

# GRAPHIC DESIGNING

ADOBE PHOTOSHOP | ILLUSTRATOR | INDESIGN

**CREATE**  
RESUMES, BUSINESS CARDS  
WEBSITES, FACEBOOK  
POSTERS, PROGRAM POSTS



## ADOBE PHOTOSHOP CC

### Introduction to Adobe Photoshop

Introductory Adobe Photoshop courses familiarize users with the editing capabilities of Adobe Photoshop software. Students learn how to use the Adobe Photoshop interface and access its expansive set of features. Lessons cover the basics of saving and storing image files and defining the various processes used for image editing. When they complete this Adobe Photoshop course, students will know how to use the paintbrush, airbrush, stamp and pencil tools.

### Editing Images

These intermediate-level Adobe Photoshop courses help users become more familiar with the image editing and enhancement features of the software. Lectures explore the key concepts used for evaluating images and identifying possible corrections and repair methods. Students digitally remove scratches and dust from images and combine images to create a composite image. This Adobe Photoshop course teaches students how to apply color correction, add soft focus effects, sharpen images and frame photos.

### Image Layers

Layering images is one of Adobe Photoshop software's most powerful tools. These Adobe Photoshop courses give students an overview of layer features and layer management techniques, including adding, deleting, reordering, flattening and duplicating layers. Students taking this class often work with gradients, which involve blending two or more colors together, and masks, which allow users to add or remove backgrounds from a picture or image. Other lessons focus on isolating image layers in order to erase or add layers to a specific part of an image.

### Web Design

Making photos presentable for the Web is another application of Adobe Photoshop. Students gain experience converting images to smaller or larger sizes so they can be easily viewed on a website without distortion. Students practice finding the optimal size and tone for images to be used on the Internet. Often, this course covers techniques for animating images and creating a Web page that users will enjoy visiting.

### Course Outline

You will be able to select all or some of the topics below from the Adobe Official Workbook, eLearning web edition. In addition, you will have access to the expanded tutorials related to these topics.

- 1. Getting to Know the Work Area**
  - a) Starting to work in Adobe Photoshop
  - b) Using the tools
  - c) Sampling a color
  - d) Working with tools and tool properties
  - e) Undoing actions in Photoshop
  - f) More about panels and panel locations

## 2. Basic Photo Corrections

- a) Strategy for retouching
- b) Resolution and image size
- c) Opening a file with Adobe Bridge
- d) Straightening and cropping the image in Photoshop
- e) Adjusting the color and tone
- f) Using the Spot Healing Brush tool
- g) Applying a content-aware patch
- h) Repairing areas with the Clone Stamp tool
- i) Sharpening the image

## 3. Working with Selections

- a) About selecting and selection tools
- b) Getting started
- c) Using the Quick Selection tool
- d) Moving a selected area
- e) Manipulating selections
- f) Using the Magic Wand tool
- g) Selecting with the lasso tools
- h) Rotating a selection
- i) Selecting with the Magnetic Lasso tool
- j) Selecting from a center point
- k) Resizing and copying a selection
- l) Cropping an image

## 4. Layer Basics

- a) About layers
- b) Getting started
- c) Using the Layers panel
- d) Rearranging layers
- e) Applying a gradient to a layer
- f) Applying a layer style
- g) Adding an adjustment layer
- h) Updating layer effects
- i) Adding a border
- j) Flattening and saving files

## 5. Masks and Channels

- a) Working with masks and channels
- b) Getting started
- c) Using Select and Mask
- d) Creating a quick mask
- e) Manipulating an image with Puppet Warp
- f) Using an alpha channel to create a shadow



## 6. Typographic Design

- a) About type
- b) Getting started
- c) Creating a clipping mask from type
- d) Creating type on a path
- e) Warping point type
- f) Designing paragraphs of type
- g) Adding a rounded rectangle
- h) Adding vertical text

## 7. Quick Fixes

- a) Getting started
- b) Improving a snapshot
- c) Adjusting facial features with Liquify
- d) Blurring a background
- e) Creating a panorama
- f) Filling empty areas when cropping
- g) Correcting image distortion
- h) Extending depth of field
- i) Moving objects with the Content-Aware Move tool
- j) Adjusting perspective in an image

