

Web & Graphic Design 2009

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Web and Graphic Design 2009

First Edition

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SAMPLE

Introduction



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Using this Workbook

In the *Introduction* section, you will find an outline for each session of training and sample lesson plans. These are included to give you an overview of the training content and to help you structure your lessons. The content, delivered by industry professionals, is the most up-to-date, comprehensive content available.

The exercises included in this workbook are meant to serve as supplementary material for the OnlineExpert courses. The following types of exercises are included for each session of training:

Fill-in-the-Blanks: The student completes a comprehensive fill-in-the-blank exercise while watching each session of the training. Each exercise follows the instructor's lecture and can be used as a review for the Quiz, the Pre-Tests, and the Post-Tests.

Glossary Crossword and Word Search Puzzles: These puzzles, taken directly from the courses' glossary, are intended to help your students become more familiar with the terms found in each session.

Short Answer: The short answer questions facilitate recall of the basic training concepts to further aid in retention of the course topics and information in preparation for the training's Pre-Assessments and Post-Tests.

Matching: The matching exercise provides additional learning reinforcement of terms and concepts found throughout the training in the courses' glossary.

Research Topic: The research topic gives your students the opportunity to research an applicable real-world situation whose answer will require using their understanding of the training as well as outside resources to generate a response.

Projects: The individual and group projects require your students to apply the knowledge gained during the training to complete the assigned task. By using both individual and group projects students receive the added benefit of applying the knowledge they have gained in a situation that mimics life in the workforce.

Quiz: The quizzes will help you gauge your students' progress. They also provide your students additional preparation for the training Pre-Tests and Post-Tests.

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These workbook exercises, used in conjunction with the LearnKey training, give your students the best learning experience possible.

Shoot File Links: The links to shoot files contain any of the actual files (Excel spreadsheets, Flash FLA files, etc.) that are used and demonstrated during the training. The files will typically have a starting file containing all data necessary to begin the demonstrated skill, as well as a completed file that shows the final result.

Keyboard Shortcuts & Tips: The keyboard shortcuts and tips provide a reference of product-specific keyboard shortcuts and helpful hints to make working more efficient.

Objective Mapping: The objective mapping provides a quick reference as to where in the training a specific certification exam objective is covered.

Best Practices Guide: The best practices guide gives you as the instructor the help you will need to effectively incorporate the workbook and training into your classroom experience. This guides comes from teachers like yourself and has been proven time and time again.

Running & Training Time Table: The running and training time tables will help you to better plan your lessons based on the time you have available. The running time is the actual time required to simply watch the training. The training time is an estimated average time that it will take to watch and discuss the concepts presented as well as do any applicable exercises.

Skills Assessment: The skills assessment will help you and your students to gauge their understanding of course topics prior to beginning any coursework. Understanding where your students as a group feel less confident will aid you in planning and getting the most from the training.

Adobe Acrobat CS4 Course Map

Session 1

Introduction

File Distribution
Adobe Acrobat Family
Reader vs. Acrobat

1. Viewing and navigating PDF documents
 - Explain how to access and use navigation features in a PDF document.

Understanding the Interface

Menu and Tool Bars
Navigation Pane
Customizing the Interface
Show/Hide Toolbars
Navigation Pane Panels
Adobe Organizer
Document Navigation Tricks
Using Bookmarks

3. Modifying and enhancing PDF documents
 - Given a PDF document, use the available tools to enable accessibility.

1. Viewing and navigating PDF documents
 - Given a viewing option, explain the purpose of and how to use that option. (Options include: Full screen mode, Split, Zoom tools, Pages panel)

Acrobat Distiller

Using Acrobat Distiller
PDF Compatibility
Image Settings
Text Settings

3. Modifying and enhancing PDF documents
 - Given a PDF document, reduce the size of that PDF document. (Options include: Using the PDF Optimizer, Reduce File Size)

Creating PDFs

Create PDF with Distiller
High Quality PDF Distiller Settings
Create PDF with PDF Printer
Create PDF from Scanner
OCR Text Recognition
Straighten Scanned Document
Find OCR Suspects
Create PDF from Web Page
Create PDF from Multiple Files
Merge File Supported Files

1. Viewing and navigating PDF documents
 - Use Search to locate specific information in PDF documents.

2. Combining PDF documents
 - Given a tool or feature, use that tool or feature to combine PDF documents. (Options include: Create a PDF Portfolio, Merge command, Create and/or combine files by using drag-and-drop)
 - Manage the creation of PDF Portfolios.

