



Creative Design Bundle

CREATIVE DESIGN BUNDLE COURSE SYNOPSIS

The Creative Design Bundle includes the following individual courses at a discounted rate, Photoshop Intro, Photoshop Advanced, Acrobat, Illustrator Intro, Illustrator Advanced, Indesign Intro, Indesign Advanced, and Indesign Tablet Publishing.

CREATIVE DESIGN BUNDLE VALUE

Photoshop Intro \$895 (2 days)
Photoshop Advanced \$895 (2 days)
Acrobat - \$895 (2 days)
Indesign Intro - \$895 (2 days)
Indesign Advanced - \$895 (2 days)
Indesign Tablet Publishing \$695 (1 day)
Illustrator Intro \$895 (2 days)
Illustrator Advanced \$895 (2 days)

This course is priced at \$5495 which is a savings of \$1465 off of regular prices.

CREATIVE DESIGN BUNDLE TRAINING COURSE LENGTH AND TIME

This package consist of 15 non-consecutive dates - please contact your Client Care Rep for available date options, 877.819.2665. Breaks are scheduled throughout the day and lunch is typically scheduled 12-1. Students provide their own lunch.

ENROLLMENT IN CREATIVE DESIGN BUNDLE TRAINING COURSE

Please see our Enrollment Page (<http://www.ledet.com/enroll>) for our enrollment form. Be sure to contact your client care specialist at 1.877.819.2665 for available date options, as dates are needed prior to registration.

CREATIVE DESIGN BUNDLE TRAINING COURSE LOCATIONS

We have training centers in Atlanta, Chicago, Denver, San Diego, Houston, Washington DC, and Online.

GOALS FOR CREATIVE DESIGN BUNDLE 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.

CREATIVE DESIGN BUNDLE TERMS AND CONDITIONS

Package includes classes available at our Atlanta, Chicago, Denver, Houston, San Diego, Online, and Washington DC Training Centers.
Class status based on sufficient enrollment
Training packages are non-refundable or exchangeable; they are exclusively for the use of the individual purchased.
Full payment of your bundle choice is due upon registration.
All courses dates must be completed within 1 year of registration receipt.
Class dates are required at time of registration.
This offer is not valid with other discount programs.
Bundle Packages are not valid for on-site, custom scheduled, or training at remote/branch locations.
Applies to new registrations only. Previous purchases can not be applied to the Bundle Package
All classes must be registered through our standard registration form. Any scheduling changes or cancellations that occur following original registration are subject to standard additional fees on a per class basis.
Class retakes or reschedules are available for the standard \$100 retake/reschedule administration fee per class. EX: -Photoshop Bootcamp Retake Fee - \$200(Photoshop intro, Photoshop Advanced)
This plan applies to regularly scheduled, open-enrollment classes offered by Ledet Graphics. Special classes offered by guest instructor's such as Dan Margulis' Applied Color Theory in Photoshop and Applied Color Theory in Photoshop-Advanced can not be added to any custom bundles.

Creative Design Bundle

PHOTOSHOP INTRO

Lesson 1 - Getting to Know the Work Area

Starting to work in Adobe Photoshop
Using the tools
Sampling a color
Working with tools and tool properties
Undoing actions in Photoshop
More about panels and panel locations
Finding resources for using Photoshop

Lesson 2 - Basic Photo Corrections

Strategy for retouching
Resolution and image size
Opening a file with Adobe Bridge
Straightening and cropping the image in Photoshop
Adjusting the color and tone
Using the Spot Healing Brush tool
Applying a content-aware patch
Repairing areas with the Clone Stamp tool
Sharpening the image
Review questions and answers

Lesson 3 - Working with Selections

About selecting and selection tools
Using the Quick Selection tool
Moving a selected area
Manipulating selections
Using the Magic Wand tool
Selecting with the lasso tools
Rotating a selection
Selecting with the Magnetic Lasso tool
Selecting from a center point
Resizing and copying a selection
Cropping an image

