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WHO ARE WE?

Since officially being established in 2001, but delivering training since 1986, you could say that we have experience on our side.

Our aim is simple.. to provide you with the best training experience possible!

As a company we’re an Adobe authorised training centre and an accredited training provider as part of the Learning and Performance Institute (LPI). All of our course trainers are Adobe certified experts, so you know that you’re getting the very best training from the very best trainers in the UK.

We provide expert training on over 65 different courses, ranging from web, video and design, so whether you’re a business owner, designer or marketing professional, you’ll benefit from learning new skills.

With city centre training centres in London, Bristol and Cardiff we like to think that the logistics of reaching us is a piece of cake. We also provide private training at your premises, perfect for small teams!
WHERE CAN YOU TRAIN WITH US?

**London**

90 Long Acre, Covent Garden, London WC2E 9RZ

Situated in the vibrant Covent Garden area, our London training centre has two large training rooms that can literally be accessed within a stone’s throw away from tube. Our recently refurbished training rooms come with Mac or PC options, allowing you to get on with some training in more than comfortable surroundings.

Outside of the training room there’s plenty to do. Whether it’s good food, good entertainment or good access to the rest of central London, Covent Garden delivers.

**Cardiff**

15th Floor, Brunel House, 2 Fitzalan Road, Cardiff CF24 0EB

If you get off at Cardiff Queen street station, you’ll only be a few minutes away from the training centre... it’s that simple.

Our training room can be best described as modern, spacious and has brilliant views of the city. Like all our venue’s you’ll have dual screens; one to watch and one to work, so take in the views whilst you learn.

All of our training centres are fully air-conditioned, offer complimentary wifi and most importantly you can help yourself to tea, coffee and biscuits!

**Bristol**

Broad Quay House, Prince Street, Bristol BS1 4DJ

Located on Bristol’s waterfront and just yards from Queen Square, our Bristol centre provides stunning views that overlook the floating harbour and surrounding areas.

The training centre itself has state of the art computer equipment, comfy chairs (nothing worse than a uncomfortable seat) and generally a great open atmosphere to learn.

Overall, a great central city location for anyone looking to learn more about the Adobe Creative Suite in the South West of England and even further afield.
BECOMING ADOBE CERTIFIED

How can you stand out from the crowd? One way is to get the qualification that backs up your knowledge level!

We all like to get the recognition we deserve, so why not prove yourself and become Adobe Certified!

In addition to getting recognition, becoming Adobe Certified can help you to push for a pay rise, promotion and put you in a strong position for future career opportunities.

- Visual Communication with Adobe InDesign >> course
- Visual Communication with Adobe Illustrator >> course
- Web Communication with Adobe Dreamweaver >> course
- Rich Media Communication with Adobe Animate >> course
- Visual Communication with Adobe Photoshop >> course
- Video Communication with Adobe Premiere Pro >> course
Imagine mastering the tools within the Creative Suite and learning how to unlock their combined potential, then delivering your content to any media or device within just 5 days of training! That’s what our Adobe Design Masterclass course holds in store for you. You’ll learn how to use Photoshop tools for painting, retouching, and enhancing images. Utilise InDesign to create and deliver eye-catching flyers and newsletters. Finally, you will be able to use Illustrator to create illustrations, such as logos and advertisements for the web and for print.
MASTERCLASS
FOR VIDEO

5-DAYS

The Adobe Video Masterclass training course - imagine discovering all the main video tools within the Adobe Video Production Suite, which includes After Effects, Premiere Pro and Soundbooth, all within 5 days of Adobe Authorised Training! The Adobe Video Production Suite is the total post-production solution available from Adobe for both Mac and Windows systems. Covering Adobe Premiere Pro in 3-days and then Adobe After Effects in 2-days, the course will help you to discover how to harness the power of professional video!
MASTERCLASS
FOR WEB

5-DAYS
Adobe Dreamweaver Web Building Masterclass + Adobe Certified provides novices with the knowledge and hands-on practice they need to build and manage a website. This five-day course puts focus on the building blocks of web creation and covers each and every area required to successfully build and manage your own website. On the last day you will take the Adobe Certified Associate (ACA) entry level certification exam. This course is designed for individuals wishing to learn Dreamweaver and also gain a professional entry level certification (Adobe Certified Associate) from Adobe.

max. 8 delegates
10am - 5pm
£150 FlexiCredit
Training book
BACS/credit card payment

£949 + VAT
company

£807 + VAT
self-funding

Click play button to see our on-line video at certitec.com.
GET DISCOUNTS ON ALL TRAINING COURSES

WITH THE FLEXICREDIT!

FLEXICREDIT

DISCOUNTS ON ALL TRAINING COURSES

It’s very simple: get rewarded if you book any of our courses with training credits. Just book any scheduled course at our training centres and you will receive credit towards any course in the future - that’s the FlexiCredit!

If you are self-funding your training then for special scheduled training pricing click here. You can use these credits within 6 months of your first qualifying booking, and even accumulate your FlexiCredits.

Collecting FlexiCredits

- Book 1-day - get £50 + VAT off a future course
- Book 2-days - get £70 + VAT off a future course
- Book 3-days - get £100 + VAT off a future course
- Book 4-days - get £120 + VAT off a future course
- Book 5-days - get £150 + VAT off a future course

This offer does not include private training.

GET DISCOUNTS ON ALL FUTURE TRAINING WITH THE FLEXIDEAL!

HOW TO BOOK
Email us the booking(s) that qualifies for the FlexiDeal®

TERMS AND CONDITIONS
• FlexiDeal® is applicable only if the full RRP is paid for your course(s).
• Any discounting invalidates the FlexiDeal®. If discounting has been applied you can pay back the difference in order to qualify
• The offer lasts for 6 months from the first date of your booking
Adobe InDesign — the industry leader in graphics and publishing tool. Create virtually anything — from books and brochures to digital magazines and iPad apps, InDesign helps you create pixel-perfect page designs and typography. Easily adapt layouts for multiple page sizes, screen sizes, or orientations. It’s part of Creative Cloud, sync settings like keyboard shortcuts, presets, and workspaces across multiple computers.

Adobe® InDesign® software gives you complete flexibility to design and preflight engaging page layouts for print or digital distribution with built-in creative tools and precise control over typography. Integrate interactivity, video, and audio for playback on tablets, smartphones, and computers. We have Adobe InDesign courses to suit all users of this powerful software.
INDESIGN 1-DAY 
ESSENTIALS

MANAGING THE ADOBE INDESIGN ENVIRONMENT
- Preferences
- Customise your workspace
- Manage document presets
- Workspace and window arrangement

DESIGNING DOCUMENTS
- Create a new document
- Alter a document’s layout
- Develop Master Pages
- Managing and formatting text
- Add text
- Edit text
- Thread text

GRAPHICS
- File types
- Importing options

EFFECTS
- Inner Shadow
- Bevel and Emboss
- Gradient Feather
- Inner Glow and Outer Glow

CREATING ACRBOTA PDF FILES
- Prepare PDF files for web distribution
- Export PDF files for printing

FORMAT CHARACTERS
- Format paragraphs
- Manage styles
- Text wrap

OBJECTS
- Duplicating
- Rotating
- Links Panel

UTILISING COLOURS AND SWATCHES
- Utilise colour
- Utilise swatches

MANAGING TRANSPARENCY
- Apply transparency

max. 8 delegates
10am - 5pm
Exam No
£50 FlexiCredit
Training book
BACS/credit card payment
£299 + vat
company
£254 + vat
self-funding

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ESSENTIALS

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- Export PDF files for printing

FORMAT CHARACTERS
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- Text wrap

OBJECTS
- Duplicating
- Rotating
- Links Panel

UTILISING COLOURS AND SWATCHES
- Utilise colour
- Utilise swatches

MANAGING TRANSPARENCY
- Apply transparency
INDESIGN 2-DAY
INTRODUCTION

MANAGING THE INDESIGN ENVIRONMENT
• Preferences
• Customise your workspace
• Manage document presets
• Workspace and window arrangement

DESIGNING DOCUMENTS
• Create a new document
• Alter a document’s layout
• Develop Master pages
• Develop Layers

MANAGING AND FORMATTING TEXT
• Add text
• Edit text
• Thread text
• Change text threads
• Placing a text document
• Placing a Word document

FORMAT CHARACTERS
• Format paragraphs with styles
• Manage Styles
• Based-on styles
• Exchanging styles
• Quick Apply
• Text wrap
• Rules

OBJECTS
• Arranging, aligning and distributing
• Transforming objects
• Duplicating
• Rotating
• Object Styles

• InDesign Snippets
• Links panel

SPECIAL EFFECTS
• Inner Shadow
• Bevel and Emboss
• Gradient Feather
• Inner Glow and Outer Glow

LIBRARIES
• Using InDesign libraries

UTILISING COLOURS AND SWATCHES
• Utilise colour
• Utilise swatches
• Create a custom swatch
• Apply swatches
• Exchange swatches

MANAGING TRANSPARENCY
• Apply transparency

GRAPHICS
• File types
• Importing options
• Scale an image
• Crop an image
• Select inside a frame
• Target graphic inside frame
• Checking image resolution
• Understanding actual against effective
• The links panel
• Downsampling images for Adobe PDF

• Bevel and Emboss
• Gradient Feather
• Basic Feather
• Inner Glow and Outer Glow
• Removing transparency

CREATING ADOBE PDF FILES
• Prepare PDF files for web distribution
• Export PDF files for printing
• PDF/X-1a for global distribution
• Understanding the trim, art and bleed boxes

CERTITEC OFFICES
90 Long Acre, Covent Garden, London WC2E 9RZ
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Broad Quay House, Prince Street, Bristol BS1 4DJ

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www.certitec.com

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self-funding
INDESIGN 2-DAY ADVANCED

MANAGING YOUR WORKSPACE
- Advanced zooming and navigation
- Advanced view options
- Advanced navigation options
- Focus selection for formatting
- Changing tools (without changing)

IMPORTING AND EXPORTING
- Adding Excel or Word Tables
- Import text options
- Import graphic options
- Creating a table
- Modifying a table
- Navigating a table
- Formatting a table

LONG DOCUMENTS
- Using table of contents
- Creating a table of contents style
- Editing a table of contents
- Creating hyperlinks from a table of contents

TABLE AND CELL STYLES
- Creating cell styles
- Creating table styles
- Applying table styles
- Style tips and tricks

TYPE
- Advanced style sheet tips
- Managing long documents
- Hyphenation and justification
- Tracking and kerning

COLOUR
- Using the eyedropper
- Create new pantone swatches
- Spot or process considerations
- Creating multi-ink group
- Editing a multi-ink group

LAYERS
- Paste remembers layers
- Multi-lingual export options
- Locking layers
- Duplicating layers

LIVE PREFLIGHT
- Live preflight
- Defining profiles
- Importing and exporting
- Embedding profiles
- Package and new font options

DRAWING
- Shapes with the frame tools
- Ellipses and polygons
- Strokes and configurations
- Accessing stroke easter eggs

WHERE TEXT MEETS GRAPHICS
- Inline graphics
- Anchored objects
- Creating type outline
- Using transparency

PRINT PRODUCTION
- Checking object resolution and colour
- Configuring the Links panel
- Quick-edit of links content
- Advanced preview

PDF EXPORT ENGINE
- PDF/X ISO standards
- Colour transformations
- Registration marks
- Trim and bleed geometry
- Configure Adobe Acrobat
- Display trim and bleed marks

TABLES
- Importing data

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INDESIGN 3-DAY
ADVANCED + ACA

MANAGING YOUR WORKSPACE
- Advanced zooming and navigation
- Advanced view options
- Advanced navigation options
- Focus selection for formatting
- Changing tools (without changing)

IMPORTING AND EXPORTING
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TABLE AND CELL STYLES
- Creating cell styles
- Creating table styles
- Applying table styles
- Style tips and tricks

WHAT YOU WILL LEARN
- The morning of the course covers areas such as project building, accessibility in your content creation and usability.

THE FORMAT?
- You will take your Adobe certified exam in the afternoon.

WHAT ELSE SHOULD I KNOW?
- Should you fail the exam, Certitec provides one free re-take on the day. Further exam testing is available at our London Covent Garden and Cardiff venues at £99 per exam.

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INDESIGN 4-DAY MASTERCLASS

MANAGING THE INDESIGN ENVIRONMENT
- Preferences
- Customise your workspace
- Manage document presets
- Workspace and window arrangement

DESIGNING DOCUMENTS
- Create a new document
- Alter a document’s layout
- Develop Master pages
- Develop Layers

MANAGING AND FORMATTING TEXT
- Add text
- Edit text
- Thread text
- Change text threads
- Placing a text document
- Placing a Word document

FORMAT CHARACTERS
- Format paragraphs with styles
- Manage Styles
- Based-on styles
- Exchanging styles
- Quick Apply
- Text wrap
- Rules

OBJECTS
- Arranging, aligning and distributing
- Transforming objects
- Duplicating
- Rotating
- Object Styles

SPECIAL EFFECTS
- Inner Shadow
- Bevel and Emboss
- Gradient Feather
- Inner Glow and Outer Glow

LIBRARIES
- Using InDesign libraries

UTILISING COLOURS AND SWATCHES
- Utilise colour
- Utilise swatches
- Create a custom swatch
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MANAGING TRANSPARENCY
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INDESIGN 4-DAY
MASTERCLASS (CONTINUED)

- Accessing stroke easter eggs

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INDESIGN 5-DAY
MASTERCLASS + ACA

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£807 + VAT
self-funding
**INDESIGN 5-DAY MASTERCLASS + ACA (CONTINUED)**

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INDESIGN 1-DAY
PRINT PRODUCTION

CONFIGURING RICH BLACK PARAMETERS
• Differences between 100K and rich-black

PACKAGING FILES FOR HAND-OFF
• Methods of compacting files for print delivery in native application

LIVE PREFLIGHT
• Building a preflight profile
• Embedding profile into your document
• Considerations

MANAGING MISSING LINKS AND FONTS
• How to manage links and fonts
• New links panel and options

PREVIEW SEPARATIONS
• Accurately control your colours
• Using the Ink Manager

SUCCESSFULLY OVERCOME TRANSPARENCY ISSUES
• Use object layering and stacking order to overcome flattening issues (ref. PDF/X-1a and PDF/X-4)

COLOUR SWATCHES AND MAPPING
• Build swatches in Pantone and CMYK colour
• Learn to troubleshoot

CONFIGURING AND SHARING PRESETS
• Create and use intent driven print presets

for consistent output

GENERATING A PDF THROUGH EXPORT
• Understand the different options for generating PDF

PDF/X STANDARDS
• PDF/X-1a, PDF/X-3 and PDF/X-4 standards
• Adobe PDF print engine