3. Modifying and enhancing PDF documents
 - Given a PDF document, reduce the size of that PDF document. (Options include: Using the PDF Optimizer, Reduce File Size)

5. Creating PDF documents
 - Create a PDF document by using Adobe PDF Printer.
 - Create a PDF document by using Acrobat Distiller.
 - Create a PDF document from a Web page.

Adobe PDF Maker

Using PDF Maker
PDF Maker Preferences
Word Heading Styles
Convert Headings to Bookmarks

3. Modifying and enhancing PDF documents
 - Use the Document menu to modify and enhance a PDF document. (Commands include: Header & Footer, Background, Watermark, Split Document)
 - Create and modify bookmarks by using the Bookmarks panel.

5. Creating PDF documents
 - Create a PDF document by using Adobe PDFMaker.

6. Managing document security
 - List and describe methods that can be used to secure a PDF document by using passwords.

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Links and Bookmarks

- Creating a Hyperlink
- Editing Hyperlinks
- Adding Bookmarks
- Initial View Properties
- Preview Initial View Settings
- Acrobat Features
- Adding Headers and Footers
- Saving Headers and Footers Settings
- Adding Backgrounds
- Adding Watermarks

Manipulating PDF Documents

- Deleting Pages
- Extracting Pages
- Inserting Pages
- Replacing Pages
- Combining Documents
- Splitting Documents

Editing and Reviewing PDFs

- Adding Comments
- Text Editing
- Highlighting Text
- Using Markup Tools
- Collaborating via Comments
- Enable Acrobat Reader Commenting
- TouchUp Text Tool
- Modify Text Properties
- TouchUp Object Tool

3. Modifying and enhancing PDF documents

- Use the Document menu to modify and enhance a PDF document. (Commands include: Header & Footer, Background, Watermark, Split Document)
- Given a tool on the Advanced Editing toolbar, explain how to use that tool. (Tools include: Touchup Text, Touchup Object, Crop, Link)
- Create and modify bookmarks by using the Bookmarks panel.

7. Creating forms and collecting data

- Explain the functionality provided by the Form Editing mode.

8. PDF standards and print production

- Given an option in the Convert Colors dialog box, explain the purpose of that option.
- Given a scenario, control flattening of a transparent PDF document.

1. Viewing and navigating PDF documents

- Manage how files are combined and optimized by using the Combine Files dialog box.

4. Reviewing, collaborating, and commenting

- Given a scenario, describe the methods available for conducting a review, and when you would use that method. (Methods include: Using Acrobat.com, live collaboration, shared review, e-mail-based review)
- Add comments to a PDF document.
- Create a PDF document from a Create Suite application.

7. Creating forms and collecting data

- Explain the functionality provided by the Form Editing mode.

8. PDF standards and print production

- Given a scenario, control flattening of a transparent PDF document.

Adobe Dreamweaver CS4 Course Map

Session 1

Introduction

Starting Dreamweaver
Interface Overview
Document Toolbar
Standard and Style Rendering Toolbars
Properties Inspector
Panels
Status Bar

1. Understanding Web technologies
 - Explain how to mitigate page weight.
 - List and describe the difference between client-side and server-side scripting.
4. Working in Design view
 - Work with the Properties Panel and the Tag Editor.
5. Working in Code View
 - Configure preferences for Code view
 - Explain how to get information about tags. (Options include: Properties Panel and the Tag editor)

Planning

Planning Sites
Determine Demographic
Know Your Audience
Site Mapping
Screen Resolution Guidelines
Target Window Layout
Defining a Web Site
Files Panel

1. Understanding Web technologies
 - List and describe the infrastructure required to implement and deploy Web sites.
 - Explain how to mitigate page weight.
 - List and describe the difference between client-side and server-side scripting.
 - Describe techniques for making pages accessible.
2. Managing sites
 - Given a scenario, create a site. (Scenarios include: using the Site menu bar and Files panel)
3. Remote connectivity
 - Synchronize files. (Methods include: Using the Files panel, Site menu, cloaking)
4. Working in Design view
 - Work with the Properties Panel and the Tag Editor.

