

# Adobe® Software Training Courses

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**Course Fees:** 1-day courses: **\$395.00** (includes workbooks or handouts)

2-day courses: **\$650.00** (includes workbooks or handouts)



In this quick-start course, you will learn basic concepts and essential techniques so you can use InDesign to unleash your creativity and productivity.

## Introduction and Intermediate InDesign CS3 (2-day course)

In this quick-start course, you will learn basic concepts and essential techniques so you can use InDesign to unleash your creativity and productivity.

### The InDesign Workspace

Using Palettes, Control strip, Toolbox, and creating custom workspaces.

### Adobe Bridge

Leverage the power of Adobe Bridge to manage your work and files.

### Document Creation

New document options and settings.

### Text and Styles

Using Microsoft Word and text files with InDesign.

### Placing and Linking Images

#### (Photoshop and Illustrator)

Place native Photoshop and Illustrator files on a page. Understand which formats to use in your layout and why.

### Page Layout

Using guides, and transform options to create a basic page layout with text frames and picture frames.

### Objects shapes

Create basic shapes, rectangles, ellipses, fancy corners, stars and custom shapes.

### Typesetting

Working with fonts, kerning, tracking, margin alignment, drop caps and baseline grid.

### Paragraph Styles

Creating paragraph styles to format text easily and quickly.

### Placing Layered Photoshop Files

Working with Photoshop layer comps from InDesign.

### Master Pages

Be a master of master pages and create auto page numbers.

### Preparing for Print

The essential guide for checking resolution, colour space, and transparency flattening.

### Colour Swatches

Create your own colour palette and gradients.

### Transparency

Using transparency features to create eye-catching designs.

### NEW TO CS3:

#### Table Styles

Use table and cell styles to apply instant formatting.

#### Find/Change

Process changes on text and object attributes throughout documents. Use advanced pattern-based searches.

#### Transparency

Use transparency as a powerful design tool for both graphics and type, together with production features that ensure reliable output of transparent objects.

#### Bullets and Numbering

Use advanced hierarchical numbering across documents in a book.

#### Text Variables

Create text that links to a master text object.

#### Export to XHTML

Meet the challenges of cross-media workflows with the new Export to XHTML feature

Learn how to drive the key new features in InDesign CS3.

## InDesign CS3 Update (1-day course)

### Creative effects and controls

Design compelling page layouts that include transparency, creative effects, and gradient feathers. Since effects are live and nondestructive, you can experiment with ease.

### Productivity enhancements

Perform a variety of tasks more efficiently using new and enhanced productivity features, including Multi-file Place, Quick Apply, faster frame fitting, and the visual Pages panel.

### Table and cell styles

Quickly and consistently format tables using table and cell styles.

### Robust long-document support

Maintain consistency and streamline the production of long documents using advanced bullets and numbering, running headers and footers, and synchronized master pages.

### Advanced Find/Change on text and objects

Apply changes to text and object attributes across one or more documents. XHTML export  
Enable multiformat publishing, including print-to-web workflows, by exporting InDesign content as XHTML.

### Intuitive and customizable workspace

Work in an environment that makes it easier to be productive.

### Placed InDesign files

Reuse layouts by placing INDD files in another InDesign document.

### Rule-based layouts from XML

Use scripts that apply rules to automatically build page layouts and format text and graphics from XML content.

### Automation through scripting

Automate tasks by writing scripts in JavaScript, AppleScript, and VBScript.



A quick-start course. You will learn basic concepts and techniques, handling and processing digital images effectively, and pick-up some helpful tips and tricks.

## Introduction and Intermediate Photoshop CS3 (2-day course)

### About Resolution

Pixel size requirements for print and web.

### Colour Modes

When and why is the best and most appropriate time to use different colour modes.

### About File Formats

JPEG, PSD, GIF, PNG, TIFF, PDF and others: which formats to use, and when to use them.

### About Compression

How to make you file sizes small, when, why and how.

### The Work Area

Master Adobe Bridge and Photoshop workspace, and get to grips with Tools, Menus, Palettes and Preferences.

### Adjusting Colour

How to fix image colour and contrast, and control hue, saturation, levels and curves.

### Cropping and Straighten

Fixing crooked images and changing the perspective on an image that has been shot from an angle.

### Layers

Learn all about layers, layer options, blending modes, effects and masks.

### Text

Working with text and adding special effects.

### Healing and Spot Tool

Retouch an old photograph and a portrait.

### Liquify for Body Reshaping

Retouch with the liquify filter to change the shape of something, or someone.