CONFIGURE ADOBE ACROBAT
• Page box geometry
• Overprint preview
• Page display options
• Smooth line art

APPLY TRAPPING
• Integrate trapping
• Trapping presets

OUTPUT PREVIEW
• Simulation preview
• Object Inspector
• Density readings
• Rich ink control
• Overprinting objects

CONVERT COLOURS
• Conversion from one colour space
• Tag objects with output intent profile

CROP PAGES
• Enlarge PDF page sizes
• Configure page boxes
• Trim, bleed, crop, media and crop box

PAGE MARK INFORMATION
• Apply page mark data
• Adhere to page geometry

FIXING HAIRLINES
• Increase vector strokes
• Convey minimum stroke weights for Type3

FLATTEN TRANSPARENCY
• Flatten live transparency
• Do we need to flatten?
• Preview and conversion settings
• Transparency overview

PREFLIGHT AND FIXUPS
• Preflight templates
• Fix-ups options
• Build your own fixup
• Building profiles
• Conversion to PDF/X
• Preflight and fix-ups droplets

+ VAT

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£254 - VAT self-funding

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INDESIGN 1-DAY
INTERACTIVE

CONSIDERATIONS FOR INTERACTIVE CONTENT
• Aspect ratio
• Quality of output
• Static and moving content

DOCUMENT
• Creating a new document
• Modifying and custom page sizes
• Examining pixel sizes
• Creating and modifying presets

IMPORTING CONTENT
• Placing InDesign documents
• Placing graphics
• Controlling layer content
• Multi placement of objects
• Frame fitting controls

ANIMATION
• Adding animation content
• Modifying motion presets
• Editing motion paths
• Special motion effects

SOUND
• Adding audio content
• Pasteboard / layer options
• Tips and tricks
• Playing
• Content controls
• Creating content controls

ADDING FUNCTIONALITY
• Exploring hyperlinks
• Exploring bookmarks

BUTTONS AND SAMPLE BUTTONS
• Exploring new functionality
• Converting an object to a button
• Creating and modifying button states

OUTPUT AND TESTING
• Output to Adobe PDF
• Output to Adobe SWF
• Save to Adobe Flash

TIMINGS
• Adding content to timing panel
• Converging timings

VIDEO
• Converting video
• Video considerations
• Streaming or embedded
• Skin options
• Poster frame and autoplay

max. 8 delegates
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INDESIGN 2-DAY
POWER USER

CONTENT COLLECTION TOOL
• Collecting content
• Collecting multiple items
• Content placer tool
• Linking content and styles
• Advanced conveyor options

LINKING CONTENT AND STYLES
• Using the collection tool
• Stand-alone linking workflow
• Style mapping / ruleset
• Breaking links
• Update options

EXPANDING FRAMES
• Auto-size options
• Hot corner re-sizing
• Constraints
• Expanding workflow

LIQUID LAYOUT
• Device considerations
• Controlled by Master
• Controlled by Scale
• Controlled by Re-Centre
• Controlled by Objects
• Controlled by Guides
• Pin objects and re-size options

GREP LOGIC
• Find and replace
• GREP logic
• Creating a GREP query
• Executing a GREP query
• Using GREP styles

TEXT VARIABLES
• Text variable logic
• Examining variables library
• Executing a variable
• Modifying a variable
• Using variable lists

FOOTNOTES
• Document footnote options
• Applying formatting to footnotes
• Inserting a footnote
• Navigating to a footnote
• Footnote shortcuts
• Footnote considerations for ePub

SCRIPTS AND PLUGINS
• Finding the scripts panel
• Applescript, Javascript and VB
• Executing sample scripts
• Examining scripts
• Examining plugins
• Differences between scripts and plugins

BASIC INTERACTIVITY
• Output considerations
• Document size and orientation
• Animations and timings
• Multi-state objects
• Buttons
• Preview panel

EFORMS (OUTPUT TO PDF)
• InDesign to PDF considerations
• Forms panel
• Configure fields
• Basic forms logic
• Show/hide button/field content
• Export to Adobe PDF
• Add Reader Extensions

EPUB CONSIDERATIONS
• Print-based layout
• eBook-based layout
• Articles panel
• Tagging styles
• Export to ePub options

FIXING BROKEN DOCUMENTS
• Options for fixing
• Options for older versions
• Considerations for pre-break

FIXING BROKEN INDESIGN
• Hot-key options
• Backing up InDesign
• Sharing preferences

ALTERNATE LAYOUTS
• Device and orientation considerations
• Linking objects and text
• Device size and orientation
• Page size and orientation
• Creating alternate layouts
• Deleting alternate layouts

LIVE CAPTIONS
• Examining Adobe Bridge
• Examining IPTC metadata
• Configuring live captions
• Updating content

QUICK-APPLY
• Configuring quick-apply

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Adobe Authorised Training Centre
INDESIGN 2-DAY
POWER USER (CONTINUED)

- Optimising by deselections
- Applying quick-apply
- Tips and tricks

CONDITIONAL TEXT
- Understanding default logic
- Applying conditions to content
- Creating sets / deleting
- Automatic add and remove pages

MINI BRIDGE
- Understanding the "big" bridge
- Introducing the min-bridge
- Listing / filtering / stars
- Slideshow mode
- Delivering content from mini-bridge

SNIPPETS AND LIBRARIES
- Understanding the differences
- Exporting snippet content
- Controlling origin of content
- Creating a library
- Adding content and metadata
- Filtering content

USE OF TRANSPARENCY THE RIGHT-WAY
- Creating special effects
- Understanding what can go wrong
- Fixing transparency problems

PDF/X STANDARDS WITH TRANSPARENCY
- PDF/X standards (1a, 3 and 4.x)
- Understanding flattening
- Understanding live content

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INDESIGN 1-DAY
ACA EXAM + PREP

WHAT YOU WILL LEARN
• The morning of the course covers areas such as project building, accessibility in your content creation and usability.

THE FORMAT?
• You will take your Adobe certified exam in the afternoon.

WHAT ELSE SHOULD I KNOW?
• Should you fail the exam, Certitec provides one free re-take on the day. Further exam testing is available at our London Covent Garden and Cardiff venues at £99 per exam.
PHOTOSHOP

Just about every creative digital project has Photoshop at its core. The world’s most advanced image editing software lets you enhance, retouch, and manipulate photographs and other images in any way you can imagine. And because it’s part of the Creative Cloud, you can save, share and access your work from anywhere — all with just a few clicks.

Create powerful images with the professional standard - Adobe Photoshop. Have improved access to its unrivaled power through a more intuitive user experience, greater editing freedom, and significant productivity enhancements. If you’re wishing to edit image content to output to web, print or mobile devices, this course will get you up-to-speed in no time. Photoshop – the world’s most powerful image editing and manipulation software.

Click play button to see our on-line video at certitec.com.
PHOTOSHOP 2-DAY
INTRODUCTION

INTRODUCTION
• What does Photoshop do?

SETTING UP AND GETTING AROUND THE INTERFACE
• Lets get familiar with the Tools panel
• Run through of the Tools panel
• Switching tools using the keyboard
• Dark or Light Interface
• Navigating your image
• Navigating tabs and windows
• Panels and workspaces
• Zooming in and zooming out
• Entering a custom zoom value
• Scrolling and panning images
• Rotating the view
• Working with tabbed documents
• Arranging documents
• Cycling between screen modes
• Switching tools using the keyboard
• Customizing the keyboard shortcuts

OPENING AND SETTING UP A DOCUMENT
• Opening from files from Windows and Mac
• Opening from Photoshop or Bridge
• Opening an image from Bridge
• An overview of Bridge
• Closing images

DIGITAL IMAGING FUNDAMENTALS
• Image size and resolution
• The Image Size command
• Resolution standards
• Upsampling and what happens when you do

CROP AND STRAIGHTEN
• The new and improved Crop tool
• Straightening a crooked image
• Using the Perspective Crop tool
• Automatically Cropping and Straightening scanned images
• The Rule of Thirds

EXTENDING IMAGES
• Creating a border around your image
• Extending the canvas
• Using Content AwareExtend
• Using Content Aware Fill
• Using Content Aware Scale

ADJUSTING IMAGE LUMINANCE
• Let there be Luminance
• The Auto commands
• Adjustments using Brightness/Contrast
• Adjustments using Levels
• Adjustments using Curves
• Working non-destructively with adjustment layers
• Editing adjustment layers
• Isolating an adjustment with a layer mask
• Hello to the histogram
• Basics of the Shadows/Highlights command

ADJUSTING COLOURS
• Assessing an image
• Identifying a colour cast and how to correct it
• Correcting a colour cast automatically
• Changing the colour balance using levels
• Changing the colour balance using Colour Balance
• Adjusting colour intensity with Vibrance
• The Hue/Saturation command

THE UNDO AND THE HISTORY PANEL
• Undo
• Utilising the History Panel
• Creating a Snapshot
• Creating a new Document from a History State

SELECTIONS
• What are selections and why we use them?
• The Marquee tools
• Getting to know the Lasso tools
• Magic Wand and Quick Mask tools
• Adding to and subtracting from Selections
• Modifying Selections
• Saving and Loading Selections
• Meet the Channels Panel

MASKING
• Understanding what a mask is and does
• Working with Layer Masks

BASIC RETOUCHING
• Using the Spot Healing Brush
• Using the Healing Brush
• Using the Patch Tool
• The ‘good old’ Clone Stamp tool
• The Dodge and Burn tools

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PHOTOSHOP 2-DAY
INTRODUCTION (CONTINUED)

- Tips and Tricks

THE BASICS OF LAYERS
- The Background layer
- Using a layer mask instead of deleting pixels
- Naming, hiding, creating, and deleting layers
- Altering the stacking order of layers
- Layer transformations
- Aligning and distributing layers
- Changing the opacity of layers
- Grouping layers
- Merge or rasterise layers
- Flatten or Save As?
- Best Practises

SAVING YOUR WORK
- Saving images to PSD
- Saving images to TIFF
- File Formats and which to use
- Best practises
- Using the Save For Web utility
- The Colour Modes explained

COMBINING MULTIPLE IMAGES
- Auto Align
- Auto Blend
- Creating panoramas with Photomerge

GETTING TO GRIPS WITH TEXT
- Horizontal and Vertical type tools
- Customising font properties
- The Character panel
- The Paragraph panel
- Managing text layers

BASIC BRUSHES
- An overview of brushes and the Brushes panel
- Brush size and hardness
- Brush shortcuts

WORKING WITH COLOUR
- The Swatches Panel
- The Colour Panel
- The Colour Picker
- Using the Eyedropper Tool to sample colour
- Creating simple gradients

SIMPLE COMPOSITING
- The various options for copying and pasting
- Dragging and dropping
- Placing an image
- Smart Objects and why to use them

The basics of layers

Savvvy training and certification

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PHOTOSHOP 2-DAY
ADVANCED

INTRODUCTION
- Adjusting preferences
- Creating keyboard shortcuts
- Using the HUD colour picker
- The interface and performance settings

WORKING SMARTER WITH BRIDGE
- Opening and organising files
- Viewing, choosing and assessing images
- Adding Metadata and Keywords
- Working with Batches and Actions
- Collections and Smart Collections
- Labelling and Filtering

CAMERA RAW
- Differences - RAW / compressed images
- Intro to Adobe Camera RAW
- Camera RAW Filter in Photoshop

RETOUChING
- Working on a actual retouching projects, non-destructively
- Scaling tips
- Working with all the Liquify tools
- Improve body shape and detail

ADJUSTING IMAGE LUMINANCE
- Editing with the histogram
- Customizing a Levels adjustment
- Understanding the Gamma value
- Making channel-by-channel adjustments
- Simulating a Grey Card
- Customising a Curves adjustment
- Colour adjustment by the numbers
- Tips and tricks

SHADOWS/HIGHLIGHTS
- Working non-destructively with Shadows/Highlights
- Shadows Highlights techniques
- The Radius values explained
- Enhancing the effects of Midtone Contrast
- Masking a group of Smart Filters

WORKING WITH TYPE
- Creating point text
- Choosing fonts and type style tricks
- A run through of the Character and Paragraph panels
- Kerning and tracking characters
- Creating and editing area text
- Selecting and formatting paragraphs
- Using Paragraph Styles
- Using Character Styles
- Setting text inside a custom path
- Creating text along a path
- Masking text into image elements
- Anti-aliasing explained

WORKING WITH VECTORS
- The other vector-based layer
- Drawing a dashed or dotted border
- Drawing and aligning custom shapes
- Combining simple shapes
- Cropping and merging shapes
- Adjusting Live Shape attributes
- Working with the pen tool

LAYER STYLES AND EFFECTS
- Applying and creating Layer Styles
- Loading and customizing Layer Styles
- Merging and saving Layer Styles
- Copying Layer Styles
- Depth, contour, and texture
- Imparting depth with a layer effect
- Creating shadows
- Bevel and Emboss
- Modifying a layer’s effects
- Saving custom default settings
- Creating a custom contour
- Global Light and rasterizing effects
- Surface contour
- Adding textures

USING LAYERS
- The Layers panel stripped down
- Creating layer comps
- Adding, scaling, and aligning layers
- Dragging and dropping layers
- Stack, reveal, and rename
- Opacity, history, and blend mode
- Duplicating a selected portion of a layer
- Applying a clipping mask
- Creating a new layer and background
- Layering tips and tricks
- Filtering layers

SCALE, ROTATE, SKEW, AND WARP
- Meet the transformations
- Transformation and Smart Objects
- Content aware Move Content Aware Extend
- Rotating a layer with Free Transform
- Scale, duplicate, repeat, distort, perspective, and skew

WORKING WITH GREYSCALE AND
PHOTOSHOP 2-DAY ADVANCED (CONTINUED)

BLACK & WHITE
- Convert to black and white
- Several ways to convert to greyscale
- Mixing a custom black-and-white image
- The Black & White command
- Customizing the Black & White settings
- Black & White or Channel Mixer
- Creating a sepia tone

NOISE AND DETAIL
- The Noise/Details balancing act
- Introducing the Reduce Noise filter
- Brushing away blur and sharpening
- Creating texture by adding noise
- Correcting noise in Camera Raw
- Working with the Median filter

SELECTIONS AND MASKING
- Adding to and subtracting from Selections
- Feathering a selection
- Refine Edge and Refine Mask
- Working with the Mask panel
- Modifying Selections
- Saving and Loading Selections
- Viewing a mask with or without its image
- Painting directly inside an alpha channel
- Correcting fringes around a masked layer
- Turning a layer into a knockout

SAVING FOR THE WEB
- Producing a suitable JPEG image
- Producing a suitable GIF image
- Working with colours to reduce file size
- PNG and PNG
- Viewing results in a browser

PRINTING AND OUTPUTTING
- The main print options
- Description and printing marks
- Applying bleed
- The Colour Settings
- Other printing options
- Previewing an image at print size
- Creating contact sheets
- Creating a web gallery

COLOUR SETTINGS
- Overview of Colour management
- Configuring Colour settings
- Soft proofing

SHARPENING DETAILS
- Understanding the Smart Sharpen filter
- Understanding the Unsharp Mask filter
- Assessing the best sharpening practises
- Sharpening with High Pass
- Sharpening using Smart Filters

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PHOTOSHOP 3-DAY
ADVANCED + ACA

INTRODUCTION
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• Convert to black and white

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Photoshop 3-Day
Advanced + ACA (continued)

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Selections and masking
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Selecting with the Colour Range Command
- Selecting Skin Tones
- Selecting a complex image with Colour Range
- Refining a selection in the Quick Mask mode

Sharpening Details
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PHOTOSHOP 4-DAY
MASTERCLASS

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• Resolution standards
• Upsampling and what happens when you do
• Changing the print size
• Downsampling for print and web
• The interpolation algorithms
• Best practices

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• Saving and Loading Selections
• Meet the Channels Panel

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• Working with Layer Masks

BASIC RETOUCHING
• Using the Spot Healing Brush
• Using the Healing Brush
• Using the Patch Tool
• The ‘good old’ Clone Stamp tool
• The Dodge and Burn tools

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PHOTOSHOP 4-DAY MASTERCLASS

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• Navigating tabs and windows
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• Changing the print size
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• The interpolation algorithms
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Soft proofing WHAT YOU WILL LEARN
• The morning of the course covers areas such as project building, accessibility in your content creation and usability.

