

# TrainStation® *Course Outlines*

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# Acknowledgements

## *Project Team*

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# Course Outlines

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## **Adobe Acrobat 9 Pro Foundation**

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# Adobe InDesign CS4

This Hands-on-Workshop instructs the learners on exploring the core features and techniques that make this powerful page layout application fun and easy to use. We will show you how to navigate and customize the workspace, manage documents and pages, work with text frames and graphics, export and print finished documents, and much more.

**COURSE OUTLINE FOR: "InDesign CS4", Level 1 (2days, 12 hours)**

## 1. The Workspace

- Understanding the Application window
- Zooming and magnifying
- Managing multiple windows
- Setting rulers, measurements, Positioning panels
- Saving workspaces
- Rotating spreads
- Using the New Window feature

## 2. Tools & Techniques

- Using the Tool panel
- Learning keyboard shortcuts
- Using contextual menus
- Customizing menus

## 3. Creating a Document

- Creating new documents
- Saving and reverting documents
- Using Multiple Undo and Revert
- Setting margin & column guides
- Making a layout adjustment
- Using ruler guides

## 4. Managing Pages

- Inserting, deleting, and moving
- Adding sections and page numbers
- Creating and applying master pages
- Using parent/child master pages

## 5. Text

- Understanding text frames
- Typing and editing text
- Filling with placeholder text
- Using special characters
- Importing text, Threading, Setting text frames

## 6. Graphics

- Importing graphics
- Embedding links
- Setting frame-fitting options
- Turning image layers on and off

## 7. Formatting Objects

- Selecting objects
- Using basic strokes and fills
- Using transparency, drop shadows, feathering
- Using the Eyedropper tool

## 8. Managing Objects

- Stacking objects, Nesting objects & Using layers
- Editing frame and path shapes
- Grouping and locking objects
- Understanding & Editing text wraps

## 9. Transforming Objects

- Duplicating, Rotating, Scaling objects
- Skewing, Mirroring, Transforming objects again

## 10. Character Formatting

- Applying basic character styling
- Applying advanced character styling

## 11. Paragraph Formatting

- Understanding paragraph formatting
- Applying hyphenation & tabs
- Using automatic bullets

## 12. Styles

- Applying character styles
- Applying paragraph styles
- Using object styles
- Cleaning up imported text

## 13. Color

- Creating color swatches
- Using unnamed colors
- Applying tint swatches
- Using gradient swatches
- Applying gradients

## 14. Exporting

- Exporting a PDF

## 15. Printing

- Using preflight options
- Packaging for output
- Using the Print dialog box

# Adobe InDesign CS4

This intermediate to advanced InDesign CS4 hands-on-workshop continues to build on the skills learned in TrainStation's level 1 training. Advanced topics include: Advanced Managing long documents, working with Bexier paths, importing layered files, table of contents and indexing, table building and formatting, interactivity and automation, anchored objects and footnoting, adjusting print settings and working with XML.

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## 1. Managing long Documents

- Create Document Sections (review from level 1)
- Moving and combining files
- Create a book

## 2. Developing Bezier Paths

- Draw and Edit Bezier Paths
- Create Compound Paths
- Create Clipping Paths
- Create Type Outlines

## 4. Managing Styles

- Manage advanced Styles
- Import and Redefine Styles

## 5. Managing Pages

- Advanced Master Pages

## 6. Working with Tables

- Create advanced Table
- Format Table

## 7. Adjusting Print Settings

- Create Print Presets
- Preview Print Output

## 8. Working with XML

- Integrate XML into a Document
- Import XML
- Export XML
- Integrate XML with Tables
- Create and Use a Snippet
- Tags

## 9. Automation

- Data Merge

## 10. Interactive

- Bookmarks
- Hyperlinks

## 11. Objects and Layouts

- Align Pathfinder
- Transforms

## 12. Colour Management

- Over Print Preview
- Proof Set up
- Proof Colour

## 13. Output

- Flattener Preview
- Separations Preview

## 14. Advanced Layout

- Anchored objects
- Formatting
- Table of Contents
- Indexing

## 15. Misc.

- Glyphs
- Story Editor
- Tabs
- Transparency
- Advanced Find and Change

# Adobe Photoshop CS4

This introductory to intermediate Photoshop CS4 hands-on-workshop begins with an overview of the Photoshop CS4 digital editing environment and proceeds through Photoshop CS4 powerful suite of editing tools, tips and techniques. Learners will develop fundamental skills including: Working with photographs, starting with a new document, various selection techniques, layers, introductory blend modes, adjustment layers, and layer masks.

