

## Masterclass Design Masterclass - 5 days

### Beginner course

Level: **Beginner**

Duration: **5 days**

Cost: **£949 +VAT**

Claim: **£100 FlexiCredit**

Exam included: **No**

Mac and Windows  

Maximum delegates: **8**



This course is Adobe Authorised and delivered by an Adobe Certified Instructor

### Payment

Payment can be made by cheque, BACS or all major credit/debit cards

### London Covent Garden

23-27 November 2020  
14-15 December 2020, 4-5 January 2021 & 25 January 2021  
1-2 February 2021, 8-9 February 2021 & 1 March 2021  
12-16 April 2021

### Cardiff

30 November-1 December 2020, 7-8 December 2020 & 14 December 2020  
4-8 January 2021  
25-26 January 2021, 1-2 February 2021 & 8 February 2021  
1-5 March 2021

### Bristol

30 November-1 December 2020, 7-8 December 2020 & 14 December 2020  
25-26 January 2021, 1-2 February 2021 & 8 February 2021  
1-5 March 2021  
22-23 March 2021, 29-30 March 2021 & 12 April 2021

For more dates, see our website

## Related Courses

InDesign Masterclass + Adobe Certified  
Photoshop Masterclass + Adobe Certified  
Illustrator Masterclass + Adobe Certified

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.

### Our pledge

This course is guaranteed to be delivered by an Adobe Certified Instructor from Certitec - our pledge of excellence.

### Overview

The ultimate class for those new to design software and desktop publishing. No matter what background or industry you are from, this class will give you the practical skills you need to jumpstart your work as a designer. These are tools of choice for designer and marketers all across the world. Adobe Creative Suite is the state-of-the-art graphics software collection that combines the best software in the publishing world. Packed full of hints and tips, shortcuts and techniques, this Adobe Authorised Training course offers a full 5 days of training on the latest versions of Photoshop, InDesign and Illustrator.

### Who is this course for?

Anyone who wishes to master the basics of the Adobe Creative Suite should attend this class. Special attention is paid to learning production workflows used by professionals in industry, keyboard shortcuts, automating workflow and special-effects techniques.

### Assumed knowledge

You do not need any previous knowledge of Adobe software.

### What you will learn

You will learn to use Photoshop, InDesign and Illustrator to:

- Create an advertisement
- Import body type
- Manage your creative assets using Adobe Bridge
- Manage the InDesign environment
- Design documents
- Manage text
- Utilise colours, swatches and gradients
- Manage transparency
- Utilise tables
- Prepare for handoff to a service provider
- Create Acrobat PDF files
- Explore Photoshop
- Paint and retouch images
- Enhance an image
- Work with layers and selections
- Create a logo using simple shapes
- Enhance logos

- Create logos using custom paths
- Create a logo with type special effects

**Visit our social media pages to see what previous delegates think of our training**

Why not visit our social media sites such as Facebook and

## Course outline

### Managing the InDesign environment

- Preferences
- Customise your workspace
- Manage document presets
- Workspace and window arrangement

### Designing documents

- Create a new document
- Modify a document's layout
- Creating margins, columns and gutters

### Working with text

- Creating a text frame
- Adjusting a text frame
- Adding and formatting text
- Editing text
- Adjusting text frame properties

### Formatting with paragraph styles

- Creating a new paragraph style
- Modifying a paragraph style
- Creating a 'based on' style
- Removing style overrides

### Master pages

- Understanding the 'A' master
- Adding master page objects
- Applying master pages to document pages
- Unlocking master page objects
- Re-applying a master page

### Text wrap

- Creating text wrap around an object
- Changing text wrap properties
- Adjusting offsets
- Creating jumps

### Working with transparency

- Apply transparency to objects
- Drop shadow

### Colours and swatches

- Apply colour to objects
- Creating a new swatch
- Editing an existing swatch
- Understanding fill-and-stroke

### Working with images

- Importing options
- Scaling an image
- Cropping an image
- Select inside a frame (content grabber)

- Checking image resolution
- Understanding actual against effective resolutions

### Creating Adobe PDF files

- Prepare PDF files for web distribution
- Export PDF files for printing

### Layers

- Layer concepts
- Adding new layers
- Moving objects to layers
- Moving layer stacking order
- Visibility of layers
- Locking of layers
- Exporting layers to Adobe PDF

### Libraries

- Using Adobe CC libraries
- Managing your assets

### Formatting with character styles

- Creating a new character style
- Modifying a character style
- Creating a 'based on' style
- Removing style overrides
- Incorporating a character style into a paragraph style

### Bulleted lists

- Creating a bulleted list definition
- Adding and modifying bullets
- Adjusting indentations
- Creating a level 1 and level 2 list

### Working with effects

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

### Object styles

- Creating an object style
- Modifying an object style
- Updating an object style via dialogue
- Updating an object style visually

### Importing and threading text

- Placing a text file
- Placing a Word document
- Mapping Word styles to InDesign styles
- Threading text frames manually

## Course outline (continued)

- Threading text frames automatically

### Creating ISO Adobe PDF files

- Export PDF files for printing
- PDF/X-1a for global distribution
- Understanding the trim, art and bleed boxes

### Publishing online

- Creating online content for desktop and mobile
- Publish preferences
- Publish to HTML
- Viewing content on devices

### Introduction

- What does Photoshop do?