Lesson 4 - Layer Basics

About layers
Using the Layers panel
Rearranging layers
Applying a gradient to a layer
Applying a layer style
Adding an adjustment layer
Updating layer effects
Adding a border
Flattening and saving files

Lesson 5 - Quick Fixes

Improving a snapshot
Blurring a background
Creating a panorama
Correcting image distortion
Adding depth of field
Moving objects with the Content-Aware

Move tool
Adjusting perspective in an image
Review questions and answers

Lesson 6 - Masks and Channels

Working with masks and channels
Creating a mask
Refining a mask
Creating a quick mask
Manipulating an image with Puppet Warp
Working with channels

Lesson 7 - Typographic Design

About type
Creating a clipping mask from type
Creating type on a path
Warping point type
Designing paragraphs of type
Working with type styles
Adding a rounded rectangle
Adding vertical text

Lesson 8 - Vector Drawing Techniques

About bitmap images and vector graphics
About paths and the Pen tool
Drawing with the Pen tool
Working with defined custom shapes
Importing a Smart Object
Adding color and depth to a shape using layer styles
Review questions and answers

Lesson 9 - Advanced Compositing

Arranging layers
Using Smart Filters
Painting a layer
Adding a background
Using the History Panel to undo tasks
Upscaling a low-resolution image
Review questions and answers

Lesson 10 - Painting With The Mixer Brush

About the Mixer Brush
Selecting brush settings
Mixing colors
Creating a custom brush preset
Mixing colors with a photograph
Review questions and answers

Lesson 11 - Editing Video

About the Timeline panel
Creating a new video project
Animating text with keyframes
Creating effects

Adding transitions
Adding audio
Muting unwanted audio
Rendering video
Review questions and answers

Lesson 12 - Working with Camera Raw

About camera raw files
Processing files in Camera Raw
Applying advanced color correction
Review questions and answers

Lesson 13 - Preparing Files for the Web

Using layer groups to create button graphics
Automating a multistep task
Saving assets with Adobe Generator
Review questions and answers

Lesson 14 - Producing and Printing Consistent Color

Preparing files for printing
Performing a "zoom test"
Identifying out-of-gamut colors
Adjusting an image
Converting an image to CMYK
About color management
Specifying color-management settings
Proofing an image
Saving the image as a CMYK EPS file
Printing a CMYK image from Photoshop
Review questions and answers

Lesson 15 - Printing 3D Files

Understanding the 3D environment
Positioning 3D elements
Printing a 3D file
Review questions and answers

PHOTOSHOP ADVANCED

Lesson 1 - Layer Basic

Using Multiple Layers
Everything Else About Layers

Lesson 2 - The Three Blend Modes You Need Most

A Closer Look at Blend Modes
Layer Blend Modes for Photographers

Lesson 3 - Adjustment to Layer Basics

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Making Selective Adjustments
Super Flexible Adjustments
Some More Adjustment Layer Ideas
Fix One Photo-Fix 'Em All
The Adjustment Layer Blend Mode Trick

Lesson 4 - Layer Mask Basics

The Only Layer Mask "Gotcha"
A Deeper Look into Layer Masks
Using Layer Masks Automatically
Combining Multiple Images
Making One Layer Fit into Another

Lesson 5 - Creating Type Layers

All about Shape Layers

Lesson 6 - Combining Multiple Exposures

Painting with Light
Dodging and Burning Done Right
Pseudo-HDR Effect
Replacing the Sky
Auto-Aligning Layers for Group Photos
Enhancing Depth of Field
Selective Sharpening
Boosting Specific Colors
Creating Soft Focus

Lesson 7 - The Layered Trick to Removing Wrinkles and Blemishes

Smoothing and Enhancing Skin
Making Eyes and Teeth Whiter
Removing Distractions
Content-Aware Fill: It's Cloning and Healing Combined!

Lesson 8 - Layer Style Basic

Creating a Watermark
Creating Reusable Photo Effects
Some more Layer Style Ideas

Lesson 9 - Five Reasons Why Smart Objects Rock!