COURSE OUTLINE FOR: "PHOTOSHOP CS4", LEVEL 1 (2-days, 12 hours)

## 1. Photoshop Environment Overview

- Differentiate Raster and Vector graphics
- Explore the Photoshop Environment
- Customize the Photoshop Environment
- Work with Navigation Tools
- Customize Menus
- Explore Adobe Bridge
- Apply Metadata and Keywords

## 2. Working with JPEGs

- Upsourcing the images
- Build an action
- Create an action
- Manage Actions
- Determine Display and Print Resolution

## 3. Working with Tools

- Marquee Tool
- Lasso Tools
- Save Selection
- Magic Wand Tools
- Modify Selection
- Crop Tool
- Clone Tool
- Healing Tool
- Gradients Tool

## 4. Creating Image Composites

- Make Floating Versus Fixed Selection
- Undo Previous Steps
- Copy Selections
- Create Layers
- Create Smart Objects
- Transform Layers
- Copy Layers between Images
- Save Images in Photoshop format
- Arrange Layers
- Work with Channels

## 5. Blending Composite Images

- Defringe Images
- Simulate Transparency with Opacity and Blending Modes
- Feather Edges
- Build Posters

## 6. Working with Images

- Create Levels Adjustment Layers
- Enhance Images Using Toning Tools
- Adjust the Hue/Saturation of Images
- Fill Image areas with Swatch Colors
- Create Patterns

## 7. Exploring Image Modes

- Examine Mode Characteristics
- Explore Grayscale and Bitmap Modes
- Explore Color Modes

## 8. Applying Colors

- Color Palettes overviews
- Select Colors
- Work with Painting Tools
- Clone Image Area with the Clone Stamp Tool

## 9. Working with Layers

- Introduction to Layer Masks
- Make areas within a Layer semitransparent
- Clip a layer
- Save and Edit a Selection in an Alpha Channel
- Work with Folders

## 10. Working with Vector

- Create Vector Paths
- Vector colour
- Working with vector shapes and type

# Adobe Photoshop CS4 (continued)

This introductory to intermediate Photoshop CS4 hands-on-workshop begins with an overview of the Photoshop CS4 digital editing environment and proceeds through Photoshop CS4 powerful suite of editing tools, tips and techniques. Learners will develop fundamental skills including: Working with photographs, starting with a new document, various selection techniques, layers, introductory blend modes, adjustment layers, and layer masks.

COURSE OUTLINE FOR: "PHOTOSHOP CS4", LEVEL 1 (2-days, 12 hours)

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## 11. Enhancing Images with Text and Special Effects

- Create Type Layers
- Apply Layer Effects
- Work with Filters
- Merge Layers and Flatten Images

## 12. Creating Special Effects

- Distort Editable Type
- Warp an Image
- Create Layers Comps
- Crop Images Precisely
- Simulate Painted Effects
- Introduction restore photographs

## 13. Saving Completed Images

- Save Images for Use in Print Applications
- Save Image as PDF

## 14. Blending Modes

- Blending mode overview

# Adobe Photoshop CS4

This intermediate to advanced Photoshop CS4 hands-on-workshop continues to build on the skills learned in TrainStation's level 1 training. Photoshop CS4 Level 2 handling color images and using color management profiles to control their image display in Photoshop and for printing. Blend modes, clipped layers, more advanced adjustment layer techniques, levels, curves, working with spot colours, and photo retouching are covered more indepth.

COURSE OUTLINE FOR: "PHOTOSHOP CS4", LEVEL 2 (2-days, 12 hours)

## 1. Blending Modes

- Examine each blend mode
- Apply each blend mode
- Various techniques

## 2. Masking and Clipping Layers

- Erase a background
- Edit a Selection by Painting a quick mask overlay
- Work on selection in an Alpha Channel
- Work with layer masks semitransparent
- Clip a layer to the shape of another

## 3. Filling Image Areas

- Fill Image Area with Swatch Colors
- Create Gradients and patterns

## 4. Automating Tasks

- Create an Action
- Manage Actions

## 5. Examining Color Workflows

- Compare RGB and CMYK Color Modes
- Examine Color Management
- Examine Color by the Numbers
- Examine Hybrid Workflows

## 6. Profiling

- Choose a Working Color Space in Photoshop
- Open the Convert Images
- Manage Printing and Color

## 7. Removing Image Defects

- Remove Dust and Scratches
- Minimize Moire Patterns
- Eliminate Red Eye Defects
- Examine various smart filters

## 8. Adjusting RGB Color

- Meet Color Correction Objectives
- Locate Highlights, Shadows, and Neutral Areas
- Make Automatic Color and Contrast Adjustments
- Make Basic Curve Adjustments
- Correct Memory Colors
- Adjust Shadows and Highlights independently