### Understanding 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

### Opening and setting-up a document

- Opening from files from Windows and Mac
- Opening from Photoshop
- Undo
- Closing images

### Digital imaging fundamentals

- Image size and resolution
- The Image Size command
- Resolution standards
- Upsampling and what happens when you do
- Changing the print size
- Downsampling for print and web
- The interpolation algorithms
- Best practices

### Crop and straighten

- Straightening a crooked image
- The rule-of-thirds

- Using the Perspective Crop tool
- Automatically Cropping and Straightening scanned images

### Extending images

- Creating a border around your image
- Extending the canvas
- Using Content Aware Extend
- 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

### Adjusting colours

- Assessing an image
- Changing the colour balance using levels
- Changing the colour balance using colour balance
- Changing specifically to black and white
- Adjusting colour intensity with Vibrance
- The Hue/Saturation command

### Selections

- What are selections and why we use them?
- The Marquee tools
- Getting to know the Lasso tools
- Magic Wand and Quick Mask tools

### Basic retouching

- Using the Spot Healing Brush
- Using the Healing Brush

### The basics of layers

- The Background layer
- Naming, hiding, creating, and deleting layers
- Altering the stacking order of layers
- Layer transformations

### 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

## Course outline (continued)

- The Colour Modes explained

### Basics of working with text

- Horizontal and Vertical type tools
- Customising font properties

### Speeding up your workflow with keyboard shortcuts

- Switching tools using the keyboard
- Customizing the keyboard shortcuts

### Adjusting image luminance

- Isolating an adjustment with a layer mask
- Hello to the histogram
- Basics of the Shadows/Highlights command

### Working with colour

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

### Correcting colour casts

- Identifying a colour cast and how to correct it
- Correcting a colour cast automatically

### 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

### Using Adobe Bridge

- Adobe Bridge overview
- How Photoshop and Bridge work together
- Opening an image from Bridge

### History panel

- Utilising the History Panel
- Undo through History Panel
- Creating a Snapshot
- Creating a new Document from a History State

### Selections

- Quick Selection tool
- 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

### Retouching

- Using the Patch Tool
- The 'good old' Clone Stamp tool
- The Dodge and Burn tools
- Tips and Tricks

### The basics of layers

- Using a layer mask instead of deleting pixels
- Aligning and distributing layers
- Changing the opacity of layers
- Grouping layers
- Merge or rasterise layers
- Flatten or Save As?
- Best Practises

### Basic brushes

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

### Simple compositing

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

### Combining images

- Auto Align
- Auto Blend
- Creating panoramas with Photomerge

### Working with text

- The Character panel
- The Paragraph panel
- Managing text layers

### Essential Illustrator concepts

- What are vector graphics?
- Create a custom workspace
- Document settings

### The Illustrator interface

- Exploring panels and workspaces
- Using the Control Panel
- Navigation
- Preview options

## Course outline (continued)

- Setting up your document
- Managing a custom workspace

### Creating new documents for print or web

- Advanced document controls
- Modifying your document
- Back saving
- Changing units of measurement
- Creating and using custom views
- Working with Grids
- Working with Guides
- Smart Guides

### Selection essentials

- The Selection Tool and Direct Selection tools
- The Lasso tool
- Magic wand
- Select Same
- Editing Anchor Points
- The Bounding Box

### Basic Shapes

- Exploring the various shape tools
- The Shapebuilder tool
- Compound Shapes
- Pathfinder Options
- Duplicate objects
- Fill and stroke attributes

### Transformation Tools

- Scale
- Rotate
- Shear
- Reflect

### Alignment, distribution and spacing

- Aligning, Distribution and Spacing to Selected Objects
- Aligning, Distribution and Spacing to Artboard
- Aligning, Distribution and Spacing to Key Object

### 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 v CMYK
- Defining swatches
- Working with gradients

### Object transformations and duplicating

- Moving and copying objects
- Rotating and scaling objects
- The Transform Panel

### Basic text editing

- Creating Point Text
- Creating Area Text
- Text Formatting
- Creating Text Threads

### Placing images

- Working with Images
- Using the Links panel
- The basics of Image Trace
- An intro to Live Paint

## Further information

### Our guarantee of training satisfaction

No questions, no quibbles, no problem!

Should you ever need to take your course again, just let us know.

### Requirements

- Basic knowledge of Windows or Macintosh.
- Understand how to launch an application and save files.
- For web courses you will need to have knowledge of web browsers.

### Lunch

We provide flexible lunch vouchers which can be redeemed at outlets nearby such as

- Bella Italia
- Boots
- Burger King
- Co-operative
- Eat
- Greggs
- McDonalds
- Pizza Express
- Pret A Manger
- Starbucks
- Sainsbury's
- Tesco

to name but a few.

### Support

We supply 6-months rock-solid support via email on the subject matter covered during the course.

### General information

- Courses start at 10am and finish at 5pm.
- Please arrive 30 minutes prior to the start of the course on the first day.
- We operate a casual dress code.
- We supply all computers, software and courseware, pads, pens, lunch and refreshments.

- We have both macOS and Windows computers in our training rooms.
- Bring along a USB/Flash drive so you can take away your course files.
- Following your course, we will email you an Adobe Authorised Course Completion Certificate.
- Each course comes with an 500-page Adobe Classroom training book.
- Access to a secure section of our site that offers useful tips and tricks.

# Certitec.

Adobe Authorised Training for Creatives & Professionals

## Contact Certitec

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