Designing Templates with Smart Objects
Double Processing Your Photos

Lesson 10 - Replacing a Person's Background

Advanced Layer Blending
Wrapping Graphics on Uneven Surfaces
Using Layers for Lighting and Shadows
Creating the Main Cover Image

ILLUSTRATOR INTRO

Lesson 1 - Getting to Know the Work Area

Understanding the workspace
Adjusting the user interface brightness
Working with the Tools panel
Exploring the Control panel
Working with panels
Editing panel groups
Resetting and saving your workspace
Using panel menus
Changing the view of artwork
Using the view commands
Using the Zoom tool
Scrolling through a document
Viewing artwork
Navigating multiple artboards
Using the Navigator panel
Arranging multiple documents
Finding resources for using Illustrator

Lesson 2 - Selecting and Aligning

Selecting objects
Using the Selection tool
Using the Direct Selection tool
Creating selections with a marquee
Creating selections with the Magic Wand tool
Selecting similar objects
Selecting in Outline mode
Aligning objects
Aligning objects to each other
Aligning to a key object
Aligning anchor points
Distributing objects
Aligning to the artboard
Working with groups
Grouping items
Working in Isolation mode
Creating a nested group
Exploring object arrangement
Arranging objects
Selecting objects behind
Hiding and locking objects

Lesson 3 - Creating and Editing Shapes

Creating a new document
Working with basic shapes
Understanding drawing modes
Creating rectangles
Creating rounded rectangles
Creating ellipses
Creating polygons
Working with Draw Behind mode
Creating stars
Changing stroke width and alignment
Working with line segments

Joining paths
Using the Width tool
Outlining strokes
Combining and editing shapes
Working with the Shape Builder tool
Working with Pathfinder effects in the Pathfinder panel
Working with shape modes in the Pathfinder panel
Using the Draw Inside mode
Editing content drawn inside
Using the Eraser tool
Using Image Trace to create shapes
Cleaning up traced artwork

Lesson 4 - Transforming Objects

Working with artboards
Adding artboards to the document
Resizing artboards
Editing document setup options
Renaming artboards
Reordering artboards
Transforming content
Working with rulers and guides
Scaling objects
Reflecting objects
Rotating objects
Distorting objects with effects
Shearing objects
Positioning objects precisely
Positioning with Smart Guides
Transforming with the Free Transform tool
Applying multiple transformations

Lesson 5 - Drawing with the Pen Tool

Exploring the Pen tool
Selecting paths
Constraining lines
Introducing curved paths
Drawing a curve with the Pen tool
Drawing a series of curves with the Pen tool
Converting smooth points to corner points
Combining curves and straight lines
Creating the ice cream illustration
Drawing the ice cream
Drawing half of the ice cream dish
Finishing the ice cream dish
Editing curves
Deleting and adding anchor points
Converting between smooth points and corner points
Cutting with the Scissors tool
Creating a dashed line
Cutting with the Knife tool
Adding arrowheads
Drawing with the Pencil tool
Editing with the Pencil tool

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Lesson 6 - Color and painting

- Understanding color
- Exploring color modes
- Understanding the main color controls
- Working with color
- Applying an existing color
- Creating and saving a custom color as a swatch
- Creating a copy of a swatch
- Editing a swatch
- Creating and editing a global swatch
- Using the Color Picker to create color
- Using Illustrator swatch libraries
- Creating a spot color
- Creating and saving a tint of a color
- Adjusting colors
- Copying appearance attributes
- Creating a color group
- Working with color in the Color Guide panel
- Editing a color group in the Edit Colors dialog box
- Editing colors in artwork
- Assigning colors to your artwork
- Painting with patterns
- Applying existing patterns
- Creating your own pattern
- Applying your pattern
- Editing your pattern
- Working with Live Paint
- Creating a Live Paint group
- Painting with the Live Paint Bucket tool
- Adding to and modifying a Live Paint group

Lesson 7 - Working with Type

- Working with type
- Creating point type
- Creating area type
- Converting between area and point type
- Importing a plain text file
- Working with overflow text and text reflow
- Threading text
- Creating columns of text
- Formatting type
- Changing font family and font style
- Changing font size
- Changing font color
- Changing additional text attributes
- Modifying text with the Touch Type tool
- Changing paragraph attributes
- Working with glyphs
- Resizing and reshaping type objects
- Creating and applying text styles
- Creating and applying a paragraph style
- Editing a paragraph style
- Creating and applying a character style
- Editing a character style