Web Design 101

File Management
Creating a File
Renaming and Deleting Files
Page Titles
Page Properties

1. Understanding Web technologies
 - Explain how to mitigate page weight.
2. Managing sites
 - Given a scenario, create a site. (Scenarios include: using the Site menu bar and Files panel)
 - Locate files associated with a Dreamweaver site.
 - Manage files associated with a Dreamweaver site. (Including: moving, deleting, renaming, copying, associating)

Tables

Table Overview
Creating Standard Table
Formatting a Standard Table
Additional Table Properties
Additional HTML Formatting
CSS Formatting Properties
Class Creation
Application of Class Properties
Expanded Tables Mode

4. Working in Design view
 - Describe options available for positioning objects. (Options include: AP DIV, CSS, and tables)
 - Given a visual aid, explain the purpose of and/or when to use that visual aid. (Visual aids include: Layers, tables, CSS, invisible elements)

LearnKey

Text

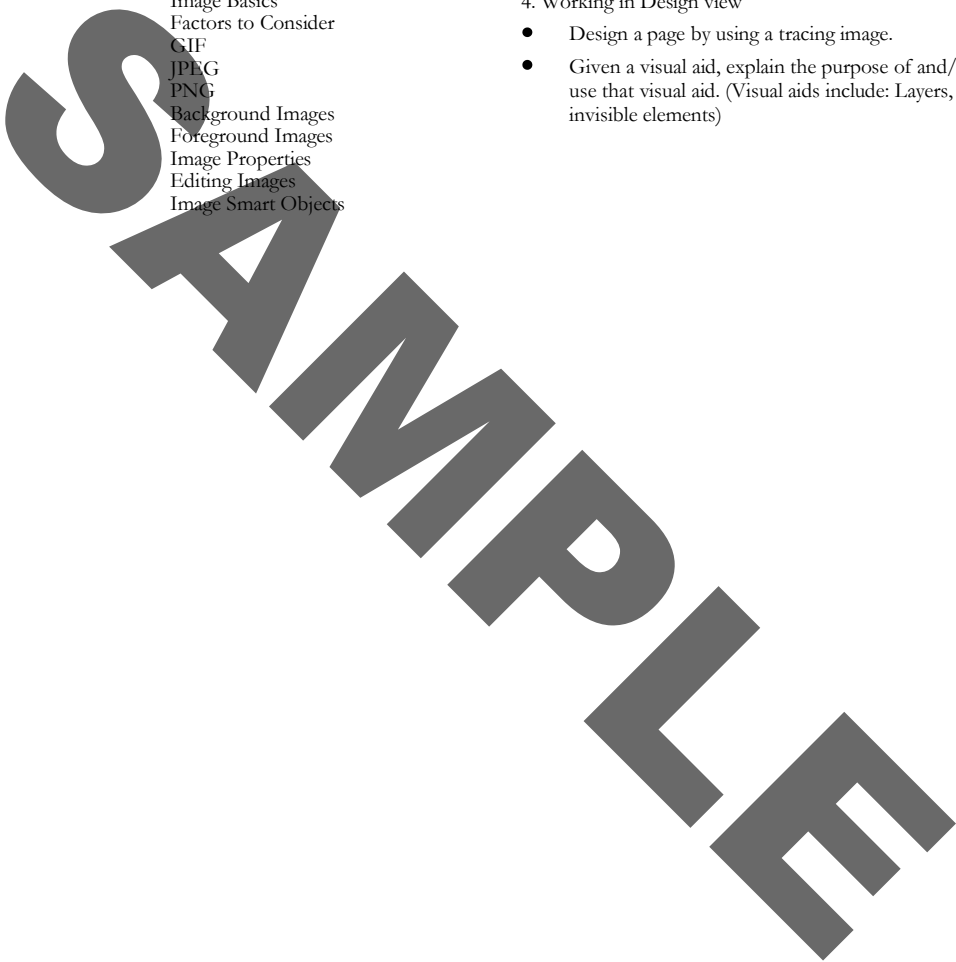
Text Overview
Serif vs. Sans Serif
Font Properties
Spell Check
Importing Text
Clean Up HTML