## 9. Creating CMYK Separations

- Adjust Color Settings for Prepress
- Calibrating to a Proof
- Adjust Out-of-Gamut Colors
- Color Separating Images
- Adjust CMYK Curves

## 10. Sharpening Images

- Apply Unsharp Masking
- Sharpen Image
- Smart sharpening and other various techniques

## 11. Working with Grayscale and Spot Colors

- Convert Color Images to Grayscale
- Create Duotones
- Spot Color Images
- Various tips and techniques for moving to grayscales

# Adobe Dreamweaver CS4

This Hands-on-Workshop instructs the learners on how to build, manage and maintain professional websites. Learners will be exposed to sound design, accessibility and search engine optimization strategies.

COURSE OUTLINE FOR: "DREAMWEAVER CS4", LEVEL 1 (2-days, 12 hours)

## 1. Introduction

- authoring environment
- Design or Code Layout
- Setting up your workspace
- Menus, Panels, and Inspectors
- Set up web browsers for previewing pages

## 2. Basic Site Management

- Defining local and remote sites
- Creating files & folders
- File naming conventions
- Moving, copying and deleting files properties

## 3. Document Properties

- Adding a page title
- Adding meta tags

## 3. HTML Basics

- What is this HTML stuff anyways?
- HTML vs XHTML
- Code window options
- What is CSS

## 4. Text and Simple Formatting

- Entering text
- The importance of headings

- Paragraph returns and line breaks
- Bulleted and numbered lists
- Choosing fonts and creating font lists
- Importing text
- Adding special characters

## 5. Formatting with Cascading

- LiStyle 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
- Understanding cascading order and inheritance of styles
- Creating internal styles with the Property inspector

## 6. Hyperlinks

- Absolute, relative and site-root relative paths
- Internal links
- External links
- Anchors (linking within the same page)

- Email links
- Creating a jump menu

## 7. Working with Images

- Image file formats (JPG, Gif, PNG, SVG)
- Inserting images
- Image alignment
- Using Dreamweaver's onboard image editing tools (crop, brighten, sharpen)
- Inserting background images
- Page composition using tracing images
- Image links
- Image maps
- Simple rollovers

## 8. Site Layout using Tables

- Creating tables
- Formatting tables
- Modifying a table
- Percentage or Pixel based tables
- Nesting tables
- Drawing tables in layout mode
- Importing tabular data
- Sorting table data

# Adobe Dreamweaver CS4 (continued)

**This Hands-on-Workshop instructs the learners on how to build, manage and maintain professional websites. Learners will be exposed to sound design, accessibility and search engine optimization strategies.**

**COURSE OUTLINE FOR: "DREAMWEAVER CS4", LEVEL 1 (2-days, 12 hours)**

## 9. Pixel Perfect Positioning

- using Layers
- Creating layers
- Modifying layers
- Formatting layers
- Using absolute and relative positioning
- Making layers backwards compatible

## 10. Site wide updates using the

- library feature
- Creating library elements
- Inserting library elements
- Updating pages with library elements

## 11. Total Control with Templates

- Creating a template
- Adding editable regions to your template
- Creating new pages from your template
- Updating your site using templates

## 12. Inserting Multi-media

- Inserting a Flash Animation
- Inserting a PDF button

## 13. Testing and Uploading Your Site

- Testing your site
- Maintaining your files and folders
- Connecting to a remote site
- Synchronizing files

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# Adobe Dreamweaver CS4

This Hands-on-Workshop instructs the learners on how to build on the skills learned in Dreamweaver CS4 - level 1 and explores advanced layout and functionality topics including: tableless layout with CSS, frames, creating forms, adding javascript behaviours, inserting additional media types and using XML.

COURSE OUTLINE FOR: "DREAMWEAVER CS4", LEVEL 2 (2-days, 12 hours)

## 1. Working with Code Snippets

- Working in Code view and hints
- Creating and inserting Code Snippets
- Creating keyboard shortcuts
- Sections

## 2. Creating Usable Forms

- Overview of form interaction
- Adding Controls
- Labels and text boxes
- Drop down lists, radio buttons, check boxes and hidden fields
- Submit and Reset buttons
- Images
- Script resources
- Styling form elements
- Form validation

## 3. Inserting additional Multi-media types

- Multi-media overview
- Quick Time movies
- Windows Media Player Files
- Flash Paper
- Background Sounds

## 4. Framed Layouts

- Frame Overview benefit vs drawbacks

- Creating the Frameset
- Preparing your framed layout to be indexed by search engines
- Adding pages to the Frameset
- Linking within a framed environment

## 5. Advanced Template Topics

- Creating the base Template
- Nesting Templates
- Repeating Regions
- Optional Regions
- Template expressions