- Sampling text formatting
- Warping text
- Reshaping text with a preset envelope warp
- Editing the envelope warp
- Working with type on a path
- Creating type on a path
- Creating type on a closed path
- Editing type on a path options
- Wrapping text around an object
- Creating text outlines

Lesson 8 - Working with Layers

- Understanding layers
- Creating layers
- Selecting and moving objects and layers
- Duplicating layer content
- Moving layers
- Locking layers
- Viewing layers
- Pasting layers
- Creating a clipping mask
- Merging layers
- Locating layers
- Applying appearance attributes to layers
- Isolating layer

Lesson 9 - Working with Perspective

- Drawing
- Understanding the perspective grid
- Working with the perspective grid
- Using a preset grid
- Adjusting the perspective grid
- Drawing objects in perspective
- Selecting and transforming objects in perspective
- Duplicating content in perspective
- Moving objects in a perpendicular direction
- Moving planes and objects together
- Bringing content into perspective
- Drawing with no active grid
- Adding and editing text in perspective
- Moving a plane to match an object
- Adding symbols to the perspective grid
- Editing symbols in perspective
- Grouping content in perspective
- Releasing content from perspective

Lesson 10 - Blending Colors and Shapes

- Working with gradients
- Creating and applying a linear gradient to a fill
- Adjusting the direction and angle of a gradient fill
- Applying a gradient to a stroke
- Editing a gradient on a stroke
- Creating and applying a radial gradient

- Editing the radial gradient colors
- Adjusting the radial gradient
- Applying gradients to multiple objects
- Exploring other methods for editing gradient colors
- Adding transparency to gradients
- Working with blended objects
- Creating a blend with specified steps
- Modifying a blend
- Creating and editing smooth color blends

Lesson 11 - Working with Brushes

- Working with brushes
- Using Calligraphic brushes
- Applying a Calligraphic brush to artwork
- Drawing with the Paintbrush tool
- Editing paths with the Paintbrush tool
- Editing a brush
- Removing a brush stroke
- Using Art brushes
- Applying an existing Art brush
- Creating an Art brush using a raster image
- Editing an Art brush
- Using Bristle brushes
- Changing Bristle brush options
- Painting with a Bristle brush
- Using Pattern brushes
- Creating a Pattern brush
- Applying a Pattern brush
- Editing the Pattern Brush
- Working with the Blob Brush tool
- Drawing with the Blob Brush tool
- Merging paths with the Blob Brush tool
- Editing with the Eraser tool

Lesson 12 -Applying Effects

- Using live effects
- Applying an effect
- Editing and deleting effects
- Styling text with effects
- Editing shapes with a Pathfinder effect
- Applying an effect to convert a shape
- Applying a Stylize effect
- Applying the Offset Path effect
- Applying Distort & Transform
- Applying Photoshop effects
- Working with 3D effects
- Applying an Extrude & Bevel effect
- Applying a Revolve effect
- Applying the same effect to multiple objects

Lesson 13 - Applying Appearance Attributes and Graphic Styles

- Using the Appearance pane
- Editing appearance attributes
- Adding another stroke

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Adding another fill
 Reordering appearance attributes
 Applying an appearance attribute to a layer
 Using graphic styles
 Applying an existing graphic style
 Creating and applying a graphic style
 Updating a graphic style
 Applying a graphic style to a layer
 Editing the layer's graphic style formatting
 Applying multiple graphic styles
 Scaling strokes and effects
 Applying a graphic style to text
 Saving content for the web
 Aligning content to the pixel grid
 Slicing content
 Selecting and editing slices
 Using the Save For Web command
 Creating CSS code
 Setting up your design for generating CSS
 Working with character styles and CSS code
 Working with graphic styles and CSS code
 Copying CSS
 Exporting CSS