Images

Image Basics
Factors to Consider
GIF
JPEG
PNG
Background Images
Foreground Images
Image Properties
Editing Images
Image Smart Objects

4. Working in Design view

- Design a page by using a tracing image.
- Given a visual aid, explain the purpose of and/or when to use that visual aid. (Visual aids include: Layers, tables, CSS, invisible elements)



Session 2

Links

Text Links
Hyperlinks
Absolute Links
Image Links
E-mail Links
Image Maps
Anchors
Named Anchors
Save and Preview Anchors

Productivity Tools

Commands
Create New Commands
Applying Commands
Saving and Editing Commands
Library Items
Creating Library Items
Editing Library Items
Using Find and Replace
Find and Replace Source Code

5. Working in Code view
 - Find and replace Code view. (Options include: entire site and current page)
6. Working with templates
 - Create and use editable attributes.
 - Explain the process of and issues associated with distributing template changes to pages.

Templates

Creating Templates
Saving as a Template
Defining Editable Regions
Changing and Removing Regions
Applying Optional Regions
Editable Optional Regions
Repeating Regions
Repeating Region Options
Applying Repeating Regions
Editing and Updating Templates

6. Working with templates
 - Create Editable areas in templates.
 - Apply a template to a page.
 - Create and use template variables.
 - Create and use editable attributes.
 - Explain the process of and issues associated with distributing template changes to pages.

XHTML

XHTML Defined
Doctype
HTML Code Overview
Quick Tag Editor
Wrap Tag Options
Tag Selector
Meta Tags
Clean Up XHTML

4. Working in Design view
 - Work with the Properties Panel and the Tag Editor.
5. Working in Code view
 - Manage code by using Code view/ (Options include: Collapsing, word wrap, highlighting invalid code, and formatting)
 - Explain how to get information about tags. (Options include: Properties Panel and the Tag editor)
 - Find and replace Code view. (Options include: entire site and current page)
 - Explain how to select blocks of code in Code view.

Multimedia

Embedding Flash Objects
Understanding Script Files
Embedding Movie Objects
Adding Movie Parameters
Embedding Sound Objects

1. Understanding Web technologies
 - Given a scenario, explain the requirements for supporting video, PDF documents, and SWF.
7. Working with assets
 - Manage assets by using the Assets panel.
 - Given a media type, insert and deploy that media type into a page. (Media types include: SWF, FLV, Flash Paper, images)

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JavaScript

Rollover Images
Navigation Bar
Understanding Behavior
Open Browser Behavior
Check Plugin Behavior
Spry Effect

1. Understanding Web technologies

- Given a scenario, describe the infrastructure required to support application servers. (Scenarios include: ColdFusion, ASP, JSP)

10. Application development

- Describe the functionality provided by the Behaviors panel and the Server Behaviors panel.

SAMPLE

Session 3

Cascading Style Sheets

CSS Basics
 Selector Types
 Class Selector
 ID Selector
 Tag Selector
 Compound Selector
 Embedded and External Styles
 Code Navigator
 Exporting Styles
 Attaching Style Sheets
 Editing Style Sheets

4. Working in Design view

- Describe options available for positioning objects. (Options include: AP DIV, CSS, and tables)
- Given a visual aid, explain the purpose of and/or when to use that visual aid. (Visual aids include: Layers, tables, CSS, invisible elements)

5. Working in Code View

- Configure preferences for Code view

8. Designing pages with CSS

- Create styles for typography and positioning by using the CSS Property inspector.
- Describe the Box model.
- Create and attach style sheets to pages.
- Explain the behavior of inheritance with respect to styles and style sheets.