## 6. Tableless layout with CSS

- Understanding cascade and specificity
- Absolute, Relative and Static positioning
- Visibility and Overflow
- Working with Floats
- Multi-colum layouts
- Centering CSS layouts
- List-based navigation

## 7. Automation

- Search and Replace
- Using the History Panel
- Saving History Steps as Commands

- Create a web photo album
- Extend Dreamweaver - get more commands

## 8. Javascript Behaviours

- Popup Windows
- Browser Sniffing
- Plugin- Sniffing
- Multi-event rollovers
- Show/Hide Layer
- Timeline effects

## 9. Advanced Site Management

- Search and Replace
- Link-checking - Broken links and orphaned files
- Validation
- Browser checking
- Using the Site-Map
- Cloaking files and directories
- Check in / Check out
- Synchronization

## 10.XML

- Understanding XML structure
- Creating and styling an XML document
- Syndicating your content with RSS
- Displaying an RSS news feed

# Adobe Flash CS4

**This Hands-on-Workshop instructs the learners on how to develop the fundamental skills and become proficient with flash, drawing, basic frame by frame animation, tweening and symbols.**

**COURSE OUTLINE FOR: "FLASH CS4", LEVEL 1 (2-days, 12 hours)**

## 1. Overview File types

- Raster vs Vector format
- Flash CS3 vs Flash Professional CS3
- What's new in Flash Professional CS3

## 2. Introduction to the Flash CS3 authoring environment

- Start page
- Stage
- Timeline
- Toolbox
- Palettes
- Essential Preferences
- Controlling the workspace
- Finding Help

## 3. Drawing and Colour

- Drawing with the Pencil tool
- Modifying lines
- Drawing with the Pen tool
- The Oval and Rectangle tools
- The free Transform tool
- Modifying and optimizing shapes
- Working with the Brush tool

- Selecting with the Lasso tool
- Working with the Eyedropper tool
- Using the Color Mixer
- Creating Gradients
- Adding and importing colors to the Color Swatches panel
- Grouping and Ungrouping
- Object based undo

## 4. Animation Essentials

- Movie properties and frame rate
- Timeline, Frames and Keyframes
- Inserting, copying, deleting and reversing frames
- Testing movies
- Frame by Frame animation

## 5. Shape Tweens

- Shape Tweening Overview
- Shape hinting
- Shape Tweening Text
- Editing multiple frames
- Animating gradients

## 6. Libraries, Symbols, and Instances

- Working with the Library
- Arranging Movie Assets
- Creating Symbols
- Covert to Symbols

## 7. Motion Tweens

- Motion Tweening Overview
- Creating a motion tween
- Tweening effects
- Motion Guides
- Motion tweening text
- Easing in and out
- Custom easing controls (Pro only)

## 8. Timeline Effect

- Adding Timeline effects
- Editing Timeline effects
- Removing Timeline effects

## 9. Masking

- Creating a mask layer
- Animating a mask

**(continued)**

## Adobe Flash CS4 (continued)

This Hands-on-Workshop instructs the learners on how to develop the fundamental skills and become proficient with flash, drawing, basic frame by frame animation, tweening and symbols.

COURSE OUTLINE FOR: "FLASH CS4", LEVEL 1 (2-days, 12 hours)

### 10. Type

- Text overview
- Text formatting and options
- Aliasing
- Spell checking
- Find and Replace

### 11. Using Bitmap Images

- Importing bitmap images
- Compressing bitmap images
- Bitmap fills
- Tracing bitmaps
- Changing Opacity

### 12. Filters and Blend Modes

- Working with Filters
- Working with Blend Modes

### 13. Button Symbols

- Button overview
- Creating basic buttons
- Rollover button
- Rollover button with down state
- Invisible buttons

### 14. Movie & Graphic Symbols

- Movie & Graphic Symbol Overview
- Symbol properties
- Nested Symbols

### 15. Components

- What are Components?
- The UI Scrollbar Component

### 16. Sound

- Importing Sound
- Supported formats
- Adding sound to buttons

# Adobe Flash CS4

**This Hands-on-Workshop instructs the learners on how to create websites or website elements. The main section of this course will take the learner through building an actual website including loading separate .swf pages, creating an online gallery by loading external images and controlling sound.**

**COURSE OUTLINE FOR: "FLASH CS4", LEVEL 2 (2-days, 12 hours)**

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## 1. Intro to Actionscript

- Syntax
- Events
- Variables
- Functions
- Loops
- Creating random numbers
- Using conditional logic