Lesson 14 - Working with symbols

Working with symbols
 Using existing Illustrator symbol libraries
 Creating symbols
 Editing a symbol
 Replacing symbols
 Breaking a link to a symbol
 Editing symbol options
 Working with the Symbolism tools
 Spraying symbol instances
 Editing symbols with the Symbolism tools
 Copying and editing symbol sets
 Storing and retrieving artwork in the Symbols panel
 Mapping a symbol to 3D artwork
 Working with symbols and Adobe Flash® integration

Lesson 15 - Combing Illustrator Graphics with other Adobe Applications

Working with Adobe Bridge CC
 Combining artwork
 Understanding vector versus bitmap graphics
 Placing image files
 Placing an image
 Transforming a placed image
 Placing a Photoshop image with Show Import Options
 Placing multiple images
 Applying color edits to images
 Masking an image
 Applying a simple clipping mask to an

image
 Editing a mask
 Masking an object with a shape
 Masking an object with multiple shapes
 Creating an opacity mask
 Editing an opacity mask
 Sampling colors in placed images
 Working with image links
 Finding link information
 Embedding and unembedding images
 Replacing a linked image
 Packaging a file
 Exploring Adobe Illustrator and Adobe Photoshop, Adobe InDesign, Adobe Muse, Adobe Fireworks, and Adobe Flash

ILLUSTRATOR ADVANCED

Lesson 1 - Your Creative Workspace

Organizing Your Workspace
 Mastering Object Management
 Managing Multiple Artboards
 Digitizing a Logo: Learning to Use a Template Layer
 Basic to Complex: Starting Simple for Creative Composition
 Guides for Arcs: Designing with Guides, Arc, and Pen Tools
 Nested Layers: Organizing with Layers and Sublayers
 Basic Appearances: Making and Applying Appearances
 Auto-Scaling Art: Apply Effects and Graphic Styles to Resize

Lesson 2 - Designing Type & Layout

Types of Type
 Working with Threaded Text
 Wrapping Area Type Around Objects
 Formatting Text
 Converting Type to Outlines
 Using the Eyedropper with Type
 Using the Appearance Panel with Type
 The Glyphs Panel
 Working with Legacy Text
 Advanced Features of Multiple Artboards
 Create an Identity: Working Efficiently with Multiple Elements
 For Client Review: Creating Presentations for Artboards
 Book Cover Design: Illustrator as a Stand-Alone Layout Tool
 Curvaceous Type: Fitting Type to Curved Paths
 Moving Your Type Setting: Setting Type on a Curve and Warping Type

Arcing Type: Transforming Type with Warps & Envelopes
 Brush Your Type: Applying Brushes to Letterforms

Lesson 3 - Rethinking Construction

The Eraser tools & the Blob Brush
 Shape Builder tool
 Working with Live Paint
 Using Live Trace
 Aligning, Joining, and averaging
 Draw Behind and Draw Inside
 Compound Shapes & Compound Paths
 Combining Paths: Basic Path Construction with Pathfinders
 Coloring Line Art: Using Live Paint for Fluid Productivity
 Blob to Live Paint: From Sketch to Blob
 Brush and Live Paint
 Rapid Reshaping: Using Shape Builder to Construct Objects
 Interlock Objects: Using the Pathfinder Panel & Live Paint
 Drawing Inside: Building with Multiple Construction Modes

Lesson 4 - Expressive Strokes

Width Tool
 The Expanded Stroke Panel
 Brushes
 Symbols
 Brushes & Washes: Drawing with Naturalistic Pen, Ink & Wash
 Pattern Brushes: Creating Details with the Pattern Brush
 Symbolism Basics: Creating and Working with Symbols
 Painterly Portraits: Painting in Layers with Bristle Brushes

Lesson 5 - Color Transitions

Gradients
 Gradient Mesh
 Live Color
 Custom Coloring: Creating Custom Colors & Color Groups
 Color Guidance: Inspiration from the Color Guide Panel
 Scripting Colors: Tools for Adding and Editing Colors
 Kuler Colors: Using Kuler, Live Trace, & Live Color
 Unified Gradients: Controlling Fills with the Gradient Annotator
 Folding Gradients: Simulating Paper Folds with Gradients
 Contouring Mesh: Converting Gradients to