4. Working in Design view

- Describe options available for positioning objects. (Options include: AP DIV, CSS, and tables)

8. Designing pages with CSS

- Create and work with AP elements.
- Describe the Box model.
- Explain the behavior of inheritance with respect to styles and style sheets.

10. Application development

- Create forms and use data sets by using Spry.

AP Elements

Setting Up AP Elements
 Tracing Images
 Drawing AP Div
 Inserting AP Div
 Renaming AP Elements
 Modifying AP Div
 Applying CCS Properties to AP Div

Forms

Inserting Forms
 Adding Text Fields
 Modifying Text Field Properties
 Adding Checkboxes
 Radio Buttons
 Drop-Down Menus
 Text Area
 Submit and Reset Buttons
 Enabling Form Actions
 Submitting Form Data
 Preview Form

Site Publishing

Web Publishing Requirements
 URL
 Web Server
 Web Publishing Software
 Web Host Considerations
 Managing Sites
 Host Directory, Login, and Password
 Passive FTP and Secure FTP
 Uploading
 Using Remote Sites
 Synchronization
 Synchronization Options
 Cloaking
 Cloaking Settings

3. Remote connectivity

- List and describe the methods available for connecting to a remote server. (Methods include: ftp, sftp, WebDAV, and network file share)
- Synchronize files. (Methods include: Using the Files panel, Site menu, cloaking)
- Use get, put, check-in, and check-out to transfer files.
- Configure local, testing, and remote servers.

9. Testing Web pages and sites

- Validate that pages and sites conform to accessibility standards.

10. Application development

- Describe the role of an application server.

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Site Collaboration

Using Design Notes
Indicating Design Notes
Check In/Check Out
Check In/Check Out Review
Site Workflow Reports
HTML Reports
508 Accessibility Options
Running Reports
Site Reports Panel
Fixing Errors Using Reports

3. Remote connectivity

- Use get, put, check-in, and check-out to transfer files.
- Configure local, testing, and remote servers.

9. Testing Web pages and sites

- Validate that pages and sites conform to accessibility standards.
- Describe the HTML reports that are available for testing.
- Identify and fix broken links.

SAMPLE

Adobe Flash CS4 Course Maps

Session 1

Welcome to Flash CS4

What is Flash?
Terminology
Stating Flash
Working with Panels
Working with Workspaces
Managing Workspaces

1. Planning and designing Flash applications
 - Given a scenario, choose the appropriate type of image asset and explain when and why you would use that asset type. (Image asset types include: vector, bitmap, SVG)
 - Given a requirement based on your audience, determine the appropriate Flash features and options used to meet the needs of your audience. (Audience requirements include: publishing to AIR, accessibility, player version)

Working with Flash

Creating Files
Saving Files
Save and Compact
Opening Files
Importing Assets
Export Options
Understanding the Stage
Document Properties
Frame Per Second
Vector vs. Raster
Object and Merge Drawing
Shaping Objects

2. Creating and managing assets
 - Given an option in the Library panel, explain the purpose of and how to use that option

1. Planning and designing Flash applications

- Given a scenario, choose the appropriate type of image asset and explain when and why you would use that asset type. (Image asset types include: vector, bitmap, SVG)
- Given a requirement based on your audience, determine the appropriate Flash features and options used to meet the needs of your audience. (Audience requirements include: publishing to AIR, accessibility, player version)

Drawing Tools

Zoom and Pan Tools
Rectangle Tool
Rectangle Primitive Tool
Oval Tool
Polygon Drawing
Star Drawing
Line Tools
Pencil Tool
Line Interaction
Pen Tool
Art Deco Tool
Art Deco Tool Options

2. Creating and managing assets
 - Given an option in the Library panel, explain the purpose of and how to use that option

Painting Tools

Brush Tool
Brush Mode
Spray Brush Tool
Paint Bucket
Eye Dropper Tool
Eraser Tool

2. Creating and managing assets
 - Given an option in the Library panel, explain the purpose of and how to use that option