## 2. Working with the Actions Panel

- Actions panel overview
- Navigating the code
- Adding built in code snippets

## 3. Working with Input Text

- Adding user input text boxes
- Styling input Text
- Capturing user data

## 4. Working with Dynamic Text

- Adding dynamic text boxes
- Styling dynamic text boxes
- Creating a scrolling text box with buttons
- Adding a Scroll bar component for longer paragraphs

## 5. Loading an external text file

- The advantages of using external files
- Loading an external text file
- HTML text
- Styling with CSS

## 6. Loading external Flash files

- Changing "pages" by loading an external flash file

## 7. Loading external Images

- Loading an external image or flash file
- Creating an online gallery

## 8. Loading external sound files

- Loading an external sound file
- Play / Stop Button
- Changing tracks

## 9. Working with external links

- Creating a mailto link
- Linking to an external site

## 10. Pre-loaders

- Creating a progressive pre-loader

- Creating a numeric pre-loader

## 11. Making Flash Accessible

- Setting Accessibility options
- Adding a name and description
- Accessibility and text fields

## 12. Search Engine Optimization for Flash Websites

- HTML based structure
- Deconcept's Flash Object

# Adobe Illustrator CS4

**This Hands-on-Workshop instructs the learners on how to create and edit logos, drawings, layouts and other vector based images. The learner will be exposed to sound design practices and techniques to facilitate workflow.**

**COURSE OUTLINE FOR: "ILLUSTRATOR CS4", LEVEL 1 (2-days, 12 hours)**

## 1. Introduction to Illustrator's authoring environment

- Working with Menus, Palettes and the Document Window
- About the Control Palette
- Using and saving Workspaces
- Setting preferences
- Moving around the Artboard
- Using the Navigator palette
- Options for viewing artwork
- Using Illustrator Help

## 2. Working with Basic Tools

- Using the Toolbox
- Selection techniques with the Selection and Direct Selection tools
- Line and Shape tools
- Modifying tool options
- Techniques for polygons, rounded rectangles, spirals and stars
- Defining the Stroke and Fill of shapes

## 3. Transforming and Controlling Shapes

- Grouping
- Work in Group Isolation Mode
- Understanding nested groups
- The Group Selection tool

- Using the Free Transform tool
- Changing the stacking order of objects
- Working with the Layers palette

## 4. Objects

- Aligning and distributing objects
- Scaling objects
- Rotating objects
- Reflecting objects
- Distorting objects
- Shearing objects
- Position objects precisely

## 5. Live Paint

- Create a Live Paint Group
- Edit Live Paint regions
- Add objects to Live Paint Groups
- Use the Live Paint tool
- Set Gap options

## 6. Colour

- Color fundamentals
- Color Modes (RGB / CMYK)
- Defining and using Global and Spot Colours
- Mixing Colours with the Colour Palette and Colour Picker
- Saving, loading and exporting Swatches
- Creating, editing and applying Gradients

- Sampling colours with the Eyedropper tool

## 7. Live Trace

- Importing bitmap graphics
- Converting bitmap art into vector paths
- Working with Live Trace presets and options

## 8. Drawing with the Pencil Tool

- Create paths with the Pencil tool
- Pencil, Eraser & Smooth tool options
- Splitting paths with the Eraser tool
- Simplifying paths with the Smooth tool

## 9. Precision Drawing with the Pen Tool

- Creating paths with the Pen tool
- Splitting and joining paths
- Creating and editing Bezier curves
- Using the Convert Anchor Point tool
- Adding and removing Anchor Points
- Adding arrowheads

# Adobe Illustrator CS4 (continued)

**This Hands-on-Workshop instructs the learners on how to create and edit logos, drawings, layouts and other vector based images. The learner will be exposed to sound design practices and techniques to facilitate workflow.**

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## 10. Painting with the Paintbrush

- Creating paths with the Brush tools (Scatter, Art, Calligraphic and Pattern)
- Brush tool options and libraries
- Creating new brushes
- Applying brush strokes to existing paths

## 11. Introduction to Filters and Effects

- Using Filters and Effects
- Controlling object attributes with the Appearance palette
- Intro to Illustrator's 3D rendering effect
- Creating a 3D shape using Revolve
- Modifying the light source

## 12. Symbols

- Understanding how Symbols work
- Creating and editing symbols
- Adding symbols to a document
- Modifying symbols sets with the Symbols tool set

## 13. Working with Type

- Creating Point, Path and Area type
- Importing text
- Applying character and paragraph formatting
- Wrapping text around images
- Threading text
- Creating and applying Character and Paragraph Styles
- Creating Outlines

# Adobe Illustrator CS4

This Hands-on-Workshop instructs the learners on how to build with the advanced knowledge and hands-on practice they need to create and edit more complex logos, drawings, layouts and other vector based images.

