

## Course Outline

CC Creative Masterclass Introduction

Duration: 5 Days

### OBJECTIVES

This Adobe certified course is aimed at designers who want an overview of the key applications in the Adobe Creative Cloud toolset. The course provides hands on experience of the most useful features that designers use on a day-to-day basis, with an overview of Photoshop CC, InDesign CC and Illustrator CC. Attend this course, get inspiration for new projects and increase your productivity!

### PRE-REQUISITES

None other than basic IT competency.

### COURSE OUTLINE

Photoshop - Exploring Photoshop

- The panels
- The tools
- Preferences

Creating Documents

- Settings
- Resolution
- Colour modes
- Web vs. Print
- Mobile/tablet settings
- Presets

Colour Theory

- RGB
- CMYK
- Printing colour
- Web colour

Brushes

- Size
- Shape
- Options
- Custom brushes

Layers

- Creating
- Organising
- Using
- Blending modes

Adjustment tools

- Dodge tool
- Burn tool

- Sponge tool
- Blur tool
- Sharpen tool
- Smudge tool

#### Adjustment commands

- Brightness and Contrast
- Levels
- Curves
- Others
- Adjustment layers
- Auto adjustments

#### Selections

- Selection tools
- Making selections
- Adjusting your selections
- Saving your selections
- Channels

#### Cropping

- Cropping images
- Cropping options
- Perspective cropping

#### Layer Masks

- Making layer masks
- Editing layer masks
- Using layer masks

#### Cloning and Repairing

- The clone tool
- The Healing brush tool
- The Spot healing brush tool
- The patch tool
- Content aware options
- Content aware Move
- Content aware patch

#### Text

- Adding text
- Formatting text

#### Shapes

- Vector layers
- Shapes
- Custom shapes

#### Effects

- Layer effects
- Effect options

#### InDesign - Introduction to InDesign

- What is Desktop Publishing?
- Why InDesign?

- What you will learn

## InDesign Interface

- Overview of the interface
- Creating customised Workspaces
- Organising Panels
- Customising Menus
- Changing Default Settings

## Document Creation

- Creating a New Document
- Bleed, Slug and Margins
- Facing Pages
- Columns and Gutter

## Frames and Shapes

- What are frames?
- Creating frames
- Moving frames
- Aligning frames
- Sizing and positioning
- Rounded corners
- Anchoring frames
- Rotating and skewing
- Creating frames from text

## Working with Text

- Creating text frames
- Using placeholder text
- Inserting special characters
- Glyphs
- Threading text frames
- Viewing threads
- The Story Editor
- Text frame options, inset spacing etc.
- Hyphenation
- Importing from Word

## Formatting Text

- Using Leading
- Kerning & tracking
- Drop caps
- Baseline shift
- Justification & Alignment
- Uppercase, lowercase, sentence case & title case
- Indents
- Bullets
- Formatting Bullets

## Working with Objects

- Grouping and ungrouping
- Change object shape
- Rotating a spread
- Arranging objects

- Layers Panel

## Images

- Using mini bridge
- Different file formats
- Placing images
- Frame fitting options
- Text wrap options
- Resizing and positioning images
- Select v direct select
- Content Grabber (and how to turn it off)
- Display performance
- Clipping paths

## Layout

- Creating layouts
- Guides and smart guides
- The gap tool
- Liquid Layout
- Alternate Layout
- Using the page tool
- Live distribute
- Merging frames
- Compound shapes

## Masters and Pages

- Working with masters
- Creating masters
- Importing masters
- Applying masters
- Master options
- Page numbering
- Numbering and sections
- Text threads in masters

## Colours

- Understanding Colours: CMYK, RGB, Pantone etc.
- Creating colours
- Saving colours as swatches
- Sampling colours from images
- Exporting and importing colours
- Applying colours to strokes and fills
- Creating gradients
- Saving gradients as swatches
- Applying gradients to items

## Gradient Feather

- When to use
- Linear v. radial
- Angle and location

## Tables

- Creating a new table
- Convert text to table

- Strokes and fills
- Alternating row and column strokes
- Adding rows and columns
- Deleting rows and columns
- Merge and unmerge

#### Other Effects

- When to use
- Drop and Inner Shadow
- Inner and Outer Glow
- Bevel and Emboss
- Satin
- Transparency

#### Basic Styles

- Character styles
- Paragraph styles
- Style Priority
- Creating styles
- Applying and removing styles
- Overrides
- Redefining styles
- Importing Styles
- Removing unused styles
- Nested Styles

#### Pre-flighting

- Why use pre-flighting?
- Detecting errors
- Identify and correct errors
- Custom profiles

#### Output

- Packaging all files
- PDF Presets (print ready, small size etc.)
- Including printers marks / bleed
- Compression
- Export to interactive PDF
- Page transitions (eg. fade, blind, etc.)

#### Illustrator - Illustrator overview

- What are vectors?
- What are Bézier curves?
- The pen tools

#### Creating shapes

- The pen tool
- Primitive shapes
- Adding/deleting anchor points
- Creating Bézier curves
- Combining shapes
- Creating outlines from text
- The shape builder tool
- The blend tool

## Editing shapes

- Adjusting existing shapes
- Cutting paths
- Combining paths and shapes
- Erasing paths and shapes

## Organising your work

- Artboards
- Custom artboards
- Layers
- Sub-layers
- Layer properties
- Templates
- Group Isolation mode

## Colour

- Choosing a colour
- Using swatches
- Saving your swatches
- Spot colours
- Process colours
- Global colours

## Stroke and fill

- Creating strokes
- Creating fill
- Applying colour to strokes and fills

## Transforming shapes

- Duplicating
- Moving, rotating
- Reflecting, Shearing
- Scaling
- Step and repeat
- Transform again

## Effects

- 3D
- Stylize
- Distort and Transform
- Warp
- Organising your effects

## Text

- Adding text
- Text within a shape
- Text on a shape
- Controlling text
- Creating outlines from text

## Saving and Exporting

- Saving options
- Exporting options
- Exporting to PDF

- Other export formats
- Using Illustrator with other applications