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Modifying Objects

- Scaling Objects
- Using Free Transform Tool
- Object Interaction
- Grouping
- Drawing Complex Shapes
- Using the Color Panel
- Swatches
- Setting Transparency
- Gradients
- Gradient Transform Tool
- Aligning Objects
- Align to Stage

2. Creating and managing assets

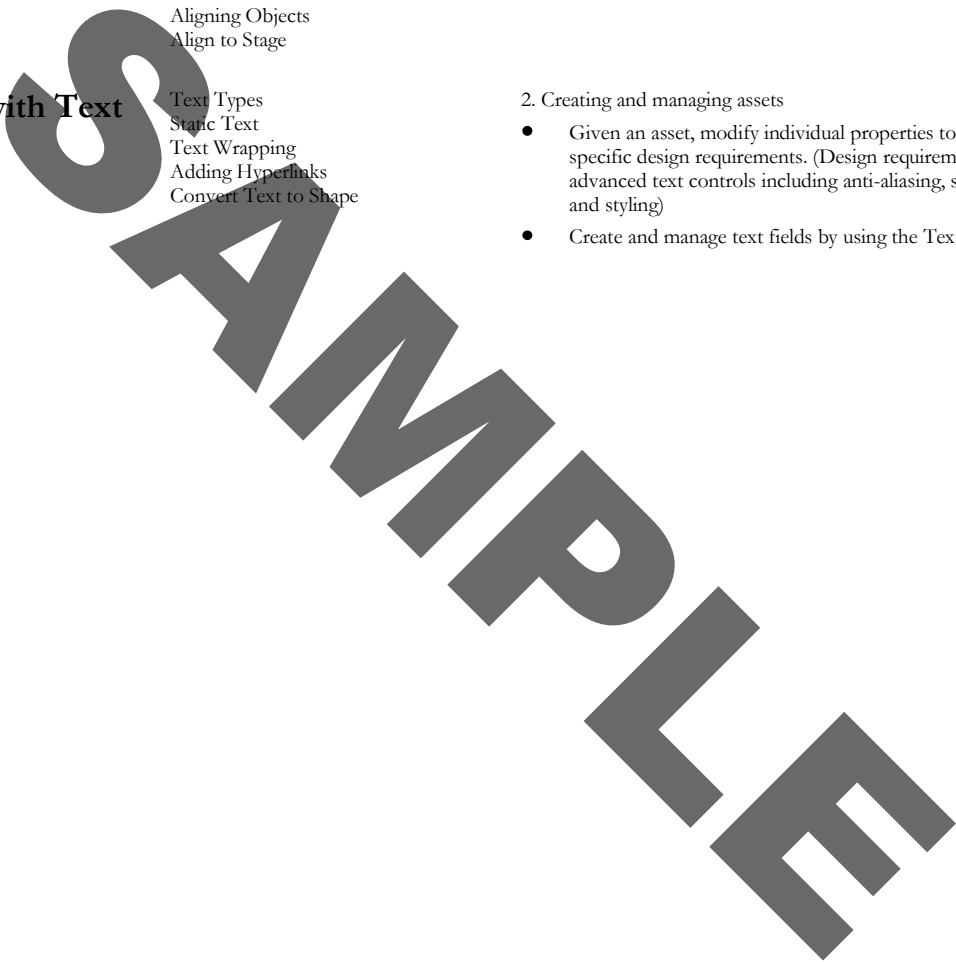
- Given a tool, work with an existing asset by using that tool. (Tools include: Transform, 3D Rotation, Bone)

Working with Text

- Text Types
- Static Text
- Text Wrapping
- Adding Hyperlinks
- Convert Text to Shape

2. Creating and managing assets

- Given an asset, modify individual properties to achieve specific design requirements. (Design requirements include: advanced text controls including anti-aliasing, stroke control and styling)
- Create and manage text fields by using the Text tool.