THE FORMAT?
• You will take your Adobe certified exam in the afternoon.

WHAT ELSE SHOULD I KNOW?
• Should you fail the exam, Certitec provides one free re-take on the day. Further exam testing is available at our London Covent Garden and Cardiff venues at £99 per exam.

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PHOTOSHOP 2-DAY
ADVANCED RETOUCHING

CAMERA RAW
- Using Camera Raw via Bridge
- Opening and editing multiple images
- Cropping and Straightening
- Correcting white balance
- The Exposure controls
- The Spot Removal and Graduated Filter tools
- The Adjustment Brush
- Applying lens corrections
- Vignetting, Chromatic Aberration, and Fringe
- Hue, saturation, and luminance
- Producing a Grayscale image
- Synchronising Adjustments
- Split Toning
- Working with JPEG and TIFF images
- Camera Raw Smart Objects

DUOTONES AND COLOURISE
- Duotones, Tritones and Quadtones
- Creating a Density Mask
- Gradient Maps
- Colourising with different Blend Modes and Opacity
- Colourising with Adjustment layers
- Creating a Warhol style image

THE NEW BLUR GALLERY AND
- Improved Lighting Effects filter
- Creating depth-of-field effects
- Adjusting Field Blur options
- Working with Iris Blur
- Exporting a Field Blur mask
- Adding a light bokeh
- Using Selection Bleed
- Lighting Effects

NEW IMPROVED LIGHTING EFFECTS
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- Adjusting Field Blur options
- Working with Iris Blur
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WORKING WITH THE PEN TOOL AND VECTOR SHAPES
- Creating a Liechtenstein style image
- Pixel-based masking versus Vectors
- Drawing a straight-sided path outline
- Moving, deleting, and adding anchor points
- Creating a curve
- Editing shapes
- Positioning points and control handles

REFINING SELECTIONS AND LAYER MASKS
- Create composite images by masking hair
- Replace skies in images
- Creating a layer mask
- Refine Edge/Mask command
- Edge detection and Smart Radius
- The Refine Radius tool
- Tips and tricks of perfecting your mask

VANISHING POINT
- Creating a composition in perspective
- Creating a perspective plane
- Editing an image in perspective
- Cloning in perspective
- Painting in perspective
- Measuring in perspective
- Save as 3D

BLEND MODES AND BLENDING LAYERS
- Darken and Lighten and their derivatives
- The blend mode groups
- The Multiply and the darkening modes
- The Screen and the lightening modes

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DUOTONES AND COLOURISE
- Drawing smooth points with the Pen tool
- Duplicating and scaling a vector mask
- Using the Convert Point tool
- Converting a path into a selection
- Working smarter with keyboard shortcuts
- Create a Clipping Mask
- Create a web button or infographic
- Applying strokes to a path
- Creating Vector Masks
- Tips and Tricks

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ADVANCED RETOUCHING (CONTINUED)

- Luminance masks
- Overlay, Soft Light, and Hard Light
- Vivid, Linear, and Pin Light and Hard Mix
- Difference, Exclusion, Subtract, and Divide
- Hue, Saturation, Colour, and Luminosity
- Making a knockout layer
- Blending in the CMYK mode

RETOUCHING
- The Bristle Brushes
- The new Oil Paint filter
- Using the Mixer Brush to simulate painting
- Working on a beauty/fashion retouch project
- Using the Spot Healing Brush non-destructively
- Using Healing Brush non-destructively
- Using the Patch Tool
- Clone Stamp tool and Clone Source
- Clone Stamp tool and blend modes
- Clone Stamp and Patterns
- More advanced techniques using the Retouching Tools
- Dodge and Burn non-destructively
- Other Dodge and Burn Tips and Tricks
- More on Smoothing skin textures
- Working with hair and hair colour
- Luminance Masks
- Liquify

HDR
- Create an HDR composite
- Using HDR creatively
- HDR Toning
- Creative Effects with HDR Toning

LENS CORRECTION
- Using the Adaptive Wide Angle filter
- Lens Correction
- Tips and Tricks

SAVING FOR THE WEB
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- Working with Matte options
- Working with colours to reduce file size
- PNG 8 and PNG 24
- Viewing results in a browser
- Creating an Animated GIF

SAVING TIME WITH ACTIONS
- Creating an Action Set
- Creating a new Action
- Editing an Action
- Adding a stop
- Inserting a menu item
- Playing an Action
- Creating a Droplet
- Batch renaming via Bridge

WORKING WITH BRUSHES
- Creating a new brush preset
- The Brushes panel
- Customising brushes

FURTHER INTO HISTORY
- Creating a History Log
- Making tonal adjustments with the History Brush
- Creative use of the History panel
- Filling with History
- Working with Snapshots
- Creating a new Document from a History State

DISPLACEMENT MAPS
- Flowing type or an image across another image
PHOTOSHOP 1-DAY
ACA EXAM + PREP

COURSE OUTLINE

WHAT YOU WILL LEARN
• The morning of the course covers areas such as project building, accessibility in your content creation and usability.

THE FORMAT?
• You will take your Adobe certified exam in the afternoon.

WHAT ELSE SHOULD I KNOW?
• Should you fail the exam, Certitec provides one free re-take on the day. Further exam testing is available at our London Covent Garden and Cardiff venues at £99 per exam.
Adobe Acrobat was invented by Adobe Systems and perfected over the last 20 years. Adobe PDF is the global standard for capturing and reviewing rich information from almost any application on any computer system and sharing it with virtually anyone, anywhere. With Adobe Acrobat XI software, PDF is more secure and dynamic than ever. Users around the world trust and rely on Adobe PDF files and we have Adobe Authorised Acrobat training courses from Introduction to Advanced to suit all users of this diverse and powerful software.

Portable Document Format (PDF) is now an open standard for electronic document exchange. When you convert documents, forms, graphics, and web pages to PDF, they look just like they would if printed. But unlike printed documents, PDF files can contain clickable links, buttons, form fields, video, and audio — as well as logic to automate business processes. When sharing a PDF virtually anyone can read it using free Adobe Reader® software.

Click play button to see our on-line video at certitec.com.
ACROBAT 1-DAY
ESSENTIALS

CREATE PDF FROM MICROSOFT OFFICE
- Generate PDFs from Microsoft Office
- The PDF Maker
- Embedding bookmarks, TOC (Tables of contents), links
- Embedding fonts
- Colour conversion

DOCUMENT BOOKMARKING
- Automatic bookmarks
- Creation of manual bookmarks
- Configuring bookmarks
- Bookmarks that do something different
- Importing bookmarks

DOCUMENT REPURPOSING
- PowerPoint to PDF presentations
- HTML pages to PDF
- PDF to Word
- PDF to Excel
- PDF to Powerpoint

NAVIGATION
- Zoom commands for efficiency
- Layout views
- Book options

GENERATING PDF FROM WEB PAGES
- Conversion options
- Selection mode
- Output control
- Embedded media settings
- Combine PDFs into PDF Portfolios
- Advantages of single files
- Advantages of PDF Portfolios

LAYOUT MODES
- Appending different media
- Customising Portfolios
- Home, index and list modes
- Upload to Acrobat.com

COMBINING
- Combining single PDFs
- Combining multiple PDFs
- Multi-page PDF vs Portfolio
- Copy and paste pages
- Extract pages
- Replaces pages

TOOLBARS
- New customised toolbars
- Reset workspace

EDITING AND REPURPOSING
- Editing text
- Formatting text
- Change image properties
- Open images in image editor
- Open objects in object editor
- Save out images
- Document-wide extraction

SECURING YOUR PDF FILE
- Different types of Acrobat security
- Security Policies
- Applying security and testing
- Password and permissions restrictions
- Removing security

max. 8 delegates
10am - 5pm
Exam No
£50 FlexiCredit
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payment
£299 + VAT
company
£254 + VAT
self-funding

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www.certitec.com
ACROBAT 2-DAY
INTRODUCTION

CREATE PDF FROM MICROSOFT OFFICE
- Generate PDFs from Microsoft Office
- The PDF Maker
- Embedding bookmarks, TOC (Tables of contents), links
- Embedding fonts
- Colour conversion

DOCUMENT BOOKMARKING
- Automatic bookmarks
- Creation of manual bookmarks
- Configuring bookmarks
- Bookmarks that do something different
- Importing bookmarks

DOCUMENT REPURPOSING
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- HTML pages to PDF
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- PDF to Excel
- PDF to Powerpoint

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OPTIMISE YOUR PDF FILE
- Check for file content
- Reduce image size and compression
- Edit font embedding and remove metadata
- Flatten forms fields, remove comments

ADOBE PDF FORMS GENERATION
- Generating a simple PDF (Acro) form
- Discussing Adobe Livecycle Designer
- Examples of Form field recognition
- Understanding form field types
- Recycle fields across documents
- Repeating fields and form logic
- Naming fields and workflow considerations
- Form logic and validation
- Using simplified field notation
- Mandatory form entry and options
- Sending a forms workflow message
- Configure the reset, print and submit buttons
- Personal or workgroup form distribution
- Submitting and saving data with Adobe Reader
- Using the forms tracker
- Collecting data and analysis
- Filtering and sorting results
- Response file and PDF Portfolios
- Merging older responses into current
- Exporting to CSV and XML
ACROBAT 2-DAY
ADVANCED

UNDERSTANDING SECURITY
- Online workflow
- Sending a shared review invite
- Connecting to shared server
- Understanding the XML comments
- Server types allowed (internal and external)
- Adding and manipulating comments
- Shared Tracker Review
- The Tracker revealed

SANDBOXING
- The theory behind the jail concept
- Compliant versions of Acrobat and Reader
- Understanding security threats
- Combating security threats

ENHANCED SECURITY SETTINGS
- Configure safe domains and safe files
- Allow security but not break workflows
- Methods of visually seeing ‘safe’ files

PASSWORD PROTECTION
- Setting up document passwords
- Setting up permissions passwords
- Logic behind document security
- Adobe Rights Management solution
- Removing security

DIGITAL SIGNATURES
- Creating a password-driven digital signature
- Creating a signature appearance
- Signing a document – visibly and invisibly
- Exchanging digital signatures
- Creating trusted identities
- Applying security policies with trusted identities

REDACTION
- Setting RedAction preferences
- RedAction codes and stamping
- RedAct text and images manually
- Search and RedAct function
- Search patterns and RegExp
- Save options

SCAN AND OCR
- Scan optimisation
- Text recognition with high-grade results
- Text recognition for editibility
- Copy and search capabilities

PDF/A STANDARDS FOR LONG TERM ARCHIVE
- Ensure document longevity for the future
- The impact of long-term archive with PDF
- Creating a PDF/A-1a and PDF/A-1b document
- How to know the difference between PDF and PDF/A
- How to make write-enabled PDF/A

SEND FOR SHARED REVIEW
- The ‘find’ command
- The ‘Search’ command
- Find-and-replace
- Searching for patterns
- Creating a search index
- Searching search-index
- Embedding a search-index

REPURPOSING PDFS (REVIEW)
- Exporting PDF to Word
- Exporting PDF to Excel
- Exporting PDF to Powerpoint
- Exporting PDF to Text
- Exporting PDF to Image

FORMS CENTRAL (REVIEW)
- Understanding workflow
- Building a simple form
- Exporting as HTML
- Exporting as PDF
- Form logic
- Analysing results

ECHOSIGN (REVIEW)
- Understanding workflow
- Sending for signature
- Configure recipient options
- Signature acknowledgment
- Workflow acceptance

ACCESSIBILITY FROM MICROSOFT
- Setting document structure
- Using styles and choosing fonts
- Document Properties
- Bulleted and numbered lists
- Tables and lists

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ACROBAT 2-DAY ADVANCED (CONTINUED)

PDF MAKER OPTIONS FOR REFLOW
- Setting options
- Importance of reflow
- Metadata
- PDF presets and options

ACCESSIBILITY CHECKER
- Checking the PDF for accessibility
- Fixing common accessibility problems
- Considerations for readers

ADDING AND MODIFYING TAGS / STRUCTURE
- Changing the reading order of a tagged document
- Adding document structure to an untagged document
- Adding alt tags to objects
- Remapping to artefacts and other elements

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ACROBAT 4-DAY MASTERCLASS

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ACROBAT 4-DAY
MASTERCLASS (CONTINUED)

- Configure safe domains and safe files
- Allow security but not break workflows
- Methods of visually seeing ‘safe’ files

PASSWORD PROTECTION
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ACTION WIZARD
- Perform repetitive tasks in one key-click
- Improve productivity / quality control
- Import off-line and on-line actions
- Build custom workflows

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ACROBAT 4-DAY
MASTERCLASS (CONTINUED)

- Considerations for readers

**ADDING AND MODIFYING TAGS / STRUCTURE**
- Changing the reading order of a tagged document
- Adding document structure to an untagged document
- Adding alt tags to objects
- Remapping to artefacts and other elements
ACROBAT 1-DAY
PRINT PRODUCTION

CONFIGURING RICH BLACK PARAMETERS
• Differences between 100K and rich-black

PACKAGING FILES FOR HAND-OFF
• Methods of compacting files for print delivery in native application

