvas
- Adjustment Layers
- Clipping Layers

Adobe Photoshop Level 1

2 Day Course

Day 1

Morning

- Photoshop Interface
- Crop/Rotate/Colour Mode
- Resizing Images
- Saving Images
- Enhancing Images - Levels/Curves/HSB
- TouchUp Tools
- Creating Selections
- Using the Magic Eraser
- Background Eraser
- Using Select & Mask

Afternoon

- Replace Colour
- History & History Brush Tool
- Colourizing B/W Images
- Creating B/W Images
- Examples & Tasks

Day 2

Morning

- Basic Layers
- Adding Text & Effects
- Layer Masks from Brushing
- Layer Masks from Selections
- Adding a New Layer
- Applying Colour & Gradients
- Creating a New Canvas

Afternoon

- Applying Blur and Sharpen
- Flatten/Merging/Linking
- A Look at Filters
- Adjustment Layers
- Clipping Layers
- Examples & Tasks

Adobe Photoshop Level 2

1 Day Course

Morning

Morning Session

Routine Editing

- Crop to Size
- Straightening an Image
- Resizing an Image
- Save for Web Command
- Enhancing - Levels/Curves/HSB
- Dodge/Burn on Channels
- Adjusting Canvas Size
- Clone/Healing/Content Aware Tool

Selections & Cutouts

- Select Colour Range
- Inverse Command
- Object Selection Tool
- Select & Mask (1)
- Paths to Selections
- Using the Magic Eraser
- Using the Background Eraser
- Select & Mask (2)
- Applying Layer Masks (1)

Afternoon

Afternoon Session

Applying Effects

- Replace Colour
- Colourizing a B/W Image
- Using the History Brush Tool
- Converting to B/W
- Puppet Warp

Working with Layers

- Overview of Layer Basics
- Opacity vs Fill
- Layer Masks from Brushing
- Layer Masks from Selections
- Blur & Sharpen
- Fills and Gradients
- Creating a New Canvas
- Adjustment Layers
- Clipping Layers
- Adding Perspective to Text
- Lock Transparency
- Smart Objects
- Actions & Droplets

Adobe Lightroom Classic

1 Day Course

Morning

Morning Session

Introduction & Overview

- Lightroom vs PhotoShop
- Overview of Lightroom
- Understanding the Interface

The Library Module

- Importing Images
- Adding Keywords
- Syncing Folders
- Adding Collections
- Ratings and Filtering

The Develop Module

- Using Quick Develop in Library Module
- Cropping and Editing Images
- Using the Navigator Panel
- Enhance Images
- Applying Adjustments to Multiple Images
- Using the History Panel

Afternoon

Afternoon Session

General Features

- Creating a Panorama with PhotoMerge
- Sending Images for Edit in PhotoShop
- Using Face Recognition

The Map Module

- Setting Up the Identity Plate
- Using Locations to Sort Images

Printing & Exporting

- Exporting Images as New Files
- Printing Images
- Using the Template Browser
- Adjusting the Layouts
- Creating a Slideshow Movie
- Understanding the Publish Services

Adobe InDesign - Interactive PDF's

1 Day Course

Create fully interactive documents that include tables of contents, hyperlinks, buttons and forms using Adobe InDesign. Place live data into your documents by linking to text and spreadsheet files and merge data from external sources. This course covers aspects of both Adobe InDesign 2020CC and Adobe Acrobat Pro DC

Morning

Morning Session

Tables of Content

- Paragraph Styles
- Character Styles
- Table of Contents with PDF Bookmarks

Linking Text & Data Files

- Place Linked Text Files
- Data Merge with text and Images
- Bookmarks and Destinations

Adding Hyperlinks

- Hyperlinks from Text URL's
- Adding Hyperlinks
- Buttons and Actions
- Adding Rollover Effects
- Video Control

Afternoon

Afternoon Session

Creating Forms

- Adding Tables
- Embedding Content
- Understanding Form Fields
- Adding Buttons

Interactive PDF

- Page Transitions
- Publish Online
- Export to JPEG

Using **ACROBAT** to...

- Create and Edit Links
- Add Comments and Attachments
- Add Video
- Edit Forms
- Add Buttons and Actions
- Full Screen Mode
- Adding Security
- Optimising PDF's