COURSE OUTLINE FOR: "ILLUSTRATOR CS4", LEVEL 2 (2-days, 12 hours)

## 1. Creating Complex Illustrations

- Creating compound paths with the Pathfinder palette
- Creating compound shapes using the path finder palette
- Offset Paths
- Outline Paths
- Expanding objects
- Working with Basic Tools

## 2. More on the Layers Palette

- Creating new layers
- Moving objects and layers
- Locking layers
- Viewing layers
- Pasting Layers
- Using the Layers palette "Release to Layers" command
- Targeting layers and applying appearance attributes

## 3. Working with Masks

- Creating clipping masks
- Editing clipping masks and masked objects
- Releasing Clipping Masks
- Creating Opacity Masks
- Editing opacity masks and masked objects

- Understanding Knockout Group and Isolate Blending options
- Transparency effects
- Understanding blending modes
- Preparing documents containing transparency for printing
- Flattening
- Documents Raster Effects Settings

## 4. Working in Perspective

- Creating illustrations in a one point perspective
- Understanding Isometrics
- Precision alignment

## 5. Creating Graduated Shapes

- Creating Blends
- Editing Blends
- Blend options

## 6. Graphic Styles

- Creating Graphic Styles
- Applying Graphic Styles
- Editing Graphic Styles
- Sharing Graphic Styles

## 7. Creating Seamless patterns

- Creating Tiling patterns

- Applying patterns
- Editing patterns
- Transforming patterns within objects

## 8. Working with Gradient Mesh

- Creating a Gradient Mesh Object
- Using the Gradient tool
- Techniques for subtle color transitions

## 9. Creating Web Graphics

- Creating Slices
- Editing Slices
- Working with the Save for Web dialog box
- Graphic formats for the web (SVG, SWF, JPG, GIF, PNG 8, PNG 24)
- Creating an animated Flash banner

## 10. Advanced Filters and Effects

- Working with Scribbles
- Creating 3D Beveled and Extruded Shapes
- 3D rotated shapes
- Mapping artwork to 3D shapes

# Adobe Illustrator CS4 (continued)

**This Hands-on-Workshop instructs the learners on how to build with the advanced knowledge and hands-on practice they need to create and edit more complex logos, drawings, layouts and other vector based images.**

**COURSE OUTLINE FOR: "ILLUSTRATOR CS4", LEVEL 2 (2-days, 12 hours)**

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## 11. Speeding up the Workflow with Actions

- Recording actions
- Playing actions
- Editing actions

## 12. Dynamic Text

- Creating variables
- Capturing data sets
- Creating dynamically generated documents

## 13. Colour Management

- When to use color management
- Choosing the appropriate colour setting
- Applying a Colour Setting
- Synchronizing Color Settings across Creative Suite 2 with Adobe Bridge
- Colour Management Policies

## 14. Preparing for Print

- Soft Proofing
- Creating a composite proof
- Creating a colour separation
- Selecting a printer description file
- Specifying the bleed area
- Creating a trap
- Overprinting Objects
- Halftone screens
- Screen Frequency
- Output Device Resolution

# Adobe Acrobat 9 Pro Foundation

**This Hands-on-Workshop instructs the learners on how to create PDF from a simple document into a collaborative hub for many forms of digital communication. It also covers different ways to create, modify PDFs, enhanced OCR tool, and shows how to combine them with other files into a PDF Portfolio.**

## COURSE OUTLINE FOR: "Acrobat 9 Pro", Foundation (2-days, 12 hours)

### 1. Introduction

- Getting started with Acrobat 9 Standard, Pro, Pro Extended
- Understanding the difference between Acrobat and Adobe Reader
- Understanding the interface
- Navigating PDF documents  
Customizing the toolbars  
Working with the navigation panels
- Using the zoom tools  
Understanding the window views
- Using the Organizer  
Auto-saving
- Using the Full Screen and Reading modes

### 2. Creating PDFs

- Creating a PDF from Word
- Creating a PDF from Excel
- Creating a PDF from PowerPoint
- Creating a PDF from Outlook
- Creating a PDF from the web
- Creating a PDF from a file
- Setting PDF file preferences
- Creating a PDF from copied content
- Creating a PDF from a scanner
- Optimizing a scanned PDF

- Creating a PDF from a blank page
- Creating multiple PDFs in a batch
- Creating PDFs from InDesign, Illustrator, and Photoshpe

