



Adobe Creative Cloud Print QuickStart

CREATIVE CLOUD PRINT QUICKSTART TRAINING COURSE SYNOPSIS

Adobe Creative Cloud is the state-of-the-art graphics software collection that combines the best software in the publishing world. Packed full of real-world tips and techniques, this class offers a hands-on introduction with 3 days of training on the latest versions of Photoshop, Illustrator, and InDesign. It also includes training on Adobe Bridge and how to create a PDF. You will get three days packed full of intense hands-on training, enabling you to get up-and-running quickly using Creative Cloud.

PREREQUISITES FOR THIS CREATIVE CLOUD PRINT QUICKSTART TRAINING COURSE

Knowledge of your operating system and basic computer navigation is required for all classes. This class is designed for the beginner level and no prior experience is necessary. It is not designed as a replacement for our more in-depth product specific classes, however. We recommend that you have an Adobe Creative Cloud subscription before starting the class. You can purchase the software or obtain a trial version of it from the Adobe website.

WHAT YOU WILL LEARN IN THIS CREATIVE CLOUD PRINT QUICKSTART TRAINING COURSE

All Sterling Ledet and Associates' classes are led by industry professionals with real-world experience and proper credentials. In this course each individual instructor will incorporate real-world experience with strategic learning techniques to teach a variety of skills in this product suite.

CREATIVE CLOUD PRINT QUICKSTART TRAINING COURSE LENGTH AND TIME

This class is 3 days long. Class time is 9:00 a.m.- 4:00 p.m. Breaks are scheduled throughout the day and lunch is typically scheduled 12-1. Students provide their own lunch. We recommend that you bring a flash drive to class so you can save your copies of the class exercises.

CREATIVE CLOUD PRINT QUICKSTART - ENROLLMENT

Please see our Enrollment Page (<http://www.ledet.com/enroll>) for our enrollment form. Please contact our Client Care Department at (877) 819-2665 for additional savings when your company registers three or more people for the same session.

LOCATIONS FOR THIS CREATIVE CLOUD PRINT QUICKSTART TRAINING COURSE

We have training centers in Atlanta, Houston, Chicago, Denver, San Diego and Washington DC. We also offer classes at a network of rental facilities. We offer private onsite training and instructor-led, live online training. If coming to a rental facility, please double-check the location of your class with our office to make sure you get to the right location.

GOALS FOR THIS CREATIVE CLOUD PRINT QUICKSTART TRAINING COURSE

Sterling Ledet and Associates realizes the importance of education and we take pride in being able to offer you classes that are more custom fit to your needs. Call us at (877) 819-2665 if you have any special questions or e-mail us at sales@ledet.com.

DISCLAIMER

Our goal is to make sure your class meets your objectives, not ours. Therefore, all of our outlines are treated as guides to help steer the workshop. This outline does not guarantee that all the topics listed will be covered in the time allowed. The amount of material covered is based on the skill level of the student audience. We may change or alter course topics to best suit the classroom situation.

Adobe Creative Cloud Print QuickStart

LESSON 1 - TAKING ADVANTAGE OF ADOBE BRIDGE

What is Adobe Bridge?
Navigating through Bridge
Using folders in Adobe Bridge
Making a Favorite
Creating and locating metadata
Using keywords
Creating a Metadata Template
Opening a file from Adobe Bridge
Searching for Files from Adobe Bridge
Searching by name or keyword
Using the Filter Panel
Saving a collection
Automation tools in Adobe Bridge
Batch renaming your files
Saving or uploading your Web Gallery

LESSON 2 - PHOTOSHOP - EXPLORING PHOTOSHOP

Taking a look at the final project
Experimenting with new Vector capabilities
Filling a vector shape with a pattern
Adding a mask to a Vector layer
Using the new brush tips
Saving the new Brush
Adding strokes to vector images
Cloning your new snowflake
Adding text layers from another document
Updating text styles
Cropping an image
Exporting to PDF

LESSON 3 - PHOTOSHOP - GETTING TO KNOW THE WORKSPACE

Opening an existing document in Mini Bridge
Discovering the Tools panel
Selection, Cropping and Measuring Tools
Retouching and Painting Tools
Drawing and Type Tools
Navigation Tools
Accessing tools and their options
Using Panels
Putting the panel system to use
Choosing other panels
Expanding and collapsing your panels
Customizing your panels
Hidden Tools
Navigating the image area
Using the Zoom and Hand Tools
Tabbed Windows
Maximizing productivity with screen modes

LESSON 4 - PHOTOSHOP BASICS

Opening an existing document
Understanding document settings
Viewing an image's size and resolution
Combining the images
Using Copy and Paste

Dragging and Dropping to copy an image
Transforming and editing combined images
Changing the size of a placed image
Removing a background
Understanding the stacking order of layers
Refining the edges of copied images
Adding text
Saving files
Understanding file formats
Choosing a file format
Saving a jpeg file
Saving for print
Changing the color settings
Adjusting image size
Saving a Photoshop PDF file

LESSON 5 - PHOTOSHOP - MAKING THE BEST SELECTIONS

Using the Marquee tools
Creating a square selection
Creating a Selection from a center point
Changing a selection into a layer
Working with the Magic Wand
The Lasso Tool
Adding Pages
Adding to and subtracting from selections
Feathering the selection
Using the Quick Selection tool
Making difficult selections with the Refine Edge tool
Using Quick Mask
Saving selections
Copying and Pasting a selection
Using the Pen Tool for selections