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Mesh and Editing
Recolor Black: Using Live Color to Replace Blacks
Reducing Color: Going Monochromatic with Live Color
Transparent Mesh: Molding Transparent Mesh Layers Going

Lesson 6 - Reshaping Dimensions

Wraps and Envelopes
3D Effect
The Perspective Grid
Wrap & Distort: Bending Forms to Create Organic Variations
3D with a 2D Twist: Using 3D Effects to Achieve 2D Results
One Perspective: Simulating a One-Point Perspective View
Amplified Angels: Creating Details with Two-Point Perspective
Modifying a Photo: Inserting Photographs in Perspective
Establishing Perspective: Aligning Grids & Planes to an Architectural Sketch

Lesson 7 - Mastering Complexity

Transparency
Opacity Masks
Blends
Clipping Masks
Roping in Paths: Using Masks and Pathfinders for Shapes
Floating Type: Type Objects with Transparency & Effects/li>
Adding Highlights: Using Transparency to Create Highlights
Opacity Masks 101: Transparency Masks for Blending Objects
Simple Masking: Applying the Basics of Clipping Masks
Blending Elements: Using Transparency to Blend and Unify
Warping Blends: Creating and Warping 3D Blends
Moonlighting: Using Transparency for Glows & Highlights
Creating Depth: Gradients Add Dimension in Space

Lesson 8 - Creatively Combining Apps

Linking vs. Embedding in Illustrator
Moving Illustrator files to other Programs
Illustrator and Adobe Photoshop
Illustrator and InDesign
Illustrator, PDF, and Adobe Acrobat
Illustrator & 3D Programs/li>
Web Graphics

Creating Animation with Layers

INDESIGN INTRO

Lesson 1 - Introducing the Workspace

Looking at the workspace
Working with panels
Customizing the workspace
Changing the magnification of a document
Navigating through a document
Using context menus
Using panel menus
Modifying Interface preferences
Exploring on your own

Lesson 2 - Getting to know InDesign

Viewing guides
Preflighting as you work
Adding text
Working with styles
Working with graphics
Working with objects
Working with object styles
Viewing the document in Presentation mode
Exploring on your own

Lesson 3 - Setting Up a Document and Working with Pages

Creating and saving custom document settings
Creating a new document
Switching between open InDesign documents
Working with master pages
Applying master pages to document pages
Adding new document pages
Rearranging and deleting document pages
Changing the size of pages
Adding sections to change page numbering
Overriding master page items on document pages and placing text and graphics
Viewing the completed spread
Exploring on your own

Lesson 4 - Working with Objects

Working with layers
Creating and modifying text frames
Creating and modifying graphics frames
Adding metadata captions to graphics frames
Placing and linking graphics frames
Changing the shape of a frame

Wrapping text around a graphic
Modifying the shape of frames
Transforming and aligning objects
Selecting and modifying grouped objects
Creating a QR code
Finishing up
Exploring on your own

Lesson 5 - Flowing Text

Flowing text into an existing frame
Flowing text manually
Creating text frames while flowing text
Creating threaded frames automatically
Flowing text automatically
Applying paragraph styles to text
Adjusting columns
Adding a jump line page number
Exploring on your own

Lesson 6 - Editing Text

Finding and changing a missing font
Entering and importing text
Finding and changing text and formatting
Checking spelling
Editing text by dragging and dropping
Using the Story Editor
Tracking changes
Exploring on your own

Lesson 7 - Working with Typography

Working with fonts, type styles, and glyphs
Fine-tuning columns
Changing paragraph alignment
Creating a drop cap
Adjusting letter and word spacing
Adjusting line breaks
Setting tabs
Adding a rule above a paragraph
Working with paragraph shading
Exploring on your own

Lesson 8 - Working with Color

Managing color
Defining printing requirements
Creating colors
Applying colors
Working with tint swatches
Working with gradients
Working with color groups
Exploring on your own