### Extract Tool for Etching

Remove an object from its background and replace it with a new one.

### Digital Camera Workflow

Working with different formats and digital camera types. Organize images easily and sensibly.

### Adjusting Colour

Adjust and control colour to get the results you need.

### Channels Selections and Threshold

Masking  
The tried and true method for masking around hair and creating tricky selections.

### Paths Selections

Using paths, channels or a host of other tools to isolate an area.

### Blend Modes

How our layers interact with each other, and how to control the interaction.

### Smart Objects

Keeping your objects flexible.

### Layers

A closer look at working with options in the layers dialogue box.

### Image Processing

Automating manual tasks with actions and batch processing.

### NEW TO CS3:

### UI Enhancements

Maximise screen real estate for editing while keeping essential tools accessible.

### Quick Selection Tool and Refine

### Edge

Slash the time needed to choose image areas with the new Quick Selection tool.

### Smart Filters

Add, adjust, and remove filters from an image without having to re-save the image or start over to preserve quality.

### Automatic Layer Alignment and Blending

Create more accurate composites by automatically aligning multiple Photoshop layers or images based on similar content.

### Zoomify

Export high-resolution images to the web for flexible robust viewing through the Adobe Flash Player.

### Vanishing Point

Edit in perspective on multiple surfaces with the enhanced Vanishing Point.

### 3D Support

Easily render and incorporate rich 3D content into your 2D composites.

### Movie Paint and Animation Palette

Easily create animations from a series of still images or video frames with a new Animation Palette that enables onion skinning.

### Camera Raw and Bridge

Organise and manage images more efficiently.

### Black and White Conversion

Easily convert color images to rich black-and-white and adjust tonal values and tints with this new, one-click tool.

### Curves and Printing

Easily view and make changes to your images before printing.

Learn how to drive the key new features in Photoshop CS3.

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You have probably used Illustrator to create simple illustrations and logos. However, you may now need to create complex illustrations, print documents without any errors or color mismatches, or prepare illustrations for the web. In this course, you will create complex, robust illustrations that go beyond those you could create using Illustrator's basic tools.

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## Introduction and Intermediate Illustrator CS3 (2-day course)

### Creating Simple Shapes

- Create a New Document
- Customize the Workspace
- Draw Basic Shapes with the Shape Tools
- Draw Basic Freeform Shapes with the Pencil Tool

### Creating Logos Using Simple Shapes

- Format Objects
- Manipulate Objects
- Insert Type

### Creating Logos Using Custom Paths

- Draw Paths with the Pen Tool
- Modify Existing Shapes
- Duplicate Objects
- Apply Graphic Styles

### Enhancing Logo Type

- Apply Gradients to Type
- Flow Type on a Path
- Apply an Envelope to Type

### Manipulating Body Type

- Import Body Type
- Format Type with Styles
- Find and Replace Text
- Fix Spelling Errors
- Insert Typographic Characters

### Creating an Advertisement

- Import a Graphic
- Align Objects
- Apply Spot Colors
- Wrap Text
- Export a File

### Organizing Assets with Adobe® Bridge

- Customize the Adobe Bridge Workspace
- Append Metadata to Assets

### Creating Complex Illustrations

- Create Shapes Using the Pathfinder Commands
- Create Compound Paths
- Offset Paths
- Apply Effects
- Create Symbols
- Create Custom Pattern Brushes
- Organize Objects with Layers
- Modify Global Colors

### Providing Support for PSD and PDF Files

- Open Layered Photoshop Documents
- Create an Adobe PDF File

### Creating a Vector Version of a Raster Graphic

- Manually Trace Raster Images
- Trace Artwork Automatically
- Adjust the Results of a Tracing
- Apply a Custom Preset
- Convert a Tracing Object to Paths

### Coloring Artwork Using Live Paint

- Apply Paint Using Live Paint
- Correct Gaps in Objects
- Convert Objects to Live Paint Groups

### Creating a Poster

- Simplify Paths
- Create Clipping Masks
- Create 3D Effects
- Create Blends
- Share Graphic Styles

### Exporting Graphics for the Web

- Convert Colors to Web-Safe Colors
- Create Slices
- Add Interactivity to an SVG File
- Export Web Graphics

### Applying Color Management

- Decide When to Use Color Management
- Set Up Color Management

### Outputting Documents

- Print a Composite Proof
- Create Color Separations

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## Illustrator CS3 Update (1-day course)

### Live Color

Explore, apply, and control color variations using Live Color, which lets you select any artwork and interactively edit the colors to see results immediately. Use the Color Guide panel to quickly choose tints, shades, or harmonious color combinations.