Session 2

Working with Layers

Creating Layers
Paste in Place
Using the Lasso Tool
Layer Interaction
Layer Options
Layer Folders

2. Creating and managing assets
 - Given an asset, convert that asset to a symbol.

Symbols, Instances, and Animation

Symbols and Instances
Creating Symbols & Instances
Working with Library
Types of Animation

2. Creating and managing assets
 - Edit animations by using the Motion Editor.
 - Reuse animations by using Motion Presets.

Animation Control

Inserting Frames
Motion Tweening
Motion Guides
Customizing Motion Guide
Rotating and Easing Intro
Rotating
Easing
Motion Editor

1. Planning and designing Flash applications
 - Given a requirement based on your audience, determine the appropriate Flash features and options used to meet the needs of your audience. (Audience requirements include: publishing to AIR, accessibility, player version)
4. Testing, publishing, and deploying Flash movies
 - Recognize effective optimization considerations when testing and debugging Flash applications.
 - Test an application by using the Debugger.
 - Given a scenario, select the appropriate Publish settings to deploy a Flash movie. (Scenarios include: Web delivery and AIR)

Preview and Publish

Preview and Publish
Preview
Publishing

2. Creating and managing assets
 - Import external assets into Flash. (External assets include: XFL from InDesign or After Effects, Photoshop files, Illustrator files, and images)
 - Manage performance by utilizing bitmap technique

Working with Timeline

Frame by Frame Animation
Onion Skinning
Controlling Frames
Setup Masking
Masking
Outlining Masks
Setup Animating Masks
Animating Masks

2. Creating and managing assets
 - Creating Flash movies
 - Create animations by using the Timeline.

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Movie Clips

Creating Movie Clips
Create A Sign
Distributing To Layers
Nested Timelines
Nested Shadow

- 2. Creating and managing assets
 - Creating Flash movies
 - Reuse animations by using Motion Presets.

Shape Tweening & Bone Structure

Create Shape Tween
Shape Hinting
Creating Bone Structure
Animating Bones

- 2. Creating and managing assets
 - Given a tool, work with an existing asset by using that tool. (Tools include: Transform, 3D Rotation, Bone)
 - Creating Flash movies
 - Apply inverse kinematics to objectives by using the Bone tool.

SAMPLE

Session 3

Buttons

Basic Buttons
Animated Buttons
Adding Layers
Hit States
Hot Spots

Basic ActionScript

AS3
Adobe Documentation
Play & Stop Controls
Writing Code
Event Listener
Preview Code

3. Programming with ActionScript 3.0

- Given an ActionScript class, create an instance from and work with the properties of that
- Given an object-oriented concept, explain the definition of or purpose associated with that concept. (Object-oriented concepts include: Classes, Interfaces, Inheritance, Polymorphism, and Packages)

Frame Labels & ActionScript

Using Frame Labels
Create ActionScript
Preview Code
Finished Code

3. Programming with ActionScript 3.0

- Given an ActionScript class, create an instance from and work with the properties of that

Video

Media Encoder
Export Settings
Multiple Conversions
Import Video
Choosing Skin
Customizing Video
File Types
ActionScripting Video
Play Cod
Stop Code
Seek Code
Chapter Buttons

2. Creating and managing assets

- Given a component, explain the purpose of or how to use that component.
- Edit the skin of a component.
- Incorporate and manage audio and video in your movie.

Audio

Importing Sound
Timeline
Sound Compression
Sync Settings
Sound Effects

2. Creating and managing assets

- Incorporate and manage audio and video in your movie.

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Filters And Blend Modes

- Color Effects
- Filters
- Animating Filters
- Adding Presets
- Blend Modes
- Overlay

2. Creating and managing asset

- Apply filters and effects to Movie Clips and text.

ActionScript 3.0

- Commenting Code
- Comment Block
- Dynamic Text Field
- Target Paths
- Variables
- Functions & Event Listeners
- Create Variable
- Create Function
- Create Event Listeners
- Trace

3. Programming with ActionScript 3.0

- Given an object-oriented concept, explain the definition of or purpose associated with that concept. (Object-oriented concepts include: Classes, Interfaces, Inheritance, Polymorphism, and Packages)
- Create custom classes. (Options include: Extending, Subclassing)
- Explain how to use the Document class.