Lesson 9 - Working with Styles

Creating and applying paragraph styles
Creating and applying character styles
Nesting character styles inside paragraph

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styles

Creating and applying object styles
Creating and applying table and cell styles
Globally updating styles
Loading styles from another document
Exploring on your own

Lesson 10 - Importing and Modifying Graphics

Adding graphics from other programs
Comparing vector and bitmap graphics
Managing links to imported files
Updating revised graphics
Adjusting display quality
Working with clipping paths
Working with alpha channels
Importing native Adobe graphics files
Using an InDesign library to manage objects
Using Adobe Bridge to import graphics
Exploring on your own

Lesson 11 - Creating Tables

Creating a table
Converting text to a table
Changing rows and columns
Formatting a table
Adding graphics to table cells
Creating a header row
Creating and applying table and cell styles
Exploring on your own

Lesson 12 - Working with Transparency

Importing and colorizing a grayscale image
Applying transparency settings
Adding transparency effects to imported vector and bitmap graphics
Importing and adjusting Illustrator files that use transparency
Applying transparency settings to text
Working with effects
Exploring on your own

Lesson 13 - Printing and Exporting

Preflighting files
Packaging files
Creating an Adobe PDF proof
Previewing separations
Previewing how transparency effects will be flattened
Previewing the page
Printing a laser or inkjet proof
Using the Ink Manager
Exploring on your own

Lesson 14 - Creating Adobe PDF Files with

Form Fields

Adding form fields
Exporting an interactive Adobe PDF file
Exploring on your own

Lesson 15 - Creating a Fixed-Layout ePub

Creating a new document for fixed-layout export
Adding animation
Adjusting the timing of animations
Adding multimedia and interactive elements
Exporting an EPUB file
Exploring on your own

INDESIGN ADVANCED

Lesson 1 - Managing Your Workspace

Organizing Your Palettes
Advanced Zooming and Navigation
Advanced View Options
Dragging Items Between Documents
Third-Party plug-ins

Lesson 2 - Page Layout

Master Page Tips and Tricks
Using Facing Pages
Using Libraries
File Formats

Lesson 3 - Advanced Style Sheet Tips

Managing Long Documents
Indexing
Table of Contents
Text Gradients
Hyphenation and Justification
Tracking and Kerning

Lesson 4 - Drawing

Mastering the Pen Tool
Pen Tool Shortcuts
Compound Paths

Lesson 5 - Where Text Meets Graphics

Inline Graphics
Creating Type Outlines
Text Wrap Options
Using Transparency

Lesson 6 - Importing and Exporting

Adding Excel or Word Tables
Import Text Options
Import Graphic Options
PDF Styles
Export Options

Lesson 7 - Long Documents

Adding Indexes
Using Table of Contents
Numbering & Section Options

Lesson 8 - The XML Factor

What is XML?
Adding Structure with XML
Exporting to XML
Mapping Styles to Tags
Tips for Working with XML
Libraries for Efficient XML Production

Lesson 9 - Color

Using the Eyedropper to Create New Swatches
Spot or Process?

Lesson 10 - Printing

Using Printer Styles
Color Separations
Understanding the Print Menu
The Transparency Flattener
Preflight and Package

Lesson 11 - Scripting

Using the Script palette
Editing the Scripting Label

INDESIGN TABLET PUBLISHING

Lesson 1 - Introduction to Creating eBooks with InDesign

What Is an EPUB?
Other Applications Used in the Course
Creating a New InDesign Document with EPUB in Mind

Lesson 2 - Working with Text

Understanding Style Mapping
Importing Text and Applying Character Styles
Adding Paragraph Styles
Working with Footnotes
Working with Tables

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Lesson 3 - Creating Hyperlinks and Cross-References

Adding Hyperlinks
Adding Cross-References

Lesson 4 - Working with Graphics

Adding Graphics
Converting Graphics Created in InDesign to External Linked Files

Lesson 5 - Defining the Reading Order of the EPUB

Using an InDesign Story to Define the Reading Order
Using the Articles Panel to Define the Reading Order