### Integration with Adobe Flash

Import native Illustrator files into Adobe Flash® CS3 Professional software, or copy and paste artwork from Illustrator to Flash with paths, anchor points, gradients, clipping masks, and symbols intact. Layers, groups, and object names are also preserved.

### Drawing tools and controls

Draw in Illustrator more quickly and fluidly than ever. Easier and more flexible anchor point selection, improved operat-

ing performance, and a new Eraser tool help you create artwork efficiently and intuitively.

#### Control panel

Discover more options faster and free up screen space by accessing anchor point controls, clipping masks, envelope distortions, and more from the context-sensitive Control panel.

#### Eraser tool

Quickly remove areas of artwork with the Eraser tool as easily as you erase pixels in Photoshop, and enjoy complete control over the width, shape, and smoothness of the erasure.

### New Document Profiles

Create artwork easily by selecting pre-built profiles for various types of media, and save custom profiles that specify such setup parameters as artboard

dimensions, styles, and color spaces.

### Crop Area tool

Define crop areas interactively for print or export. Choose preset web ratios or video formats with safe areas, and set crop marks intuitively. Define multiple crop areas and easily move between them as needed.

### Isolation mode

Edit objects in a group without disturbing other parts of your artwork. Easily select hard-to-find objects without having to restack, lock, or hide layers.

### Symbols for Flash

Use Symbols to animate repeated objects while keeping file sizes small. Define and name symbol object attributes, and preserve these properties when you take the artwork to Flash CS3 Professional for further editing.



This advanced workshop takes on the challenges faced by print professionals every where, who have been frustrated by the obstacles of getting their on screen document to print just right.

## Advanced Courses and Workshops

**Advanced Course Fees:** Half-day courses: **\$395.00**

1 Day Courses: **\$495.00**

### Advanced Print Production Techniques (Half-day 4 Hours)

#### The Printing Process

We discuss the life cycle of a print job, with a focus on better understanding the physical process of a print job. Other topics include; ink behavior on paper, the process of binding and finishing, as well as other topics.

#### Raster Image Recipes

We discuss; pixels and resolution, how to scale and rotate while maintaining image fidelity. Also; appropriate image formats for print, RGB versus CMYK and when to use them.

#### Vector Graphics Recipes

Differences in vector file formats. Embedding text and images. Creating multiple pages in Illustrator.

#### Fonts

Different types of Font formats, and when to use them (which is the best font technology to use). Font management programs. Font licensing issues.

#### Submitting Your Print Job

Preparations during the design process. Communicating with your printer. Planning for Print. Sending Job Files. Preparing for proofing cycles.

#### Photoshop Production Techniques

Plan ahead! Working in layers. Transparency. Silhouettes and masking techniques. Spot colors and Duotones. Using vectors in Photoshop.

#### Illustrator Production Techniques

Differences between Illustrator versions. Simplifying complex artwork. Using Filters and Effects.

#### InDesign Production Techniques

All you need to know about graphics. Using native files. Swatches. Converting legacy QuarkXPress and PageMaker files. General document issues. Transparency. PDF Creation methods.

#### QuarkXPress Production Techniques

Versions and saving to earlier versions. General cautions. QuarkXPress 7.0. Trouble shooting.

#### Acrobat Production Techniques

Creating PDF files. Editing PDF files. Print Production tool bar. Using external PDF Editors.



#### About the Instructor:

Upon graduating from the Art Institute of Fort Lauderdale in 1990, José M. Ramos moved to Puerto Rico where he has been working professionally as a Graphic Designer and Illustrator. With over 17 years experience as a print professional, Ramos has gathered an impressive list of clients. Among these you will find; Badillo Saatchi & Saatchi, Avanti, Inc., MacFarland & Drier, Casiano Communications, Travel & Sports, Inc., and Grupo Santillana.

In 2001 he launched his career as a trainer in applications such as; Adobe Photoshop, Illustrator, InDesign and QuarkXPress. In 2006 he started the Puerto Rico chapter of the InDesign User Group, and is currently the chapter Representative.

José M. Ramos is an Adobe Certified Expert and specializes in print production. As a member of the National Association of Photoshop Professionals (NAAP) he has attended seminars by some of the top trainers in the world, including, David Blatner, Scott Kelby, Deke McClellan, Ben Wilmore, Bert Monroy, among others.



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