LIVE PREFLIGHT
• Building a preflight profile
• Embedding profile into your document
• Considerations

MANAGING MISSING LINKS AND FONTS
• How to manage links and fonts
• New links panel and options

PREVIEW SEPARATIONS
• Acrately control your colours
• Using the Ink Manager

SUCCESSFULLY OVERCOME TRANSPARENCY ISSUES
• Use object layering and stacking order to overcome flattening issues (ref. PDF/X-1a and PDF/X-4)

COLOUR SWATCHES AND MAPPING
• Build swatches in Pantone and CMYK colour
• Learn to troubleshoot

CONFIGURING AND SHARING PRESETS
• Create and use intent driven print presets

for consistent output

GENERATING A PDF THROUGH EXPORT
• Understand the different options for generating PDF

PDF/X STANDARDS
• PDF/X-1a, PDF/X-3 and PDF/X-4 standards
• Adobe PDF print engine

CONFIGURE ADOBE ACROBAT
• Page box geometry
• Overprint preview
• Page display options
• Smooth line art

APPLY TRAPPING
• Integrate trapping
• Trapping presets

OUTPUT PREVIEW
• Simulation preview
• Object Inspector
• Density readings
• Rich ink control
• Overprinting objects

PREFLIGHT AND FIXUPS
• Preflight templates
• Fix-ups options
• Build your own fixup
• Building profiles
• Conversion to PDF/X
• Preflight and fix-ups droplets

CONVERT COLOURS
• Conversion from one colour space
• Tag objects with output intent profile

CROP PAGES
• Enlarge PDF page sizes
• Configure page boxes
• Trim, bleed, crop, media and crop box

PAGE MARK INFORMATION
• Apply page mark data
• Adhere to page geometry

FIXING HAIRLINES
• Increase vector strokes
• Convery minimum stroke weights for Type3

FLATTEN TRANSPARENCY
• Flatten live transparency
• Do we need to flatten?
• Preview and conversion settings
• Transparency overview

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ACROBAT 1-DAY
PRINT PRODUCTION

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ACROBAT 1-DAY FORMS

ACROBAT.COM
• Hosted Adobe service
• Connect as repository
• Product overview
• Creating a user account
• Remote presentations
• Gaining control of a user’s desktop
• Chat and communication pods
• Adobe Buzzword
• File Manager and uploading

• Filtering and sorting results
• Response file and PDF Portfolio
• Merging older responses into current
• Exporting to CSV and XML

OPTIMISE YOUR PDF FILE
• Check for file content
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FORM LOGIC
• Form logic and validation
• Using simplified field notation
• Mandatory form entry and options
• Sending a forms workflow message
• Configure the reset, print and submit buttons

FORM DISTRIBUTION (INCLUDES READER EXTENSIONS)
• Personal or workgroup form distribution
• Submitting and saving data with Adobe Reader
• Using the forms tracker
• Adobe Reader Extensions
• Collecting data and analysis

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Make the impossible possible with the new, more connected After Effects CC. Get powerful timesaving features like a Live 3D Pipeline with Maxon Cinema4D software and new Mask Tracker, which lets you apply a mask and effect that travel frame by frame. Share work from within the application, sync your settings and get access to new features as soon as they’re released. Available now in Creative Cloud for both Mac and Windows.

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AFTER EFFECTS 2-DAY
INTRODUCTION

INTRODUCTION
• What does After Effects do?

SETTING UP AND GETTING AROUND THE INTERFACE
• Lets get familiar with the Tools panel
• Run through of the Tools panel
• Switching tools using the keyboard
• Dark or Light Interface
• Navigating your image
• Navigating tabs and windows
• Panels and workspaces
• Zooming in and zooming out
• Entering a custom zoom value
• Scrolling and panning images
• Rotating the view
• Working with tabbed documents
• Arranging documents
• Cycling between screen modes
• Using the Navigator panel
• Switching tools using the keyboard
• Customizing the keyboard shortcuts

OPENING AND SETTING UP A DOCUMENT
• Opening from files from Windows and Mac
• Opening from Photoshop or Bridge
• Opening an image from Bridge
• An overview of Bridge
• Opening an image from Mini Bridge
• Closing images

DIGITAL IMAGING FUNDAMENTALS
• Image size and resolution
• The Image Size command
• Resolution standards

ADJUSTING COLOURS
• Assessing an image
• Identifying a colour cast
• Correcting a colour cast
• Changing the colour balance
• Compensating with Photo Filter
• Adjusting colour intensity with Vibrance
• The Hue/Saturation command
• Using the Replace Colour command

THE UNDO AND THE HISTORY PANEL
• Undo
• Using the History Panel
• Creating a Snapshot
• Creating a new Document from a History State

SELECTIONS
• What are selections and why we use them?
• The Marquee tools
• Getting to know the Lasso tools
• Magic Wand and Quick Mask tools
• Adding to and subtracting from Selections
• Feathering a selection
• Making it better with Refine Edge
• Saving and Loading Selections
• Meet the Channels Panel

MASKING
• Understanding what a mask is and does
• Working with Layer Masks

BASIC RETOUCHING
• Content-Aware Fill

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AFTER EFFECTS 3-DAY
ADVANCED

KEYFRAMES
- Different types of Keyframe
- Velocity
- Keyframe shortcuts
- Keyframe graph editor
- Type, Draw & Paint
- All about alphas
- Working with Photoshop
- Dots
- Pixels & inches
- Working with Illustrator
- Plugging in Type

WORKING WITH 3D
- Writing a simple expression
- Linking expressions to motion track
- Cameras
- Lights
- 3D Layers

NLE INTEGRATION
- Integration 101
- Integration with non-linear editing systems

THE MATRIX
- The ‘particle playground’

MORE ON EFFECTS
- Production bundle effects round-up
- Compound effects

ANIMATION ASSISTANTS
- Additional Assistants
- Motion fun
- Express yourself
- Animation and behaviour presets

KEYING
- Using Keylight

TIME AND TRACKING
- Time re-mapping
- Time games
- Motion Tracking
- Time warp

EXPRESSIONS
- Different types of Keyframe
- Velocity
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- Keyframe graph editor
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AFTER EFFECTS 5-DAY MASTERCLASS

AFTER EFFECTS USER INTERFACE AND ANIMATION
• What is a project file and what is in it?
• Tools and Panels

BASIC ANIMATION
• Transform properties of layers
• Keyframing

INTERMEDIATE ANIMATION
• In-depth keyframe manipulation & interpolation
• Graph Editor
• Motion Sketch/Smotherer
• Auto-Orient/Motion Blur
• Roving Keyframes
• Anchor Point/Pan Behind Tool

LAYER CONTROL
• Trim-move-stack-split
• Slip Tool
• Sequence Layers
• Solo Switches
• Looping Footage
• Image Sequences
• Frame Rate vs Time Stretch
• Blending Modes
• Effects & Solids with Blending Modes
• Effects & Presets Panel

TRANSPARENCY
• Masks
• Shape
• Feather
• Expansion
• Masking with the Pen Tool

TYPE AND TITLES
• Simple rules of titling
• Basic text

NESTING
• Precomps
• Editing precomps
• Locking panels

RENDER ORDER
• How After Effects puts it all together
• Exporting files
• Render Queue
• Export As/Same Frame As/Pre-render

KEYFRAMES
• Different types of Keyframe
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FORMAT ISSUES AND RENDERING
• Video issues
• 3:2 Pull-down
• Luminance and IRE Issues
• Working with D1/DV NTSC
• Working with widescreen
• Pre-rendering & proxies
• Advanced ‘Rendering-Render Farm Concept’

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CAPTIVATE 2-DAY
INTRODUCTION

THE CAPTIVATE LEARNING ENVIRONMENT
• Definitions
• Captivate Workflow for Systems Training
• Start Page
• Main Editing Interface
• Workspace Layout

CREATE A BLANK PROJECT
• New project options dialog box
• The Recording window
• Settings button
• Editing Slides
• Slides
• Filmstrip
• Slide Properties

WORKING WITH TEXT CAPTIONS AND POINTERS
• Updating text captions
• Text Caption Editing
• Resizing and moving
• Object Style Manager
• Modify the Pointer
• Pointer path

WORKING WITH THE TIMELINE
• Set stacking order

WORKING WITH OBJECTS
• Using the Grid and the Align panel
• Stacking and Merging Images
• Grouping
• Adding Smart Shapes

INSERTING ANIMATIONS
• Text animation
• Inserting Animations

USING VIDEO
• Adding Slide video
• The type of video that you want to insert
• Changing a typing layer to an animation
• Adding Widgets
• Smart learning interactions

RECORDING SOFTWARE DEMONSTRATIONS WITH AUDIO
• Record audio Dialog box
• Audio file importing and editing
• Closed Captioning
• Text to speech
• Recording software simulations

IMPORTING ROLLOVER CAPTION AND IMAGES
• Rollover Caption
• Rollover Image
• Rollover Slidelets
• Editing click boxes
• Importing PowerPoint slides
• Inserting buttons
• Adding text entry boxes
• Using variables
• Creating advanced actions

INSERTING QUESTION SLIDE
• Slide pool and random slides
• Inserting random slides

SETTING REPORTING OPTIONS
• Branching

UPDATING PROJECTS
• Recording additional slides into an existing project

THEMES AND PROJECT TEMPLATES
• Themes
• Templates

REVIEWING
• Set up your project for review
• Sharing projects for review on an internal server

LEARNING MANAGEMENT SYSTEM (LMS)
• Quiz preferences
• AICC and SCORM
• Manifest File
• Manifest dialog box

OTHER REPORTING AND PUBLISHING OPTIONS
• Reporting to Acrobat.com
• Interrogating the results via the Adobe Captivate Quiz Results Analyser
• Reporting to an internal server
• Spell Check
• Skin Editor and Table of Contents
• Start and End
• Roundtrip editing via Word
• Publishing to YouTube

AGGREGATOR PROJECTS
• Create an ‘aggregator’ project
• Publish the aggregator project

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Develop more web content, more quickly. A streamlined user interface, connected tools, and new visual CSS editing tools let you code efficiently and intuitively. And now, Dreamweaver® CC lets you share work directly from within the application, and helps you keep up with web standards by giving you access to new features as soon as they’re available. Your entire creative world, together in one place. Only in Creative Cloud™.

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DREAMWEAVER 2-DAY INTRODUCTION

GETTING STARTED
• HTML basics
• Learning the interface
• Defining a site
• Creating a simple website

WORKING WITH GRAPHICS
• Using graphics on web pages
• Placing graphics on the page
• Modifying image properties
• Editing images
• Round-trip editing with Photoshop
• Customising the Insert bar
• Adding HTML5 content

WORKING WITH VIDEO
• Adding HTML5 video

NAVIGATING YOUR SITE
• Understanding site navigation
• Linking to files in your site
• Linking to sites
• Linking to named anchors
• Adding email links
• Linking from images
• Creating a jump menu

USING TEMPLATES
• Creating site templates
• Defining editable regions
• Using templates
• Applying a template to a page
• Modifying templates

FORMATTING WITH CASCADING STYLE SHEETS
• Formatting text
• Introducing Cascading Style Sheets
• Creating styles
• Exporting CSS rule definitions
• Creating class styles
• Attaching external style sheets
• Creating a new external style sheet
• Displaying styles
• Cascading order and inheritance of styles

TESTING, MAINTENANCE, AND UPLOADING
• Testing your site
• Maintaining your files and folders
• Connecting to a remote site
• Synchronising files
• Dreamweaver’s special features
DREAMWEAVER 2-DAY INTERMEDIATE

DESIGNING PAGE LAYOUTS WITH CSS
• Understanding page layout
• Using layers for layout
• Adding CSS to layers
• Using absolute and relative positioning
• Designing with DIs
• Designing navigation links with CSS
• Importing tabular data
• Using table layout view
• Creating Mobile version of the website

Photoshop integration

JAVASCRIPT BEHAVIOURS IN DREAMWEAVER
• Creating image gallery
• Creating JQuery Accordions
• Creating JQuery Tabbed Panels

MORE INTERACTIVITY
• Creating rollovers
• Working with Library Items

MORE CSS:
• Creating custom CSS rules
• Creating advanced styles
• Adding CSS3 shadows to elements
• Adding CSS3 rounded corners to elements

RESPONSIVE DESIGN
• Creating content for desktop, tablet and mobile
• Adding content
• Showing/hiding content across devices

USING LIBRARIES
• Using site library items
• Creating a library object
• Modifying a library object
• Site-wide library updating

CREATING FORMS
• Understanding forms
• A look at processing a form
• Using HTML5 validation with a form

TESTING, MAINTENANCE, AND UPLOADING
• CSS layouts
• CSS management
• CSS Advisor
• Browser compatibility

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DREAMWEAVER 3-DAY INTERMEDIATE + ACA

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DREAMWEAVER 1-DAY
HTML NEWSLETTERS

COURSE OUTLINE

- Getting started
- The use of HTML over plain text in HTML Emails/Newsletter
- Navigating tables and row/column options
- Make local and global selections
- Troubleshooting table options
- Using Table of Contents and NameIDs
- Linking to external websites
- Linking to internal content

PLANNING YOUR CONTENT

- Design considerations
- How to avoid spam filters
- Best practices
- What structures work best in HTML emails/newsletters
- Understanding simple HTML
- Understanding simple CSS
- Using the design, split and code view
- Troubleshooting using the split view

USING THE CODE VIEW

- File formats comparison
- Colour space transformations
- Image optimisation
- Normal vs retina options
- Linking Images
- Dimensions of Emails/Newsletters
- Using hot-spots
- Updating images
- Adding Alt tags
- Adding Title tags

PREPARING IMAGES

- Creating and sending an Email/Newsletter using Webmail
- Creating and sending an Email/Newsletter using an Email Client

PREPARING CONTENT

- Dimensions of Emails/Newsletters
- Using hot-spots
- Updating images
- Adding Alt tags
- Adding Title tags

TABLES AND CSS

- Nesting Tables
- How to use CSS
- Creating in-line styles
- Using the tag selector

TESTING YOUR NEWSLETTER

- Previewing using Live View
- Previewing using a web browser

SENDING YOUR NEWSLETTER

- Previewing using Live View
- Previewing using a web browser

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DREAMWEAVER 5-DAY MASTERCLASS + ACA

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• Using table layout view
• Creating Mobile version of the website
  (Responsive Design)

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• Testing your site
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• Dreamweaver’s new features
• CSS layouts
• CSS management

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ANIMATE

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ANIMATE 2-DAY
INTRODUCTION

INTRODUCING FLASH
• Launching Flash
• Resetting the workspace
• Exploring the welcome screen
• The Flash files explained
• Creating our first Flash file
• The panels
• Modifying the movie properties
• Saving the file