## 8. Vector Drawing Techniques

- a) About bitmap images and vector graphics
- b) About paths and the Pen tool
- c) Getting started
- d) Drawing with the Pen tool
- e) Working with defined custom shapes
- f) Importing a Smart Object
- g) Adding color and depth to a shape using layer styles

## 9. Advanced Compositing

- a) Getting started
- b) Arranging layers
- c) Using Smart Filters
- d) Painting a layer
- e) Adding a background
- f) Using the History panel to undo edits
- g) Upscaling a low-resolution image

## 10. Painting with the Mixer Brush

- a) About the Mixer Brush
- b) Getting started
- c) Selecting brush settings
- d) Mixing colors
- e) Creating a custom brush preset



- f) Mixing colors with a photograph

## 11. Editing Video

- a) Getting started
- b) About the Timeline panel
- c) Creating a new video project
- d) Animating text with keyframes
- e) Creating effects
- f) Adding transitions
- g) Adding audio
- h) Muting unwanted audio
- i) Rendering video

## 12. Working with Camera Raw

- a) Getting started
- b) About camera raw files
- c) Processing files in Camera Raw
- d) Applying advanced color correction

## 13. Preparing Files for the Web

- a) Getting started
- b) Using layer groups to create button graphics
- c) Automating a multistep task
- d) Designing with artboards

# ADOBE ILLUSTRATOR CC

Explore the Essentials workspace that makes learning Illustrator even easier. Learn how to use the Shaper tool and Live Shapes along with dynamic symbols to streamline graphics creation. Create website assets and export them in multiple formats to support modern responsive web designs. From exacting illustration to free-form painting, you'll build a solid foundation in Illustrator as you progress through the lessons.

## Course Outline

### 1. Getting To Know the Workspace

- a) Choosing A Workspace
- b) Opening A File
- c) The Document Window
- d) Using Artboards
- e) Navigating Multiple Artboards
- f) Using The New Artboards Panel
- g) Creating New Artboards
- h) Switching Screen Modes
- i) Changing Your View
- j) Preview Versus Outlines
- k) Zooming And Scrolling
- l) Scrolling With The Hand Tool



- m) Changing Views With The Navigator Panel
- n) The Tools Panel
- o) Using Tools And Panels
- p) The Control Panel
- q) Moving The Control Panel
- r) Panel Groups And The Dock
- s) Custom Workspaces
- t) Saving Workspaces
- u) Using The Manage Workspaces Dialog Box

## 2. Illustrator Essentials

- a) Using The Shape Tools
- b) Repositioning And Visually Resizing The Rectangle
- c) Finding Or Changing The Shape's Dimensions Using The Transform Panel
- d) Rotating And Shearing Using The Transform Panel
- e) Constraining A Shape
- f) Entering Exact Dimensions
- g) Selecting Artwork
- h) Helpful Keyboard Shortcuts For Selections
- i) The Selection Tools
- j) Using Shape And Transform Tools To Create Artwork
- k) Using The Transform Tools
- l) Adding A Fill Color
- m) Viewing In Outline View
- n) Using Layers When Building An Illustration
- o) Creating A New Blank Layer
- p) Cutting And Pasting Objects
- q) Moving Objects From One Layer To Another

## 3. Adding Color

- a) Basics Of The Appearance Panel
- b) Changing Colors
- c) Adding Effects
- d) Creating A Colorful Illustration
- e) Using Live Paint
- f) Adding A Symbol To Your Artwork
- g) Expanding The Symbol
- h) Saving Swatches
- i) What Is A Global Color?
- j) Selecting The Same Color
- k) Saving A Set Of Colors As A Group
- l) Creating A Color Group From Selected Colors
- m) Using The Color Panel
- n) Adding Pantone Colors

## 4. Working With The Drawing Tools

- a) Working With The Pen Tool



- b) Drawing Straight Lines
- c) Drawing Curved Lines
- d) Drawing Hinged Curves
- e) Drawing Curved Lines To Straight Lines
- f) Drawing Straight Lines To Curved Lines
- g) Shape Tools
- h) Using The Eraser Tool
- i) Editing Existing Paths
- j) Adding And Removing Points
- k) Cutting And Joining Paths
- l) Working With Live Trace
- m) Expanding Live Traced Artwork
- n) Working With Live Paint
- o) Combining Shapes Using The New Shape Builder Tool
- p) Subtracting With The Shape Builder Tool