LESSON 6 - PHOTOSHOP - PAINTING AND RETOUCHING

Setting up your color settings
Color primer
Understanding color gamut
The RGB color model
The CMYK color model
Working in the RGB mode
Selecting colors
Starting to Paint
Using the Color panel
Using the Brush Tool
Using the Airbrush feature
Creating a border using the Bristle brushes
Applying color to an image
Changing blending modes
The Eyedropper tool
Retouching images
Using the clone stamp tool
Repairing Fold Lines
The History Panel
The Spot Healing Brush
The Healing Brush
Using the Patch tool
Using the Clone Source Panel

LESSON 7 - PHOTOSHOP - CREATING A GOOD IMAGE

Why you should work in RGB
Reading a histogram
Making the Curve Adjustment
Defining the Highlight and the Shadow
Locating the White and Black Point
Inputting the white and black point values
Adjusting the midtones
Setting the neutral
Sharpening your image
Comparing your image to the original
Taking care of red eye
Using the Camera Raw plug-in
Saving a DNG file

LESSON 8 - ILLUSTRATOR - ILLUSTRATOR ESSENTIALS

Using the Shape Tools
Repositioning and visually resizing the rectangle
Finding or changing the shape's dimensions using the Transform panel
Constraining a shape
Entering exact dimensions
Selecting artwork
Helpful keyboard shortcuts for selections
The selections tools
Using shape and transform tools to create artwork
Adding a fill color
Entering a shape size in the Transform panel
Viewing in Outline view
Rotating the shape
Changing the color of the triangles
Using layers when building an illustration
Creating a new blank layer
Cutting and pasting objects
Creating Bubbles
Cloning the Bubble Group
Repeating a resize transform
Moving objects from one layer to another

LESSON 9 - ILLUSTRATOR - ADDING COLOR

Basics of the Appearance panel
Changing colors
Adding Effects
Creating a Colorful illustration
Locating the White and Black Point
Using Live Paint
Converting the artwork to a Live Paint group
Adding a symbol to your artwork
Expanding the symbol
Saving Swatches
What is a global color?
Selecting the Same color
Saving a set of colors as a group
Creating a color group from selected colors
Using the Color Panel

Adobe Creative Cloud Print QuickStart

Adding Pantone (Spot) Colors

LESSON 10 - ILLUSTRATOR - WORKING WITH THE DRAWING TOOLS

Working with the Pen tool
Drawing straight lines and curved lines
Drawing hinged curves
Drawing curved lines to straight lines
Drawing straight lines to curved lines
Inputting the white and black point values
Manually tracing images
Placing an image as a template
Using the Line Segment & Arc Tools
Using the Pencil, Smooth, and Path eraser tools
Using the Eraser tool
Editing existing paths
Adding and removing points
Refining a curve
Cutting and joining paths
Combining shapes using the Shape Builder tool
Subtracting with the Shape Builder tool
Creating the fish eyes

LESSON 11 - INDESIGN - INDESIGN ESSENTIAL SKILLS

InDesign Tools
The InDesign Workspace
The document window
Using Guides
Viewing modes
Working with panels
The Tools Panel
Managing Panels
Saving your workspace
Working with the control panel
Navigating through an InDesign document
Using the Pages panel
Changing the magnification of your document
Working with type
Entering, formatting, and placing type
Flowing type
Using styles
Applying paragraph & character styles
Apply styles across a story using Find/Change
Applying object styles
Working with and placing graphics
Positioning graphics within a frame
Applying text wrap
Understanding layers
Applying effects

LESSON 12 - INDESIGN - BUILDING DOCUMENTS WITH MASTER PAGES

Planning your document
Creating custom page sizes
Creating a new custom-sized document

Creating & formatting master pages
Adding automatic page numbers
Inputting the white and black point values
Using Text variables
Basing master pages on other master pages
Overriding master page items
Adding layout pages
Placing formatted text
Creating the classified page
Adding images and text to the master frames
Applying master pages to multiple pages

LESSON 13 - INDESIGN - WORKING WITH TEXT AND TYPE

Adding text to your document
Creating a text frame
Changing character attributes
Changing font and type styles
Adjusting size and line spacing
Adjusting character spacing
Using a baseline shift
Changing paragraph attributes
Horizontally aligning text
Changing the space before and after paragraphs
Using tabs
Adding rules above or below paragraphs
Changing text color
Creating drop caps
Finding and changing text and text attributes
Finding and changing text using GREP
Checking and correcting spelling
Adding words to the dictionary
Editing text using the Story Editor
Using Track Changes
Drag and Drop text editing
Special characters and glyphs
Using the Glyphs panel and glyph sets
Text frame options
Adjusting text inset
Vertically aligning text
Importing text
Flowing text manually
Threading text between frames
Using semi-autoflow to link several text frames
Changing the number of columns in a text frame
Baseline grid
Viewing and changing the baseline grid
Adding story jumps
Using styles to format text
Creating a headline and applying a style
Importing styles from other documents
Redefining styles
Placing text on a path
Importing text from Microsoft Word
Finding and fixing missing fonts

LESSON 14 - INDESIGN - WORKING WITH STYLES

Style Types
Paragraph styles
Defining and Applying paragraph styles
Character styles
Defining and Applying Character styles
Using nested styles
Updating styles
Loading styles from another InDesign document
Quick Apply
Organizing styles into groups
Object styles
Creating, Applying, and Changing object styles
GREP Styles

LESSON 15 - INDESIGN - WORKING WITH GRAPHICS

Understanding how InDesign handles graphics
Locating missing images
Working with the Links panel and the Link badge
Customizing the Links panel
Adding graphics to your layout
Fitting an image within an existing frame
Auto Fitting
Using Adobe Bridge to import graphics
Using object styles for images
Wrapping text around images
Using graphics with clipping paths and alpha channels
Removing an image background
Using anchored objects
Advanced importing
Importing layered Photoshop files
Importing InDesign layouts as graphics