ENHANCING THE DESIGN
• A simple import to stage
• Let’s take a look at workflow
• A workflow for transparent content
• Working with vector artwork

BEING SYMBOLIC
• The concept
• Convert to symbol
• Compare and discuss the symbol types
• Look at color effects
• Look at filters
• Reuse is the key
• Blend modes

TWEENING TIME
• Steps to happiness
• Tweening different properties
• Putting it into practise – let’s build a banner
• The magic staircase
• Animating images
• Cache as bitmap
• Exploring easing and breaking up a tween

PUBLISHING YOUR VIDEO
• A quick look at publish settings

SPELLING IT OUT
• The text tool
• Checking the properties before you type
• Adding our text
• Back to black
• Changing the properties
• Discussing the anti-alias options
• Working with large blocks of text
• An example of text orientation

BACK TO BANNERS
• Banner advert sizes
• Let’s build a banner to brush up our skills
• Alphas, movement, scale, blur
• Placing backgrounds and borders on our banner
• Advertisement text
• Transparent corners
• Creating movieclips in retrospect
• Masking revisited
• Using a mask in an animation
• How to add a simple link

THE BUILDING BLOCKS OF A SIMPLE MICROSITE
• Building a button
• Duplicating symbols
• Bringing the buttons together
• Using a movieclip for the background
• Sketching out the design

BUILDING OUR FIRST PAGE
• The home page

BUILDING THE OTHER PAGES
• Using scenes to separate our pages
• Getting the content in the same place
• Duplicating the title symbol object and then swapping it out
• Modifying the layout
• Modifying behaviour with a sprinkling of script
• Adding code to make the buttons work

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ANIMATE 2-DAY
INTERMEDIATE

BANNER ADVERTS
- Dimensions and file sizes
- Working our graphics before use
- The Kuler extension
- Motion tweening with the motion editor and easing
- Duplicating motion to a second symbol
- Motion presets
- Mask layers and movieclips in retrospect

SNEAKING IN A SIMPLE PRELOADER
- Adding labels to our frames as anchors
- Changing our publish settings to enable the anchors
- Reviewing the movie and fixing any problems

USING THE MASK
- Importing an image
- Creating a new layer
- Using the grid fill deco tool
- Turning it into a mask
- Locking layers and preview

INTRODUCING INTERACTION
- Movieclips as buttons
- Using this to create popups
- Blend modes and reflections
- Instance names
- Scaling symbols and 9-slice view
- The scroll pane and scrolling content

FRAME-BY-FRAME ANIMATION
- Illustrator as a tool
- The import process
- Drawn and scanned content

CHARACTER ANIMATION AND THE BONES TOOL
- Importing from Illustrator and movieclips
- Using the Bones tool
- Building a basic animation

WORKING IN 3D
- First, the limitations
- Using perspective to produce a different design
- Gradient styles
- Bitmap fills
- Blend modes to darken into the distance
- Movement in 3D and the motion editor
- Rotation in 3D and the classic problem of completion
- Publish settings and GPU acceleration

WORKING WITH XFL
- After effects to Flash workflow and FLV vs XFL
- Indesign to Flash using XFL

GETTING IT ALL ONLINE
- Using a SWF in a Dreamweaver page
- Window modes and overlapping divs
- The code produced by Flash and how to use it

THE FLASH PROJECT
- Creating a project
- Separating content into separate SWFs
- The uiloader component

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ANIMATE 2-DAY INTERMEDIATE (CONTINUED)

THE CONTACT PAGE
- Using scenes for navigation
- Building a more interesting navigation bar with images
- Applying a class to our buttons
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- Applying a document class to resolve navigation
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- Making the map more exciting with a component
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PUBLISHING AND PREVIEWING OUR MICROSITE
- Reviewing the publish settings
- Publishing the movie
- Viewing in the browser

DEVELOP WORKFLOW
- Planning and communication
- The initial design prototype and the first development meeting
- Symbol names and types
- Instance names
- ‘Export for ActionScript’ and eloquent structure

BANNER ADVERT CLICKTAGS
- The theory of banner advert providers
- An insight into the html
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- Movie structure
- ‘Export for ActionScript3’
- Looking at the bandwidth profiler
- Adding a preloader scene
- Changing the compiler settings
- Using the deco tool to produce a preloader animation
- Linking to our document class
- Testing the movie and simulating the download

A PROGRESS BAR
- The progress bar plan
- Working in layers
- Instance names and registration points
- Masks can make things look great!
- Clever looping animation
- Using and naming our progress bar
- Linking to the class definition
- Testing the movie and simulating the download

A PHOTO GALLERY
- The prototype sketch
- Preparing our photos using batch processing
- Writing an XML file
- Building our Flash movie
- Creating dummy movieclips
- Dynamic text and embedding fonts
- Adding backgrounds and borders
- Linking in our document class
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A SIMPLE TABBED VIEW
- Building our tabs
- Building our pages
- Naming the instances
- Linking the pages and tabs to the base class
- Enabling the component definitions
- Viewing the component inspector
- Setting the parameters
- Testing the movie

AN MP3 PLAYER
- Building our individual components, play/ pause, volume control, volume display, mute control, song title preview, player background and frequency analyser
- Bringing them together and naming the instances
- Linking our MP3 player to the developer’s code
- Enabling the component definition
- Drag and drop the component into the design
- Use the component inspector to set the MP3 filename

AN E-BOOK
- Building our individual components
- Arrows, zoom in, zoom out, page

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ANIMATE 2-DAY INTERMEDIATE (CONTINUED)

• Bringing them together and naming the instances
• Linking the document to our developer’s code
• Testing the movie and exploring the functionality

A 3D LOADER FOR PRODUCT VISUALISATION
• Building a dummy placeholder
• Linking to the developer’s code
• Enabling the component definition
• Adding the component to the movie
• Setting the 3D filename in the component inspector
• Testing the movie and exploring the functionality

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THE HOME PAGE
• Static text and anti-aliasing
• Importing an image for use
• Converting to a movieclip to apply a filter
• Introducing dynamic text
• Fixing the size and making it scrollable
• Adding the all important scroll bar
• Making our text and images accessible
• Considering localisation of content

THE ABOUT PAGE
• Working in the library
• Producing more interesting content
• Don’t forget accessibility and localisation
• Using the scroll pane to make it scroll

THE PRODUCTS PAGE
• Building another SWF
• Creating each ‘item’ as a movieclip
• Using the uiloader to load images at runtime
• The download preview
ANIMATE 3-DAY
INTERMEDIATE + ACA (CONTINUED)

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• Using scenes for navigation
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• Linking in our document class
• Testing the movie and simulating the download

A PRESENTATION
• Working with scenes
• Adding some animation
• Playing it through
• It would be nice to have some control and applying our code from the developer
• Exploring the functionality

A SIMPLE TABBED VIEW
• Building our tabs
• Building our pages
• Naming the instances
• Linking the pages and tabs to the base class
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• Viewing the component inspector
• Setting the parameters
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ANIMATE 3-DAY
INTERMEDIATE + ACA (CONTINUED)

max. 8 delegates
10am - 5pm
Exam No
£100 FlexiCredit
Training book
BACS/credit card payment
£649 + VAT
£552 + VAT

company

number display, e-book logo, footer bar,
background, e-book dummy, individual
pages and e-book pages collection
• Bringing them together and naming the
instances
• Linking the document to our developer’s
code
• Testing the movie and exploring the
functionality

A 3D LOADER FOR PRODUCT
VISUALISATION
• Building a dummy placeholder
• Linking to the developer’s code
• Enabling the component definition
• Adding the component to the movie
• Setting the 3D filename in the component
inspector
• Testing the movie and exploring the
functionality
• The morning of the course covers areas
such as project building, accessibility in
your content creation and usability.
•
• You will take the Adobe Certified Associate
(ACA) exam in the afternoon.
 ANIMATE 5-DAY  
MASTERCLASS + ACA

INTRODUCING FLASH
- Launching Flash
- Resetting the workspace
- Exploring the welcome screen
- The Flash files explained
- Creating our first Flash file
- The panels
- Modifying the movie properties
- Saving the file

ENHANCING THE DESIGN WITH IMAGES
- A simple import to stage
- Let’s take a look at workflow
- A workflow for transparent content
- Working with vector artwork

BEING SYMBOLIC
- The concept
- Convert to symbol
- Compare and discuss the symbol types
- Look at color effects
- Look at filters
- Reuse is the key
- Blend modes

TWEENING TIME
- Steps to happiness
- Tweening different properties
- Putting it into practise – let’s build a banner
- The magic staircase
- Animating images
- Cache as bitmap
- Exploring easing and breaking up a tween

USING VIDEO
- File formats
- on-page and full screen
- adding the play skin
- rendering considerations
- desktop vs mobile

PUBLISHING YOUR VIDEO
- A quick look at publish settings
- Publishing the movie
- Reviewing the output

BACK TO BANNERS
- Banner advert sizes
- Let’s build a banner to brush up our skills
- Alphas, movement, scale, blur
- Placing backgrounds and borders on our banner
- Advertisement text
- Transparent corners
- Creating movieclips in retrospect
- Masking revisited
- Using a mask in an animation
- How to add a simple link

THE BUILDING BLOCKS OF A SIMPLE MICROSITE
- Building a button
- Duplicating symbols
- Bringing the buttons together
- Using a movieclip for the background
- Sketching out the design

BUILDING OUR FIRST PAGE
- The home page

BUILDING THE OTHER PAGES
- Using scenes to separate our pages
- Getting the content in the same place
- Duplicating the title symbol object and then swapping it out
- Swapping out the image
- Modifying the layout
- Naming our scenes

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Adobe Certified Associate
ANIMATE 5-DAY
MASTERCLASS + ACA (CONTINUED)

INTRODUCING INTERACTION
• Movieclips as buttons
• Using this to create popups
• Blend modes and reflections
• Instance names
• Scaling symbols and 9-slice view
• The scroll pane and scrolling content

GETTING IT ALL ONLINE
• Indesign to Flash using XFL
• Using a SWF in a Dreamweaver page
• Window modes and overlapping divs
• The code produced by Flash and how to use it

FRAME-BY-FRAME ANIMATION
• Illustrator as a tool
• The import process
• Drawn and scanned content
• Import an image series
• Tracing bitmaps and optimising curves

THE FLASH PROJECT
• Creating a project
• Separating content into separate SWFs
• The uiloader component
• Backgrounds and 9-slice scaling
• Libraries and runtime sharing

CHARACTER ANIMATION AND THE BONES TOOL
• Importing from Illustrator and movieclips
• Using the Bones tool
• Building a basic animation

BUILDING NAVIGATION
• Movieclips as buttons
• Frame labels
• Audio on our buttons and runtime sharing
• Grouping buttons as a navigation bar
• Filters revisited
• Instance names
• Accessibility on our buttons
• Applying a document class to intercept interaction

WORKING IN 3D
• First, the limitations
• Using perspective to produce a different design
• Gradient styles
• Bitmap fills
• Blend modes to darken into the distance
• Movement in 3D and the motion editor
• Rotation in 3D and the classic problem of completion
• Publish settings and GPU acceleration

THE HOME PAGE
• Static text and anti-aliasing
• Importing an image for use
• Converting to a movieclip to apply a filter
• Introducing dynamic text
• Fixing the size and making it scrollable
• Adding the all important scroll bar
• Making our text and images accessible
• Considering localisation of content

SNEAKING IN A SIMPLE PRELOADER
• Adding labels to our frames as anchors
• Changing our publish settings to enable the anchors
• Reviewing the movie and fixing any problems

USING THE MASK
• Importing an image
• Creating a new layer
• Using the grid fill deco tool
• Turning it into a mask
• Locking layers and preview

MODIFYING BEHAVIOUR WITH A SPRINKLING OF SCRIPT
• Adding some code to make the buttons work

PUBLISHING THE MICROSITE
• Publish settings and the Flash player version
• Reviewing our result

BANNER ADVERTS
• Dimensions and file sizes
• Working our graphics before use
• The Kuler extension
• Motion tweening with the motion editor and easing
• Duplicating motion to a second symbol
• Motion presets
• Mask layers and movieclips in retrospect
ANIMATE 5-DAY
MASTERCLASS + ACA (CONTINUED)

THE ABOUT PAGE
- Working in the library
- Producing more interesting content
- Don’t forget accessibility and localisation
- Using the scroll pane to make it scroll
- The development meeting
- Symbol names and types
- Instance names
- ‘export for ActionScript’ and eloquent structure

THE PRODUCTS PAGE
- Building another SWF
- Creating each ‘item’ as a movieclip
- Using the uiloader to load images at runtime
- The download preview

BANNER ADVERT CLICKTAGS
- The theory of banner advert providers
- An insight into the html
- Applying a document class to our banner
- Viewing the example online

A PRELOADER
- Movie structure
- ‘Export for ActionScript3’
- Looking at the bandwidth profiler
- Adding a preloader scene
- Changing the compiler settings
- Using the deco tool to produce a preloader animation
- Linking to our document class
- Testing the movie and simulating the download

A PROGRESS BAR
- The progress bar plan
- Working in layers
- Instance names and registration points
- Masks can make things look great!
- Clever looping animation
- Using and naming our progress bar
- Linking to the class definition
- Testing the movie and simulating the download

A PHOTO GALLERY
- The prototype sketch
- Preparing our photos using batch processing
- Writing an XML file
- Building our Flash movie
- Creating dummy movieclips
- Dynamic text and embedding fonts
- Adding backgrounds and borders
- Linking in our document class
- Testing the movie and simulating the download

A SIMPLE TABBED VIEW
- Building our tabs
- Building our pages
- Naming the instances
- Linking the pages and tabs to the base class
- Enabling the component definitions
- Viewing the component inspector
- Setting the parameters
- Testing the movie

AN MP3 PLAYER
- Building our individual components, play/pause, volume control, volume display, mute control, song title preview, player background and frequency analyser

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ANIMATE 5-DAY MASTERCLASS + ACA (CONTINUED)

- Bringing them together and naming the instances
- Linking our MP3 player to the developer’s code
- Enabling the component definition
- Drag and drop the component into the design
- Use the component inspector to set the MP3 filename

A 3D LOADER FOR PRODUCT VISUALISATION

- Building a dummy placeholder
- Linking to the developer’s code
- Enabling the component definition
- Adding the component to the movie
- Setting the 3D filename in the component inspector
- Testing the movie and exploring the functionality
ANIMATE 1-DAY
ACA PREP + EXAM

COURSE OUTLINE

• The morning of the course covers areas such as project building, accessibility in your content creation and usability.

