

## ADOBE TRAINING

All Adobe courses can be taken as 2 hr, 3 hr or 6 hr sessions with adjustments to the number of topics which can be covered in that time- you can pick and choose your topics from the lists below. You can even mix and match your training topics if you wish. We have listed the available topics under each program heading, please check them out and then contact us to discuss your requirements on [pctutor.forward@gmail.com](mailto:pctutor.forward@gmail.com) or ring us on **07-281-2408**.

**Adobe Photoshop** is the industry standard for digital-image editing and graphics creation. Photoshop's versatility makes it a popular choice among web designers, graphic designers, digital media artists, print designers, photographers and other professionals in design and image-editing. Your tutor has been teaching Photoshop since 1990.

- Photoshop Preferences
- The Workspace
- Panels and Toolbox
- Keyboard Shortcuts
- Zoom Controls
- Screen Modes
- Using Levels & Curves
- Colour Correction
- Sharpening Methods
- Image Cropping & Resizing
- Working with Layers
- Type Layers
- Filters & Special Effects

- The Selection Tools
- Quick Masks
- Alpha Channels
- Clipping Paths
- Export to Illustrator
- Save for Print & Web
- Adjustment Layers
- Focus & Toning Tools
- Smart Objects
- Colour to Black & White
- Actions & Droplets
- Photo Filters
- Replace Colour

- Match Colours
- Healing Tools
- Photomerge
- Clipping Groups
- Vanishing Point
- Warp Tool
- Content-aware Scaling
- Custom Brushes
- Custom Patterns
- Advanced Layer Masks
- Blending Modes

**Adobe InDesign** is a page layout application that provides precise control over typography and built-in creative tools for designing, preflighting, and publishing documents for print, online, and mobile devices. Quickly create stunning print work such as posters, flyers, brochures, magazines, newspapers, books and EPUB files using a variety of productivity and production tools.

- The Workspace
- Document Setup
- Master Pages
- Page Numbering
- Placing Text
- Story Editor
- Character & Paragraph
- Formatting
- Text Frame Options
- Indent Controls
- Bullets & Numbers
- Tabulation
- Colour Controls
- Drawing Essentials
- Working with Graphics
- Text Wrapping
- Text on a Path

- Output to Print & PDF
- Keyboard Shortcuts
- Templates
- Creating Linked Files
- Character Styles
- Paragraph Styles
- Object Styles
- Transforming Objects
- Effects and Filters
- Document Layers
- Object Libraries
- Using the Pen Tool
- Clipping Masks
- Working with Tables
- Table Styles
- Table of Contents
- Placing Multiple Files

- Page Turn
- Page Transitions
- Create EPUB files
- Contact Sheets
- Nested Styles
- Nested Line Styles
- Looping Styles
- Table & Cell Styles
- Live Preflight
- Power Shortcuts
- The Links Panel
- Smart Guides
- Spread View Rotation
- Conditional Text
- Using Quick Apply
- Using GREP
- Pathfinder

**Adobe Illustrator** is the standard application for illustration design to create distinctive vector based graphics and art work which can be easily rescaled without the loss of quality. Used by design professionals worldwide, Illustrator provides precision and power with sophisticated drawing tools, expressive natural brushes, and a host of time-saving features.

<ul style="list-style-type: none"> <li>The Workspace</li> <li>Setting Preferences</li> <li>Setting up Artboards</li> <li>Vector v. Raster Graphics</li> <li>Using Basic Drawing Tools</li> <li>Transform Tools</li> <li>Manipulating Objects</li> <li>The Type Tools</li> <li>Text Wrap</li> <li>Type on a Path</li> <li>Text Controls</li> <li>Character Formatting</li> </ul>	<ul style="list-style-type: none"> <li>Paragraph Formatting</li> <li>Spell Checking</li> <li>Exporting Artwork</li> <li>Setting Marks &amp; Bleeds</li> <li>Printing</li> <li>Drawing with the Pen Tool</li> <li>Liquefy Tools</li> <li>Colour Controls</li> <li>Kuler Colour Themes</li> <li>Gradients</li> <li>Gradient Mesh</li> <li>Layers</li> </ul>	<ul style="list-style-type: none"> <li>Filters</li> <li>Object Blends</li> <li>Complex Paths</li> <li>Customs Patterns</li> <li>Custom Brushes</li> <li>Clipping Masks</li> <li>Live Paint</li> <li>Live Trace</li> <li>Live Effects</li> <li>Illustrator Charts &amp; Graphs</li> </ul>
---	---	--

**Acrobat Pro** lets you create, edit and deliver PDF files, share information more securely, and gather feedback more efficiently. No matter what type of content you need to convert or scan to PDF — paper documents, email, photos, spreadsheets, etc., you can do it quickly and confidently with Acrobat.

<ul style="list-style-type: none"> <li>What is Acrobat?</li> <li>Acrobat Distiller</li> <li>The Workspace</li> <li>Navigating PDF files</li> <li>Creating PDFs</li> </ul>	<ul style="list-style-type: none"> <li>Combining Files</li> <li>Batch Creation</li> <li>PDF Portfolios</li> <li>Security</li> <li>Bookmarks &amp; Links</li> </ul>	<ul style="list-style-type: none"> <li>Editing Content</li> <li>Commenting &amp; Markups</li> <li>PDF Forms</li> <li>Saving &amp; Exporting</li> </ul>
---	--	--

**Adobe Dreamweaver** provides total support for website creation and management. This advanced program meets the needs of many skills levels, from beginners just learning about page creation to professional web designers.

<ul style="list-style-type: none"> <li>Web Design Concepts</li> <li>Site Planning</li> <li>Responsive Sites</li> <li>The Workspace</li> <li>Defining the Site</li> <li>Page Properties</li> <li>Cascading Style Sheets</li> <li>Working with Code</li> <li>Working with Colours</li> <li>Add and Format Type</li> </ul>	<ul style="list-style-type: none"> <li>Tables</li> <li>Meta Tags</li> <li>Web Graphics &amp; Image</li> <li>Backgrounds</li> <li>Working with Links</li> <li>Templates</li> <li>Inserting Flash</li> <li>Inserting Video Clips</li> <li>Rollover Buttons</li> <li>JavaScript</li> </ul>	<ul style="list-style-type: none"> <li>Navigation Bars</li> <li>CSS Buttons</li> <li>The Assets Panel</li> <li>Audio Files</li> <li>Publishing the Site</li> <li>Image Maps</li> <li>Form Design Theory</li> <li>Create Web Forms</li> <li>Form Validation</li> </ul>
---	---	---