### 3. Combining Documents

- Combining documents
  - Creating a merged document
  - Creating a PDF Portfolio
  - Adding files or folders to a PDF Portfolio
  - Customizing PDF Portfolio options
  - Previewing native files in a PDF Portfolio
  - Searching in a PDF Portfolio
  - Running commands on a PDF Portfolio
  - Applying security to a PDF Portfolio
  - PDF Portfolios and previous versions of Acrobat or Adobe Reader
- ### 4. Modifying PDFs
- Inserting and deleting pages
  - Embedding and removing thumbnails
  - Moving, rotating, and cropping
  - Extracting and replacing pages

- Splitting PDFs
- Renumbering pages
- Adding headers and footers
- Creating watermarks and backgrounds
- Copying content
- Editing text
- Adding text using the Typewriter tool
- Touching up objects
- Using Bates numbering
- Comparing PDF documents
- Setting document properties
- Reducing file size
- Examining a document
- Attaching documents to a PDF

### 5. Bookmarks

- Understanding bookmarks
- Creating bookmarks
- Bookmarking specific items
- Nesting bookmarks
- Editing bookmark destinations
- Bookmarking shortcuts
- Bookmarking actions
- Using the Bookmarks navigation panel and the Initial View setting

# Adobe Acrobat 9 Pro Foundation

This Hands-on-Workshop instructs the learners on how to create PDF from a simple document into a collaborative hub for many forms of digital communication. It also covers different ways to create, modify PDFs, enhanced OCR tool, and shows how to combine them with other files into a PDF Portfolio.

**COURSE OUTLINE FOR: "Acrobat 9 Pro", Foundation (2-days, 12 hours)**

## 6. Links

- Using links
- Creating links
- Editing links
- Using cross-document linking
- Creating destination links
- Using link shortcuts

## 7. Repurposing Content

- Exporting images from a PDF
- Exporting text from a PDF
- Exporting to Word
- Exporting to HTML
- Batch-processing an export

## 8. Collaborating

- Viewing comments
- Adding sticky notes
- Using the Text Edits tool
- Using the Stamp tool
- Using highlights, underlines, and strikethroughs
- Attaching files as comments
- Recording an audio comment
- Using the drawing tools
- Enabling commenting in Reader
- Understanding the different review processes
- Attaching a PDF for email review
- Using the Shared Review feature
- Reviewing via Acrobat.com
- Using the Collaborate Live feature
- Using the Review Tracker
- Exporting and importing comments
- Reviewing comments
- Summarizing comments

## 9. Finding and Searching

- Using Basic Find
- Using Search
- Advanced searching

## 10. Security

- Showing security properties for a PDF
- Enabling Encrypt with Password security
- Removing Encrypt with Password security
- Managing security policies
- Redacting

# APPENDIX

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## Learner's Skill Prerequisites

Because of the amount of material we cover in class, we do require learners to be comfortable using a mouse, opening and saving files, and the general operations of computers.

While we will make every reasonable effort to help, learners with insufficient skills may be required to observe the class lessons or do their best to keep up without slowing down the rest of the class.

We highly recommend working with the application tutorial before coming to the course.

## Hands-On-Workshop Fees & Payment information:

- Course Fees \$655.00. plus GST. An exercise book is included.
- \* Adobe Premiere or After Effects is \$1595.00 plus GST per course.
- Payment must be received a minimum of two (2) weeks prior to course start to secure your seat.
- We accept cash, company cheques, Visa, and Mastercard.
- Your place can be held by purchase order until payment is received. Your place is not secured until payment is received.

## Cancellation and Rescheduling:

- All cancellations made in writing a minimum of two weeks\* prior to the course date are subject to a cancellation charge of \$75.00.
- If you cancel or reschedule within two weeks of the course date, full payment is due and payable at that time. Credit will be held towards a future course and is valid for one year.
- \*Note: Adobe Premiere and After Effects require a written cancellation notice of two months.

## Credits:

- All credits are valid for a period of one year from original course date or date of issue.

## Discounts:

- A 10% discount applies to the regular course fee when you register for four or more courses at the same time; when four or more people register at the same time from the same company, and for registered, charitable not-for-profit organizations.
- Government rates are available please phone 604 682.7788 for quotes and proposals.
- Custom course development and training is available please phone 604 682.7788 for quotes and proposals.

- Instructors do travel for your in-house training please phone 604 682.7788 for quotes and proposals.

## TRAINSTATION'S TRAINING LABS LOCATION:

**#22, 200 GRANVILLE VANCOUVER, BC**

- concourse level, right of elevators, water side.