• You will take the Adobe Certified Associate (ACA) exam in the afternoon.

max. 8 delegates
10am - 5pm
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£50 FlexiCredit Training book
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£254 + VAT
Create vector art and illustrations, charts and infographics using advanced, precise drawing and typography tools with Adobe Illustrator. Work quickly and intuitively on everything from brand identities and marketing materials to graphics for the web, video, and film – ideal for the desktop or mobile device. Illustrator CC is part of Creative Cloud, so you can sync color themes, workspaces, and projects – all with just a few clicks.

Adobe® Illustrator® software helps you create distinctive vector artwork for any project. Take advantage of the precision and power of sophisticated drawing tools, expressive natural brushes, and a host of time-savers. Paint with vectors that resemble real-world brush strokes. Achieve the expressiveness of natural media with the scalability of vector graphics. We have Adobe Illustrator training courses from Introduction to Advanced and Masterclass with professional Adobe Certification to suit all users of this powerful software.

Click play button to see our on-line video at certitec.com.

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ILLUSTRATOR 1-DAY ESSENTIALS

ESSENTIAL ILLUSTRATOR CONCEPTS
- What are vector graphics?
- Create a custom workspace
- Fill and stroke attributes
- Document settings

THE ILLUSTRATOR INTERFACE
- Exploring panels and workspaces
- Using the Control Panel
- Navigation
- Smart Guides
- Preview options
- Grids and Guides
- The Bounding Box
- Panels
- Libraries

DRAWING AND SELECTION ESSENTIALS
- Draw paths with the Pen Tool
- Shape Tools
- The Selection Tools
- Methods of selection
- Shapes
- Duplicate objects
- Mastering the Pen Tool
- The Pencil Tool

PATH EDITING
- Editing Anchor Points
- Compound Shapes
- Pathfinder Options
- Path Options

APPEARANCES
- The Appearance Panel

WORKING WITH GROUPS AND LAYERS
- Defining groups
- Editing groups
- Working with layers
- Layers and object hierarchy

WORKING WITH COLOUR
- Defining swatches
- Working with gradients
- Working with patterns
- Using the Colour Guides

OBJECT TRANSFORMATION AND POSITIONING
- Moving and copying objects
- Rotating and scaling objects

BASICS BRUSHES
- Creating a calligraphic brush
- Creating an art brush
- Creating a pattern brush

USING SYMBOLS
- Defining and editing symbols
- Editing symbols

APPLYING FILTERS AND LIVE EFFECTS
- Minding your resolution settings
- Transforming Effects
- Using the Warp effect

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ILLUSTRATOR 2-DAY
INTRODUCTION

LETS GET STARTED
• Understanding vector graphics
• A run through of the Tools panel
• Navigating your artwork
• The dark vs. the light interface
• Zooming and panning your artboards
• Scrolling (or panning) a document
• Working with multiple documents
• Panels and workspaces
• Cycling through screen modes
• Setting preferences
• Exploring the panels
• Working with the Control panel
• Creating and saving workspaces

THE ADOBE ILLUSTRATOR ENVIRONMENT
• Creating new documents for print or web
• Managing a custom workspace
• Navigation and scroll shortcuts
• Outline and preview modes
• Using grids and guidelines
• Using ‘smart guides’
• Working with colour
• Using the ‘swatches’ and ‘colour’ windows
• Understanding ‘stroke’ and ‘fill’ attributes
• Creating a new document
• Advanced document controls
• Modifying your document
• Saving changes

WORKING WITH DOCUMENTS
• Creating files for print
• Creating files for the web
• Managing multiple documents
• Navigating within a document

WORKING WITH ARTBOARDS
• Using rulers, guides, and grids
• Changing units of measurement
• Using preview modes
• Creating and using custom views
• Locking and hiding artwork

UNDERSTANDING THE LAYERS PANEL
• Visibility and Locking
• Selecting via the layers panel
• Sub-Layers
• Deleting layers
• Grouping and naming layers
• Changing the stacking order
• Moving objects from one layer to another
• Copying objects from one layer to another
• Adjusting layer previews

WORKING WITH COLOUR
• RGB vs. CMYK
• Adjusting Illustrator colour settings
• Process or global swatches
• Basics of the Colour Guide panel
• The Colour panel

WORKING WITH PATHS AND THE PEN TOOL
• Understanding paths
• Understanding anchor points
• Drawing straight segments
• Adding curvature
• Working with open and closed paths
• Joining and averaging paths
• Using the Scissors tool and the Knife tool

WORKING WITH LINE ART
• Understanding Basic Appearance
• The line tools
• The Shape tools
• Creating custom guides
• A Smart Guide introduction
• Adjusting control handles
• Selecting Same
• Basic colouring
• Rotating, and stacking

SELECTING AND TRANSFORMING OBJECTS
• Setting your selection preferences
• Using the Direct Selection and Group Selection tools

DRAWING SIMPLE LINE ART
• Draw a logo utilising all the Line and Shape
ILLUSTRATOR 2-DAY
INTRODUCTION (CONTINUED)

- Exploring the Appearance panel
- Explaining attribute stacking order
- Applying multiple fills
- Applying multiple strokes
- Adjusting appearance with live effects
- Saving appearances as graphic style

WORKING WITH SYMBOLS
- What are symbols?
- Using the symbols libraries
- Using the Symbol Sprayer tool
- Creating new symbols
- Breaking the symbol link
- Redefining symbols

WORKING WITH TYPE
- Creating a grid with guides
- Working with Point Type
- Working with Area type
- Creating threaded text
- Selecting type and choosing fonts
- Adjusting type size
- Leading
- Tracking and Kerning
- First Line indents
- Paragraph spacing
- Saving time with keyboard shortcuts

WORKING WITH IMAGES
- Placing images into Illustrator
- Working with the Links panel
- Embedding images into Illustrator
- Cropping images with a mask
- Exploring the Image Trace panel

WORKING WITH IMAGES
- Saving to legacy formats
- Saving Templates
- Saving for the web
- Creating bitmap images
- Using Illustrator files in InDesign and Photoshop
- Creating PDF files

SAVING, PRINTING AND EXPORTING
- Defining a grid
- Drawing and applying artwork in the grid

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ILLUSTRATOR 2-DAY
ADVANCED

SELECTING AND TRANSFORMING OBJECTS
- Setting your selection preferences
- Using the Direct Selection and Group Selection tools
- Using the Magic Wand tool
- Using the Lasso tool
- Selecting objects by attribute
- Grouping objects
- Resizing your artwork
- Rotating objects
- Distorting and transforming objects
- Repeating transformations
- Reflecting and skewing objects
- Aligning and distributing objects

THE PEN TOOL DE-MYSTIFIED
- Understanding paths
- Understanding anchor points
- Drawing straight segments
- Editing a path as you draw it with keyboard shortcuts
- Inserting and removing anchor points
- Adding curvature
- Control handles
- Cusp points
- Drawing perfectly smooth outlines
- Tracing a freeform, curvy path
- Converting an existing anchor point
- Working with open and closed paths
- Joining paths
- Averaging and aligning paths
- Using the Scissors tool

WORKING WITH COLOUR
- RGB vs. CMYK

- Adjusting Illustrator colour settings
- Process or global swatches
- Creating spot colours
- Using the swatch groups
- Working with colour libraries
- Importing swatches
- Using the Colour Guide panel
- The Colour panel
- Defining and using process colours
- Defining and using global process colours
- Defining and using spot colours
- Accessing colour libraries

ADJUSTING APPEARANCE
- Exploring the Appearance panel
- The stacking order
- Working with multiple fills
- Working with multiple strokes
- Adjusting appearance with live effects
- Saving appearances as graphic styles

TRACING AN IMAGE
- Auto-tracing in Illustrator
- Opening an image to embed it
- Placing an image to create a dynamic link
- Auto-tracing and resolution
- Adjusting layer previews
- Cleaning up with the Threshold option
- More clean-up with the Noise option
- Expanding and simplifying traced paths
- Flipping and fusing shapes
- Scaling resolution-independent vectors

LIVE PAINT
- Introducing Live Paint
- Stroking with the Live Paint Bucket tool
- The Live Paint Selection tool
- Adding a path to a Live Paint group
- Constructing the base objects

WORKING WITH IMAGES
- Placing images into Illustrator
- Working with the Links panel
- Embedding images into Illustrator
- Cropping images with a mask
- Best file types to use
- Exploring the Image Trace panel
- Tracing photographs
- Tracing line art

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ILLUSTRATOR 2-DAY
ADVANCED (CONTINUED)

- Converting pixels to paths with Image Trace
- Editing the path outlines of an art brush
- Replacing an existing art brush
- Creating and refining an art brush
- Creating and editing a pattern brush
- Expanding and filling brush outlines
- Brushes meet text
- Adjusting the bristles in a bristle brush
- Creating brushes for a Fashion drawing
- Producing a children’s illustration utilising brushes
- Converting a linear gradient to a mesh
- Editing a linear gradient mesh
- Converting a radial gradient to a mesh
- Editing a radial gradient mesh

THE BLEND TOOL
- The earliest dynamic functions
- The gradient-intensive illustration
- Creating a multi-colour blend
- Establishing a clipping mask
- Editing blended paths
- Adjusting the number of blended steps
- Using the Blend tool
- Blending between levels of opacity
- Placing one mask inside another
- Blending groups and adjusting the speed
- Rotating objects in 3D space

DRAWING IN PERSPECTIVE
- Defining a perspective grid
- Drawing artwork in perspective
- Applying artwork to the grid

PRINTING, SAVING, AND EXPORTING
- Printing your artwork
- Saving your artwork
- Saving in legacy formats
- Saving templates
- Creating PDF files
- Saving for the web
- Creating high-res bitmap images
- Using Illustrator files in Photoshop and InDesign

WORKING WITH BRUSHES
- Introducing the Brushes panel
- Applying and editing a calligraphic brush
- Applying and scaling art brushes
- Applying and editing a scatter brush
- Formatting and scaling brushed text

GRAPHS
- Importing correcting and editing data
- Swapping between Graph Type
- Changing the Graph Type settings
- Selecting and colouring graph elements
- The problems of making manual adjustments
- Creating graph designs
- Assembling sliding graph designs
- Making last-minute tweaks and edits
- Composing and customizing a graph

WORKING WITH TYPE
- Creating a grid with guides
- Working with Point Type and Area Type
- Placing and flowing text
- Threading text
- Selecting type and choosing fonts
- Adjusting type size
- Tracking and Kerning
- Baseline Shift
- First Line indents

ENVELOPE DISTORTIONS
- Introducing Envelope Distort
- Editing the contents of an envelope
- Warping an envelope mesh
- Creating and editing an envelope mesh
- Blending an envelope into a background

GRADIENTS AND THE GRADIENT TOOL
- Creating gradients
- Applying a gradient fill
- Using the gradient annotator
- Editing multiple gradients
- Creating a radial gradient
- Adjusting the midpoint skew
- Mixing gradients with blend modes
- Making a transparent gradient
- Drop shadows and dynamic effects
- Assigning a gradient to editable text
- Assigning a gradient to a stroke

WARPING, WARP BRUSHES AND MESHES
- Introducing the warp tools
- Brush size
- Introducing Envelope Distort
- Editing the contents of an envelope
- Working with an envelope mesh

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ILLUSTRATOR 3-DAY
ADVANCED + ACA

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ILLUSTRATOR 3-DAY ADVANCED + ACA (CONTINUED)

• Converting pixels to paths with Image Trace

DRAWING IN PERSPECTIVE
• Defining a perspective grid
• Drawing artwork in perspective
• Applying artwork to the grid

PRINTING, SAVING, AND EXPORTING
• Printing your artwork
• Saving your artwork
• Saving in legacy formats
• Saving templates
• Creating PDF files
• Saving for the web
• Creating high-res bitmap images
• Using Illustrator files in Photoshop and InDesign

GRAPHS
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• Swapping between Graph Type
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• Selecting and colouring graph elements
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WORKING WITH BRUSHES
• Introducing the Brushes panel
• Applying and editing a calligraphic brush
• Applying and scaling art brushes
• Applying and editing a scatter brush
• Formatting and scaling brushed text

GRADIENTS AND THE GRADIENT TOOL
• Creating gradients
• Applying a gradient fill
• Using the gradient annotator
• Editing multiple gradients
• Creating a radial gradient
• Adjusting the midpoint skew
• Mixing gradients with blend modes
• Making a transparent gradient
• Drop shadows and dynamic effects
• Assigning a gradient to editable text
• Assigning a gradient to a stroke

THE BLEND TOOL
• The earliest dynamic functions
• The gradient-intensive illustration
• Creating a multi-colour blend
• Establishing a clipping mask
• Editing blended paths
• Adjusting the number of blended steps
• Using the Blend tool
• Blending between levels of opacity
• Applying a blend to a new path
• Placing one mask inside another
• Blending groups and adjusting the speed
• Rotating objects in 3D space

WARP, WARP BRUSHES AND MESHES
• Introducing the warp tools
• Brush size
• Introducing Envelope Distort
• Editing the contents of an envelope
• Warping an envelope mesh
• Creating a multi-colour blend
• Establishing a clipping mask
• Applying a blend to a new path
• Placing one mask inside another
• Blending groups and adjusting the speed
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WORKING WITH TYPE
• Creating a grid with guides
• Working with Point Type and Area Type
• Placing and flowing text
• Threading text
• Selecting type and choosing fonts
• Adjusting type size
• Leading

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ILLUSTRATOR 3-DAY
ADVANCED + ACA (CONTINUED)

- Tracking and Kerning
- Baseline Shift
- First Line indents
- Paragraph spacing
- Creating paragraph styles
- Redefining paragraph styles
- The Glyphs panel
- Spell-checking
- Creating text on a path
- Converting text into paths

WHAT YOU WILL LEARN
- The morning of the course covers areas such as project building, accessibility in your content creation and usability.

THE FORMAT?
- You will take your Adobe certified exam in the afternoon.