## 5. Working With Text

- a) Formatting Type
- b) Paragraph Formatting
- c) Formatting Imported Type
- d) Paragraph And Character Styles
- e) Text On A Path
- f) Warping Text
- g) Text In A Shape
- h) Creating Outlines
- i) Check Spelling
- j) Find And Replace

## 6. Working With Symbols

- a) Cleaning Out The Symbol Library
- b) Creating Symbols
- c) Editing Symbols
- d) Importing A Symbol Library
- e) Using The Symbol Sprayer Tools
- f) Editing Nested Symbols
- g) Replacing Symbols

## 7. Saving And Exporting

- a) Saving Using The AI File Format
- b) Saving An Illustration With Layers
- c) Saving A Layered PDF
- d) Integration With Other Applications
- e) Saving As EPS
- f) Save For Web



# Adobe InDesign CC

Adobe InDesign CC is a **page design and layout app used** by graphic designers and businesses in creating, preflighting, and publishing documents for print and digital media.

Adobe InDesign CC software works seamlessly with Adobe Photoshop and Adobe Illustrator, providing a single **integrated-design environment** that doesn't interrupt your creative process. This course provides a thorough overview of the interface, tools, features, and tips for page layout and design using InDesign.

## Course objective

This Adobe InDesign CC training by Infinite Skills is an indispensable resource for anyone wanting to learn this powerful, often intimidating page layout and design program. This computer software training program is designed to teach the absolute beginner how to use the industry standard Adobe InDesign CC software.

This course teaches you how to use Adobe InDesign CC, covering topics ranging from setting up your workspace, to using grids, the new layers panel in CC, working with text, paragraph formatting, creating and using styles, and combining text and objects.

## Course Outline

### 1. Essential Skills Working with InDesign Tools and Panels

- a) The InDesign workspace
- b) The document window
- c) Using guides
- d) Viewing modes
- e) Saving your workspace
- f) Working with the Control panel
- g) Navigating through a document

### 2. Master Pages

- a) Planning your document
- b) Creating a custom-sized document
- c) Formatting master pages
- d) Using text variables
- e) Adding layout pages
- f) Placing formatted text
- g) Adding images & text to master pages

### 3. Text and Type

- a) Creating a text frame
- b) Changing character attributes
- c) Changing paragraph attributes
- d) Finding and changing text
- e) Checking and correcting spelling
- f) Using the Glyphs panel
- g) Creating Glyph sets
- h) Flowing text and threading text between frames

### 4. Styles

- a) Defining and applying paragraph styles
- b) Defining and applying character styles



- c) Updating and loading styles from another document
- d) Organizing styles into groups
- e) Creating and applying object styles

## 5. Graphics

- a) How InDesign handles graphics
- b) Locating missing images
- c) The Links panel and Link badge
- d) Creating a graphic frame
- e) Adding graphics
- f) Repositioning graphics Fitting graphics to frames
- g) Placing multiple graphics
- h) Wrapping text around graphics
- i) Importing layered Photoshop files

## 6. Tables

- a) Creating a table
- b) Copying and pasting table content
- c) Adding text to tables
- d) Converting tables and text
- e) Importing a table
- f) Editing table options
- g) Using cells
- h) Merging cells
- i) Defining columns and rows
- j) Using graphics in cells

## 7. Using Color

- a) Applying color to text and frames
- b) Creating and saving a new swatch
- c) Applying Live Corner Effects
- d) Applying strokes to text
- e) Creating a tint reduction
- f) Working with gradients
- g) Using the Eyedropper
- h) Updating and editing colors
- i) Using and saving spot colors

## 8. Pre-flight, Printing and PDFS

- a) Package inventory
- b) Actual vs. effective resolution
- c) Preflight checks
- d) Packaging your document
- e) Package options
- f) Creating a PDF
- g) Adobe PDF Presets
- h) PDF Export Options
- i) Separation preview
- j) Printing a proof