# Premium Course Book

“to cause to be set aside, as for one’s use, in advance”

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## Premium Learner Annual Pass—\$3500

- Take \$5,000 in publicly scheduled and confirmed classes for \$3500 in one year.
- TrainStation’s Premium Course Books provide a flexible way for individuals, business and government clients to plan and maximize their training budgets and the value of their relationship with TrainStation, Technical Trainers, Incorporated.
- For a single investment of \$3500, a dedicated Learner’s Concierge will work with you to plan a skills development package that meets all of your Adobe, Apple, and Quark training needs for one full year.
- Premium Course Book vouchers are good for all courses at TrainStation. Each Premium Book holds \$5,000 of vouchers for , 1- or 2-day training courses. Each book is dated and good for one year from date of purchase. Your Company or personal name is on the Book and each voucher is numbered.

### Member Benefits

- Attend \$5,000 worth of regularly scheduled classes for one year from the date of your first class.
- Priority waitlist status on sold-out classes.
- Renew package for \$1995

### Employer Benefits

- Easily budget training investments for many employees
- Build employee loyalty, while developing a more effective and productive workforce

### Terms and Conditions

- Training packages are not refundable but may be used by anyone in the corporation as they are fully transferable.
- All attendees must provide a valid course voucher prior to entering training lab.
- Full payment is due upon entry to the program.
- All courses dates must begin within one (1) year of the first class taken.
- This offer is non-refundable and not valid with other discount programs or offerings.
- This offer is not valid for on-site, custom scheduled, or training at affiliate locations.
- Premium package training is available only in our Vancouver, BC. location.
- Applies to new registrations only. Previous purchases can not be applied to the Premium Learner Program.
- All classes must be registered through our standard registration form. Any scheduling changes or cancellations that occur

following original registration are subject to standard additional fees on a per class basis.

- Class reschedules are available for the standard \$75 reschedule administration fee.
- This plan applies to regularly scheduled, open-enrollment and confirmed classes offered by TrainStation, Technical Trainers, Incorporated. Special classes offered by guest instructor’s or specially developed and offered courses are not included with the Premium Learner Annual Pass Program.
- NOTE: G.S.T. IS APPLIED TO ALL PURCHASES AT TRAINSTATION
- IF YOU ARE TAX EXEMPT WE MUST HAVE AN EXEMPTION FORM ON FILE FOR YOUR COMPANY BEFORE TAXES ARE WAVED.

# Opulence in Learning Fellowship

“an association of persons having similar tastes, interests, and aspirations”

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## Opulence Fellowship Annual Pass - \$5995

- Take \$10,000 in publicly scheduled and confirmed classes for \$5995 in one year.
- The Opulence Fellowship skills development program allows individuals and client corporations to maximize the value of their relationship with TrainStation, Technical Trainers, Incorporated.
- For a single investment of \$5995, a dedicated Learner's Concierge will work with you to plan a skills development package that meets all of your Adobe, Apple, Quark and Graphic Design training needs for one full year.

### Member Benefits

- Attend \$10,000 worth of regularly scheduled and confirmed classes for one year from the date of your first class.
- Priority waitlist status on sold-out classes.
- Renew package for \$3995

### Employer Benefits

- Easily budget training investments per employee
- Build employee loyalty, while developing a more effective and productive workforce

### Terms and Conditions

- Training packages are not refundable or exchangeable. They are exclusively for the use of the individual for whom they are purchased.

- Any attempt at fraudulently attending class using another person's name will result in an immediate termination of the program with no refunds.
- Full payment is due upon entry to the program.
- All courses dates must begin within one (1) year of the first class taken.
- This offer is non-refundable and not valid with other discount programs or offerings.
- This offer is non-refundable and not valid with other discount programs or offerings.
- This offer is not valid for on-site, custom scheduled, or training at affiliate locations.
- Opulence package training is available only in our Vancouver, BC. location.
- Applies to new registrations only. Previous purchases can not be applied to the Opulence Learner Program.
- All classes must be registered through our standard registration form. Any scheduling changes or cancellations that occur following original registration are subject to standard additional fees on a per class basis.
- Class reschedules are available for the standard \$75 reschedule administration fee.
- This plan applies to regularly scheduled, open-enrollment and confirmed classes offered by

TrainStation, Technical Trainers, Incorporated. Special classes offered by guest instructor's or specially developed and offered courses are not included with the Opulence Fellowship Annual Pass Program.

- NOTE: G.S.T. IS APPLIED TO ALL PURCHASES AT TRAINSTATION
- IF YOU ARE TAX EXEMPT WE MUST HAVE AN EXEMPTION FORM ON FILE FOR YOUR COMPANY BEFORE TAXES ARE WAIVED.

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TrainStation, Adobe Certified Trainers — LAB location: #22, 200 Granville Street, Vancouver, BC (Sun / Province building)  
Concourse level; right of elevators on water side

[www.trainstation.cc](http://www.trainstation.cc)

**TrainStation**<sup>®</sup>