WHAT ELSE SHOULD I KNOW?
- Should you fail the exam, Certitec provides one free re-take on the day. Further exam testing is available at our London Covent Garden and Cardiff venues at £99 per exam.
ILLUSTRATOR 4-DAY MASTERCLASS

LET'S GET STARTED
- Understanding vector graphics
- A run through of the Tools panel
- Navigating your artwork
- The dark vs. the light interface
- Zooming and panning your artboards
- Scrolling (or panning) a document
- Working with multiple documents
- Panels and workspaces
- Cycling through screen modes
- Setting preferences
- Exploring the panels
- Working with the Control panel
- Creating and saving workspaces

THE ADOBE ILLUSTRATOR ENVIRONMENT
- Creating new documents for print or web
- Managing a custom workspace
- Navigation and scroll shortcuts
- Outline and preview modes
- Using grids and guidelines
- Using 'smart guides'
- Working with colour
- Using the 'swatches' and 'colour' windows
- Understanding 'stroke' and 'fill' attributes
- Creating a new document
- Advanced document controls
- Modifying your document
- Saving changes

WORKING WITH DOCUMENTS
- Creating files for print
- Creating files for the web
- Managing multiple documents
- Navigating within a document

WORKING WITH ARTBOARDS
- Working with different page sizes
- Re-sizing and modifying artboards
- Creating new artboards and copying artboards
- The artboard panel

UNDERSTANDING THE LAYERS PANEL
- Visibility and locking
- Selecting via the layers panel
- Sub-layers
- Deleting layers
- Grouping and naming layers
- Changing the stacking order
- Moving objects from one layer to another
- Copying objects from one layer to another
- Adjusting layer previews

WORKING WITH COLOUR
- RGB vs. CMYK
- Adjusting Illustrator colour settings
- Process or global swatches
- Basics of the Colour Guide panel
- The Colour panel

SELECTING AND TRANSFORMING OBJECTS
- Setting your selection preferences
- Using the Direct Selection and Group Selection tools

WORKING WITH PATHS AND THE PEN TOOL
- Understanding paths
- Understanding anchor points
- Drawing straight segments
- Adding curvature
- Working with open and closed paths
- Joining and averaging paths
- Using the Scissors tool and the Knife tool

WORKING WITH LINE ART
- Understanding Basic Appearance
- The line tools
- The Shape tools
- Creating custom guides
- A Smart Guide introduction
- Adjusting control handles
- Selecting same
- Basic colouring
- Rotating, and stacking

DRAWING SIMPLE LINE ART
- Draw a logo utilising all the Line and Shape tools

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ILLUSTRATOR 4-DAY MASTERCLASS (CONTINUED)

- **WORKING WITH SYMBOLS**
  - What are symbols?
  - Using the symbols libraries
  - Using the Symbol Sprayer tool
  - Creating new symbols
  - Breaking the symbol link
  - Redefining symbols

- **WORKING WITH TYPE**
  - Creating a grid with guides
  - Working with Point Type
  - Working with Area type
  - Creating threaded text
  - Selecting type and choosing fonts
  - Adjusting type size
  - Leading
  - Tracking and Kerning
  - First Line indents
  - Paragraph spacing
  - Saving time with keyboard shortcuts

- **WORKING WITH IMAGES**
  - Placing images into Illustrator
  - Working with the Links panel
  - Embedding images into Illustrator
  - Cropping images with a mask
  - Exploring the Image Trace panel

- **DRAWING IN PERSPECTIVE**
  - Defining a grid
  - Drawing and applying artwork in the grid

- **SAVING, PRINTING AND EXPORTING**
  - Saving to legacy formats
  - Saving Templates
  - Saving for the web
  - Creating bitmap images
  - Using Illustrator files in InDesign and Photoshop
  - Creating PDF files

- **SELECTING AND TRANSFORMING OBJECTS**
  - Setting your selection preferences
  - Using the Direct Selection and Group Selection tools
  - Using the Magic Wand tool
  - Using the Lasso tool
  - Selecting objects by attribute
  - Grouping objects
  - Resizing your artwork
  - Rotating objects
  - Distorting and transforming objects
  - Repeating transformations
  - Reflecting and skewing objects
  - Aligning and distributing objects

- **THE PEN TOOL DE-MYSTIFIED**
  - Understanding paths
  - Understanding anchor points
  - Drawing straight segments
  - Editing a path as you draw it with keyboard shortcuts
  - Inserting and removing anchor points
  - Adding curvature

- **PAINTING FREEFORM SHAPES**
  - Painting closed path outlines
  - Erasing and painting selected paths
  - Keyboard shortcuts
  - Painting in the Outline mode
  - Using the Shape Builder tool
  - Subtracting with the Shape Builder
  - Working in the Group Isolation mode

- **WORKING WITH TYPE**
  - Working with Point Type
  - Working with Area type
  - Placing and flowing text
  - Selecting type and choosing fonts
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- **ADJUSTING APPEARANCE**
  - Exploring the Appearance panel
  - Explaining attribute stacking order
  - Applying multiple fills
  - Applying multiple strokes
  - Adjusting appearance with live effects
  - Saving appearances as graphic style

- **PAIRING WITH KIDDIES**
  - Using the Ellipse tool
  - Working better with Smart Guides
  - Drawing a multi-point star
  - Adding and aligning a centre point
  - Drawing rounded rectangles
  - Reflecting across an axis
  - Scaling and copying with the Scale tool
  - Reflecting and copying with the Reflect tool
  - Rotating and copying with the Rotate tool
  - Modifying the constraint axes
  - Dragging and copying
  - Preview and Outline views

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ILLUSTRATOR 4-DAY MASTERCLASS (CONTINUED)

• Control handles
• Cusp points
• Drawing perfectly smooth outlines
• Tracing a freeform, curvy path
• Converting an existing anchor point
• Working with open and closed paths
• Joining paths
• Averaging and aligning paths
• Using the Scissors tool

• Creating your own pattern fill

CREATING SHAPES
• Understanding drawing modes
• Creating compound paths
• Creating compound shapes
• Working with the Shape Builder tool
• Working with the Blob Brush and Eraser tools
• Working with the Paintbrush and Pencil tools
• Smoothing and erasing paths

ADJUSTING APPEARANCE
• Exploring the Appearance panel
• The stacking order
• Working with multiple fills
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• Adjusting appearance with live effects
• Saving appearances as graphic styles

WORKING WITH IMAGES
• Placing images into Illustrator
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• Cropping images with a mask
• Best file types to use
• Exploring the Image Trace panel
• Tracing photographs
• Tracing line art
• Converting pixels to paths with Image Trace

DRAWING IN PERSPECTIVE
• Defining a perspective grid
• Drawing artwork in perspective
• Applying artwork to the grid

PRINTING, SAVING, AND EXPORTING
• Printing your artwork
• Saving your artwork
• Saving in legacy formats
• Saving templates
• Creating PDF files
• Saving for the web
• Creating high-res bitmap images
• Using Illustrator files in Photoshop and InDesign

GRAPHICS
• Importing correcting and editing data
• Switching between Graph Type
• Changing the Graph Type settings
• Selecting and colouring graph elements

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ILLUSTRATOR 4-DAY MASTERCLASS (CONTINUED)

- Creating a radial gradient
- Adjusting the midpoint skew
- Mixing gradients with blend modes
- Making a transparent gradient
- Drop shadows and dynamic effects
- Assigning a gradient to editable text
- Assigning a gradient to a stroke

WORKING WITH BRUSHES
- Introducing the Brushes panel
- Applying and editing a calligraphic brush
- Applying and scaling art brushes
- Applying and editing a scatter brush
- Formatting and scaling brushed text
- Editing the path outlines of an art brush
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GRADIENT MESH
- Introducing the gradient mesh
- Working with the Mesh tool
- Finessing the colours of mesh points
- Adding a gradient mesh to a shape
- Converting a linear gradient to a mesh
- Converting a radial gradient to a mesh
- Editing a radial gradient mesh

THE BLEND TOOL
- The earliest dynamic functions
- The gradient-intensive illustration
- Creating a multi-colour blend
- Establishing a clipping mask
- Editing blended paths
- Adjusting the number of blended steps
- Using the Blend tool
- Blending between levels of opacity
- Applying a blend to a new path
- Placing one mask inside another
- Blending groups and adjusting the speed
- Rotating objects in 3D space

ENVELOPE DISTORTIONS
- Introducing Envelope Distort
- Editing the contents of an envelope
- Warping an envelope mesh
- Creating and editing an envelope mesh
- Blending an envelope into a background

WARPS, WARP BRUSHES AND MESHES
- Introducing the warp tools
- Brush size

- Creating gradients
- Applying a gradient fill
- Using the gradient annotator
- Editing multiple gradients

- Introducing Envelope Distort
- Editing the contents of an envelope
- Warping an envelope mesh
- Working with an envelope mesh

WORKING WITH TYPE
- Creating a grid with guides
- Working with Point Type and Area Type
- Placing and flowing text
- Threaded text
- Selecting type and choosing fonts
- Adjusting type size
- Leading
- Tracking and Kerning
- Baseline Shift
- First Line indents
- Paragraph spacing
- Creating paragraph styles
- Redefining paragraph styles
- The Glyphs panel
- Spell-checking
- Creating text on a path
- Converting text into paths
ILLUSTRATOR 5-DAY
MASTERCLASS + ACA

LETS GET STARTED
• Understanding vector graphics
• A run through of the Tools panel
• Navigating your artwork
• The dark vs. the light interface
• Zooming and panning your artboards
• Scrolling (or panning) a document
• Working with multiple documents
• Panels and workspaces
• Cycling through screen modes
• Setting preferences
• Exploring the panels
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• Creating files for print
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WORKING WITH ARTBOARDS
• Using rulers, guides, and grids
• Changing units of measurement
• Using preview modes
• Creating and using custom views
• Locking and hiding artwork

WORKING WITH ARROWS
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ILLUSTRATOR 5-DAY
MASTERCLASS + ACA (CONTINUED)

- Exploring the Appearance panel
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- Saving appearances as graphic style

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ILLUSTRATOR 5-DAY
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- RGB vs. CMYK
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- Process or global swatches
- Creating spot colours
- Using the swatch groups
- Working with colour libraries
- Importing swatches
- Using the Colour Guide panel
- The Colour panel
- Defining and using process colours
- Defining and using global process colours
- Defining and using spot colours
- Accessing colour libraries

WORKING WITH FILLS AND STROKES
- Understanding fills and strokes
- Working with fills
- Working with strokes
- Creating dashes and arrows
- Creating variable-width strokes
- Using width profiles
- Outlining strokes
- Creating and editing gradients
- Applying gradients to strokes
- Applying and editing pattern fills

- Creating your own pattern fill

CREATING SHAPES
- Understanding drawing modes
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TRACING AN IMAGE
- Auto-tracing in Illustrator
- Opening an image to embed it
- Placing an image to create a dynamic link
- Auto-tracing and resolution
- Adjusting layer previews
- Cleaning up with the Threshold option
- More clean-up with the Noise option
- Expanding and simplifying traced paths
- Flipping and fusing shapes
- Scaling resolution-independent vectors

LIVE PAINT
- Introducing Live Paint
- Stroking with the Live Paint Bucket tool
- The Live Paint Selection tool
- Adding a path to a Live Paint group
- Constructing the base objects

WORKING WITH IMAGES
- Placing images into Illustrator
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- Importing correcting and editing data
- Swapping between Graph Type
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WARPS, Warp Brushes and Meshes
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WHAT YOU WILL LEARN
- The morning of the course covers areas such as project building, accessibility in your content creation and usability.

THE FORMAT?
- You will take your Adobe certified exam in the afternoon.

WHAT ELSE SHOULD I KNOW?
- Should you fail the exam, Certitec provides one free re-take on the day. Further exam testing is available at our London Covent Garden and Cardiff venues at £99 per exam.
ILLUSTRATOR 1-DAY
ACA PREP + EXAM

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From first look to final image, Adobe® Photoshop® Lightroom® makes everything about digital photography easier, faster, and more amazing. Perfect your shots with powerful new adjustment tools like the Advanced Healing Brush. Efficiently organize all your photos and share them almost anywhere. And now that Lightroom is also available in Adobe Creative Cloud™, making good shots great is only the beginning.
LIGHTROOM 1-DAY ESSENTIALS

GETTING STARTED
• Introducing Lightroom interface
• Module Picker
• Dimming lights

IMPORTING PHOTOS
• Shooting Raw vs JPEG
• Importing images from a card
• Importing images from a disk
• File handling during import
• Importing videos

LIBRARY MODULE
• Lightroom Catalogues
• Backing up the Catalogue
• Library Module panels
• Working in Loupe view
• Working in Survey view
• Working in Compare view
• Rating and labelling images
• Collections and Smart Collections

DEVELOP MODULE
• Develop Module Interface
• Basic panel
• Tone Curve panel
• HSL/Color/B&W panel
• Lens Corrections panel
• Effects panel
• Retouching tools
• Working with Virtual copies
• Synchronising Settings
• Black and White conversions
• Sharpening images and Noise Reduction
• Editing images with Photoshop CS6
• Exporting images from Lightroom

MAP MODULE
• Geotagging images in the Map Module
• Location filter bar
• Editing Pins

BOOK MODULE
• Creating a Book
• Editing the Book pages
• Editing Cover Pages
• Publishing the Book

SLIDESHOW MODULE
• Creating a Slideshow
• Layout and Options panels
• Previewing and playing the slideshow
• Exporting the slideshow to PDF, JPEG, and Video

PRINT MODULE
• Layout and Settings panels
• Page Options
• Picture Packages
• Print Job panel, Printing Modes
• Printing to JPEG and Soft Proofing

WEB MODULE
• Layout Style panel
• Choosing the right gallery: HTML, Flash, Viewer
• Changing the appearance with the Appearance panel
• Changing the image info with the Info panel
• Output Settings
• Exporting the Web gallery

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LIGHTROOM 2-DAY MASTERCLASS

TOUR OF LIGHTROOM
• Understanding Lightroom
• Exploring Lightroom Interface
• Adjusting Workspace Layout
• Working with Left and Right Panels
• Working with the Main Area
• Exploring Lightroom Modules
• Lightroom Keyboard Shortcuts
• Creating Your Own Custom Identity Plate

IMPORT PROCESS
• Importing Images from a Memory Card
• Importing Images from a Disc
• Importing Images from a Watched Folder
• Converting Images to DNG
• Shooting Tethered from a Camera

MANAGING IMAGES IN LIBRARY
• Working with Filmstrip
• Adding Metadata
• Using Keywords
• Using Painter Tool
• Flagging Images and Deleting Images
• Organising Images into Collections
• Collections, Smart Collections and Quick Collections
• Renaming Images

QUICK DEVELOP
• Quick Develop in Library Module
• Rotating and Flipping Images
• Making Basic Colour Corrections

DEVELOP MODULE
• Cropping Images

• Straightening Images
• Removing Spots
• Adjusting White Balance
• Applying Colour Corrections
• Making Colour Adjustments
• Applying a Graduated Filter
• Removing Distortions
• Converting Images to Black & White
• Sharpening Images
• Removing / Applying Vignettes
• Recreating Film Grain
• Creating Virtual Copies
• Synchronising Adjustments
• Editing Images with Photoshop CS6/CC
• Bringing Images Back From Photoshop into Lightroom
• Undoing and Redoing

MAP MODULE
• Working with Geotagged Photos
• Working with Non-Geotagged Photos

BOOK MODULE
• Accessing Images in Book Module
• Creating Photo Book
• Laying out a Book
• Configuring Pages
• Adding & Removing Pages
• Book Layout Options
• Adding Text and Captions to Images
• Exporting Photo Book for Print

SLIDESHOW MODULE
• Choosing a Slideshow Template
• Customising a Slideshow Template
• Slideshow Playback Options

PRINT MODULE
• Using Print Module Templates
• Single Image / Contact Sheets Templates
• Using Picture Packages
• Customising a Print Module Template
• Saving Your Own Custom Print Template
• Printing From Within Lightroom Print Module

WEB MODULE
• Creating a Web Gallery
• Customising a Web Gallery
• Previewing a Web Gallery in Lightroom and in a Web Browser
• Saving Your Own Custom Web Module Template
• Exporting Your Web Gallery
• Uploading Your Web Gallery to a Web Server

POST-PRODUCTION WORKFLOW
• Backing Up Your Catalogue
• Setting Up Automatic Back Up
• Backing Up Your Library of Images
• Exporting Images

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Create and publish dynamic websites for desktop and mobile devices that meet the latest web standards — without writing code. Design freely using familiar tools and hundreds of web fonts. Easily add interactivity, including slide shows, forms, and more. Save files with Creative Cloud™ for anywhere access and simple sharing. Your entire creative world, together in one place. Only in Creative Cloud.