Lesson 6 - Creating the Table of Contents

Adding Metadata

Lesson 7 - Exporting to EPUB

General Export Options
Image Export Options
Content Export Options

Lesson 8 - Customizing an EPUB

What's Inside an EPUB Archive?
Working with the CSS File
CSS Tags in the EPUB
Working with the XHTML Code
Previewing the eBook

ACROBAT

Lesson 1 - Introducing Adobe Acrobat

About PDF
About Adobe Acrobat
About Adobe Reader
Using PDF on the web
Opening a PDF file
Working with the toolbars
Working with task panes
Using keyboard shortcuts to select tools
Navigating PDF documents
Viewing PDF presentations in Full Screen mode
Viewing PDF files in Read mode
Designing documents for online viewing
Customizing the Quick Tools toolbar
Creating a custom tool set

Lesson 2 - Exploring the Work Area

Opening a PDF file
Working with the toolbars
Working with task panes
Customizing the Quick Tools toolbar
Using keyboard shortcuts to select tools
Navigating PDF documents

Lesson 3 - Creating Adobe PDF Files

About creating Adobe PDF files
Using the Create command
Dragging and dropping files
Converting and combining different types of files
Using PDFMaker
Using the Print command to create Adobe PDF files
Reducing file size
About compression and resampling
Scanning a paper document
Making scanned text editable and searchable
Converting email messages to PDF (Windows)
Converting web pages to Adobe PDF

Lesson 4 - Reading and Working with PDF Files

Changing the opening view
About the onscreen display
Reading PDF documents
Searching PDF documents
Printing PDF documents
Filling out PDF forms
About flexibility, accessibility, and structure
Working with accessible documents
Making files flexible and accessible
Using the Acrobat accessibility features
Sharing PDF files

Lesson 5 - Using Acrobat with Microsoft Office Files (Windows)

About Acrobat PDFMaker
Converting Microsoft Word files to Adobe PDF
Converting Excel documents and starting a review
Converting PowerPoint presentations
Converting web pages from Internet Explorer
Saving PDF files as Word documents
Extracting PDF tables as Excel spreadsheets

Lesson 6 - Enhancing and Editing PDF

Documents

Examining the work file
Moving pages with page thumbnails
Editing Adobe PDF pages
Renumbering pages
Editing links
Working with bookmarks
Adding multimedia files
Editing text
Copying text and images from a PDF file
Setting document properties and metadata

Lesson 7 - Combining Files in PDF Portfolios

About PDF Portfolios
Creating a PDF Portfolio
Customizing your PDF Portfolio
Sharing your PDF Portfolio
Searching a PDF Portfolio

Lesson 8 - Adding Signatures and Security

Viewing documents in Protected Mode (Windows only)
About security
Viewing security settings
Adding security to PDF files
About digital signatures
Creating digital signatures
Signing a document digitally
Modifying signed documents
Certifying PDF files
Signing certified documents
Exploring on your own: Using security envelopes

Lesson 9 - Using Acrobat in a Review Cycle

About the review process
Adding comments to a PDF document
Working with comments
Initiating a shared review
Exploring on your own: Initiating live collaboration

Lesson 10 - Working with Forms in Acrobat

Converting PDF files to interactive PDF forms
Adding form fields
Distributing forms
Collecting form data
Working with form data
Exploring on your own: Calculating and validating numeric fields

Lesson 11 - Using Actions

Creative Design Bundle

About Actions
Using Predefined Actions
Creating an Action
Sharing Actions

Lesson 12 - Using the Legal Features

Legal Features in Adobe Acrobat
About Bates Numbering and Redaction
Apply Bates Numbering
Defining Bates Numbering
Applying Redaction
Changing the Appearance of Redaction
Searching Text for Redaction
Assembling PDF Documents
Marking Redaction across Multiple Pages

Lesson 13 - Using Acrobat in Professional Printing

Creating PDF Files for Print and Prepress
Preflighting Files (Acrobat Pro)
Working with Transparency (Acrobat Pro)
Setting Up Color Management
Previewing your Print Job (Acrobat Pro)
Advanced Printing Controls