Adobe MUSE – Design and publish HTML websites without writing code. Create websites as easily as you create layouts for print. You can design and publish original HTML pages to the latest web standards without writing code. Muse makes it a snap to produce unique, professional websites.
MUSE 1-DAY
ESSENTIALS

WHAT IS MUSE?

THINKING LIKE A WEB DESIGNER
• Understanding print vs. web design
• Understanding web graphics
• Creating web graphics

UNDERSTANDING THE MUSE INTERFACE
• Working with the different views
• Previewing a site

A TOUR OF THE MUSE INTERFACE
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• Using gradients

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• Importing a Photoshop button

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MUSE 2-DAY INTRODUCTION (CONTINUED)

PUBLISHING A SITE
- Exporting your site to HTML
- Uploading your site via FTP
- Publishing your site to Business Catalyst
- Updating your site
- Viewing analytics for your site

CREATING MOBILE SITES
- Creating a mobile site (NEW)
- Adding a tablet site (NEW)
- Adding a mobile phone site (NEW)
- Previewing mobile sites (NEW)
- Linking between alternate layouts (NEW)
Now you can edit video faster and more fluidly with the ground-breaking Adobe Premiere Pro CC. Brand-new features released on a regular basis include an integrated color grading pipeline with Adobe SpeedGrade CC, expanded native format support, improved multicam editing, and much more. With the Adobe Creative Cloud, it’s easy to download the latest features and sync your settings and shortcuts to any computer in any edit bay in the world.

Premiere lets you edit faster with true native format support. Get breakthrough performance on workstations and laptops; streamline collaboration; and boost productivity with an efficient, robust, cross-platform editing workflow. Flexible, precise, and reliable editing tools - edit with widely accepted, customizable shortcuts. We have Adobe Premiere Pro courses to suit all users of this powerful software and now with Adobe Certified Associate accreditation!

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PREMIERE PRO 2-DAY
INTRODUCTION

EXPLORING PREMIERE PRO
• Nonlinear editing in Adobe Premiere Pro
• Touring the Adobe Premiere Pro workspace
• Customizing the workspace
• Adobe Mercury Playback Engine Performance

SELECTING SETTINGS, ADJUSTING
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• Selecting project settings by sequence
• Three types of settings
• Specifying project settings
• Importing assets
• Managing media in bins
• Exploring additional bin features
• Finding assets with the Media Browser

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• Using a storyboard to build a rough cut
• Editing clips on the Timeline
• Moving clips to, from, and within the Timeline
• Working with Source Monitor editing tools
• Adjusting clips in the Trim panel
• Using other editing tools
• An Introduction to Audio
• Adjust volume
• Add keyframes
• Add an audio transition

APPLYING SPECIALISED EDITING TOOLS
• Exploring timesaving editing tools
• Making rolling, slide, and slip edits
• Using the Program Monitor’s Lift and Extract buttons

• Replacing a clip and replacing footage
• Using Sync Lock and Track Lock
• Finding gaps in the timeline
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• Unlink multiple selected clips
• Merging Clips for DualSystem Sound Support

• Applying effects to multiple clips
• Adding keyframing effects
• Adding keyframe interpolation and velocity
• Adding lighting effects
• Creating custom presets
• Using nested sequences
• Nesting clips
• New supported effects for accelerated playback
• Dynamic Link Overview

• Using transitions with restraint
• Trying some transitions
• Changing parameters in the Effect Controls panel
• Using A/B mode to finetune a transition
• Working with the Effect Control panel’s A/B feature
• Dealing with inadequate (or no) head or tail handles
• Applying transitions to multiple clips at once
• Adding audio transitions

• Applying the Motion effect to clips
• Changing clip size and adding rotation
• Working with keyframe interpolation
• Creating a pictureinpicture effect
• Enhancing motion with shadows and bevelled edges
• Adding a drop shadow
• Using other motionrelated effects: Transform and Basic 3D

• Sampling some basic video effects

PUTTING CLIPS IN MOTION

ACQUIRING AND EDITING AUDIO

• Setting up a basic voicerecording area
• Creating a highquality aural experience
• Examining audio characteristics
• Adjusting audio volume
• Adjusting audio in the Effect Controls panel
• Adjusting audio gain
• Adding Jcuts and Lcuts

IMPORTING AND CAPTURING MEDIA

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- Using a tapeless workflow
- Using the Media Browser
- Importing P2 media
- Importing XDCAM media
- Importing AVCHD media
- Importing DSLR
- Importing RED media
- Import image sequence into a single video file
- Mixing media formats
- Capturing HDV and DV video

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- Format overview
- Using formats
- Exporting to mobile devices
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PREMIERE PRO 2-DAY ADVANCED

WORKING WITH COLOUR
- The Colour Correction Workspace
- Using Video Scopes
- Reference Monitor
- YC Waveform
- Vectorscope
- Levels
- An overview of colour-oriented effects
- Adjusting and enhancing colour
- Primary Colour Corrections

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- Importing Projects from Avid
- Interpreting Media
- Modifying the metadata
- New Adobe Story Integration

CREATING DYNAMIC TITLES
- Changing text parameters
- Building text from scratch
- Putting text on a path
- Creating shapes
- Aligning shapes
- Making text roll and crawl
- Adding text effects: sheens, strokes, shadows, and fills

EXPLORING COMPOSITING TECHNIQUES
- Making compositing part of your projects
- Shooting video with compositing in mind
- Working with the Opacity effect
- Combine layers based on a blend mode
- Lightening a dark shot
- Creating a film look
- Lumakey video inside text
- Working with alpha channel transparencies
- Colour keying a greenscreen shot with Ultra Key

COLOUR CORRECTION
- Understanding colour
- Working with scopes
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- Primary/Secondary colour correction
- Using the three-way colour corrector
- Creating a cinematic look
- Changing the "feel" of a shot
- Creating a vignette

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- Trying stereo sound effects
- Working with the Audio Mixer
- Automating changes in audio tracks
- Outputting tracks to submixes
- Recording voiceovers
- Send Premiere Pro sequence to Audition

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- Overcranking
- Undercranking
- Creating time-lapses
- Using pan/scan in your video

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- Understanding the multicam concept
- Setting up the shooting environment
- Syncing clips
- Cutting a multicam sequence on the fly

COMPOSITING
- Changing the opacity level
- Working with keyframes
- Creating a split screen
- Different blending modes
- Nesting

KEYING
- Creating a garbage matte
- Colour keying
- Ultra Key
- Working with alpha channels

ADVANCED AUDIO
- Unlinking audio from its source video
- Using L and J cuts
- Recording narrations
- Audio effects
PREMIERE PRO 2-DAY ADVANCED (CONTINUED)

- Keyframing audio
- Fixing audio issues

INTEGRATION WITH OTHER ADOBE PRODUCTS
- Using Photoshop
- Adding After Effects compositions to Premiere
- Using Dynamic Link

OUTPUT
- Understanding different file formats
- Exporting the sequence
- Exporting audio
- Adding multiple sequences to the export queue
- Using Adobe Media Encoder
- Authoring with Encore

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- Matching action
- Understanding the 180 degree rule
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• Enabling variable time changes with time remapping
• Applying time remapping with speed transitions
• Using time remapping with reverse motion
• Recognizing the downstream effects of changing time
• Changing the speed of multiple clips simultaneously
• Changing the length of multiple stills simultaneously

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£799 + VAT 
£679 + VAT
max. 8 delegates
10am - 5pm
Exam No
£120 FlexiCredit
Training book
BACS/credit card payment
PREMIERE PRO 4-DAY MASTERCLASS (CONTINUED)

- Creating a vignette

**MASTERING EFFECTS**
- Creating a lens flare
- Changing time
- Creating custom transitions
- Lighting Effects

**COMPOSITING**
- Changing the opacity level
- Working with keyframes
- Creating a split screen
- Different blending modes
- Nesting

**KEYING**
- Creating a garbage matte
- Colour keying
- Ultra Key
- Working with alpha channels

**ADVANCED AUDIO**
- Unlinking audio from its source video
- Using L and J cuts
- Recording narrations
- Audio effects
- Keyframing audio
- Fixing audio issues

**INTEGRATION WITH OTHER ADOBE PRODUCTS**
- Using Photoshop
- Adding After Effects compositions to Premiere
- Using Dynamic Link

**OUTPUT**
- Understanding different file formats
- Exporting the sequence
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**MOVING BEYOND PREMIERE**
- Establishing a shot
- Continuity editing
- Matching action
- Understanding the 180 degree rule

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PREMIERE PRO 5-DAY MASTERCLASS + ACA

EXPLORING PREMIERE PRO
- Nonlinear editing in Adobe Premiere Pro
- Touring the Adobe Premiere Pro workspace
- Customizing the workspace
- Adobe Mercury Playback Engine Performance

SELECTING SETTINGS, ADJUSTING
- Preferences, and Managing Assets
- Selecting project settings by sequence
- Three types of settings
- Specifying project settings
- Importing assets
- Managing media in bins
- Exploring additional bin features
- Finding assets with the Media Browser

CREATING CUTSONLY VIDEOS
- Using a storyboard to build a rough cut
- Editing clips on the Timeline
- Moving clips to, from, and within the Timeline
- Working with Source Monitor editing tools
- Adjusting clips in the Trim panel
- Using other editing tools
- An Introduction to Audio
- Adjust volume
- Add keyframes
- Add an audio transition

APPLYING SPECIALISED EDITING TOOLS
- Exploring timesaving editing tools
- Making rolling, slide, and slip edits
- Using the Program Monitor’s Lift and Extract buttons
- Replacing a clip and replacing footage
- Using Sync Lock and Track Lock
- Finding gaps in the timeline
- Editing with In and Out points around clips
- Creating subclips from the Source Monitor
- Unlink multiple selected clips
- Merging Clips for DualSystem Sound Support
- Applying effects to multiple clips
- Adding keyframing effects
- Adding keyframe interpolation and velocity
- Adding lighting effects
- Creating custom presets
- Using nested sequences
- Nesting clips
- New supported effects for accelerated playback
- Dynamic Link Overview

CHANGING TIME
- Using slowmotion and reversemotion techniques
- Enabling variable time changes with time remapping
- Applying time remapping with speed transitions
- Using time remapping with reverse motion
- Recognizing the downstream effects of changing time
- Changing the speed of multiple clips simultaneously
- Changing the length of multiple stills simultaneously

ACQUIRING AND EDITING AUDIO
- Setting up a basic voicerecording area
- Creating a highquality aural experience
- Examining audio characteristics
- Adjusting audio volume
- Adjusting audio in the Effect Controls panel
- Adjusting audio gain
- Adding Jcuts and Lcuts

IMPORTING AND CAPTURING MEDIA
- Sampling some basic video effects
- Adding keyframing effects
- Adding keyframe interpolation and velocity
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PREMIERE PRO 5-DAY MASTERCLASS + ACA (CONTINUED)

• Using a tapeless workflow
• Using the Media Browser
• Importing P2 media
• Importing XDCAM media
• Importing AVCHD media
• Importing DSLR
• Importing RED media
• Importing image sequence into a single video file
• Importing media formats
• Capturing HDV and DV video

EXPERTING FRAMES, CLIPS, AND SEQUENCES
• Overview of export options
• Recording to tape
• Exporting single frames
• Using the Export Settings dialogue
• Working with Adobe Media Encoder
• Enhancements to Adobe Media Encoder and Workflow
• Format overview
• Using formats
• Exporting to mobile devices
• Exporting to Other NLEs
• Final Cut Pro (XML)
• Avid (AAF)
• Collaboration in CS Review
• Closed caption support

WORKING WITH COLOUR
• The Colour Correction Workspace
• Using Video Scopes
• Reference Monitor
• YC Waveform
• Vectorscope

• Levels
• An overview of colour oriented effects
• Adjusting and enhancing colour
• Primary Colour Corrections

MANAGING YOUR PROJECTS
• Project menu overview
• Making a clip offline
• Using the Project Manager
• Working with a trimmed project
• Collecting files and copying them to a new location
• Importing projects or sequences
• Importing Projects from FCP
• Importing Projects from Avid
• Interpreting Media
• Modifying the metadata
• New Adobe Story Integration

CREATING DYNAMIC TITLES
• Changing text parameters
• Building text from scratch
• Putting text on a path
• Creating shapes
• Aligning shapes
• Making text roll and crawl
• Adding text effects: sheens, strokes, shadows, and fills

EXPLORING COMPOSITING TECHNIQUES
• Making compositing part of your projects
• Shooting video with compositing in mind
• Working with the Opacity effect
• Combine layers based on a blend mode
• Lightening a dark shot
• Creating a filmlook
• Lumakey video inside text
• Working with alpha channel transparencies
• Colour keying a greenscreen shot with Ultra Key

SWEETENING YOUR SOUND AND MIXING AUDIO
• Sweetening sound with audio effects
• Trying stereo sound effects
• Working with the Audio Mixer
• Automating changes in audio tracks
• Outputting tracks to submixes
• Recording voiceovers
• Send Premiere Pro sequence to Audition

HANDLING DIFFERENT FRAME RATES
• Overcranking
• Undercranking
• Creating time-lapses
• Using pan/scan in your video

MULTICAM EDITING
• Understanding the multicam concept
• Setting up the shooting environment
• Syncing clips
• Cutting a multicam sequence on the fly

COLOUR CORRECTION
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PREMIERE PRO 1-DAY

ACA PREP + EXAM

WHAT YOU WILL LEARN

• The morning of the course covers areas such as project building, accessibility in your content creation and usability.

THE FORMAT?

• You will take your Adobe certified exam in the afternoon.

WHAT ELSE SHOULD I KNOW?

• Should you fail the exam, Certitec provides one free re-take on the day. Further exam testing is available at £99 per exam.