STAMP

Session 4

Using Interactive Components

Numeric Stepper
 Numeric Stepper Properties
 Radio Button
 Radio Button Properties

2. Creating and managing assets
 - Given a component, explain the purpose of or how to use that component.

Dynamically Load Components

Dynamically Load
 Create Variable
 Create Function
 Create Event Listener
 Calculating A Function
 Defining Variables
 Formatting Function
 Change Event
 Embedding Characters

2. Creating and managing assets
 - Given a component, explain the purpose of or how to use that component.
3. Programming with ActionScript 3.0
 - Load content and data from external sources. (Sources include: XML, SWF, and remote objects)

Conditional Statements

Creating Conditional Statements
 Radio Button
 Multiple Conditional Statements
 Duplicate Buttons

Working With Movie Clips

Dragging Movie Clips
 Stop Dragging
 Code Correction
 Hit Test Point
 Finding Coordinates
 Exporting Movie Clips
 HitTest Target
 Positioning Target
 Setting HitTest Object
 HitTest Object

2. Creating and managing assets
 - Creating Flash movies

Calculation Control

Calculations
 Checking Code
 ON/OFF Variable
 Finish Code

LearnKey

Dynamic Flash Files

- Setup Text File
- Loading Text File
- Loading Text Funtion
- DataLoader Listener
- Preview
- Loading XML File
- Import Predefined Classes
- Loading XML DataLoader
- Loading Combo Box
- Combo Box EventListener
- Fixing Errors
- Loading Description
- Preview Program

2. Creating and managing assets

- Import external assets into Flash. (External assets include: XFL from InDesign or After Effects, Photoshop files, Illustrator files, and images)

3. Programming with ActionScript 3.0

- Load content and data from external sources. (Sources include: XML, SWF, and remote objects)

Navigation System

- Loader SWF Externally
- SWF Loader
- Main Page Loader
- Events Button
- Prices and Packing
- Fix Errors
- Clear Children Function
- Clear Stage

Creating Preloader

- Preloader Setup
- Preloading
- Percentage Loading Function
- Remove Event Listener
- Show Image Function
- Loader Info.
- Preview Program



Adobe Illustrator CS4 Course Map

Session 1

Getting Started

Photoshop vs. Illustrator
Starting Illustrator
Creating a New Document
Options
Advanced Options
Working with Artboards
Advanced Artboard Options
Navigating Artboards

1. Working with Illustrator documents
 - Given a scenario, choose the correct document options or create a custom document profile.
 - Given a scenario, create a document template.
 - Given a scenario, create and use multiple artboards.

2. Drawing and transforming objects
 - Align or distribute objects precisely on an artboard.

Preferences and Workspaces

General Preferences
Selection & Anchor Display
User Interface
Appearance of Black
Adding Panels

1. Working with Illustrator documents
 - Given a scenario, select the proper settings in the Preferences dialog box.
 - Manage Illustrator workspace and panels.

Shape Tools

Ellipse Tool
Rectangle Tool
Rounded Rectangle Tool
Polygon Tool
Star Tool
Live Trace
Tracing Options
Live Paint
Gap Detection

2. Drawing and transforming objects
 - Given a scenario, customize the Stroke panel settings to achieve the proper visual appearance.

Path Tools

Line Tool
Pencil Tool
Brush Tool
Pen Tool
Manipulate Objects

2. Drawing and transforming objects
 - Create and modify a vector object using the Pen tool and bezier controls.
6. Building graphic objects
 - Given a scenario, choose or create the appropriate brush.

Advanced Objects

Grouping
Embedded Objects
Cut and Join Objects
Combining Objects
Layers
Object Selection Techniques
Controlling and Creating Layers

1. Working with Illustrator documents
 - Build a document structure based on layers.
2. Drawing and transforming objects
 - Given a scenario, cut, erase or delete portions of an object by using the appropriate tool.
 - Use Isolation Mode to edit objects, groups, symbols, or layers.

Type

Adding Type
Point Text
Area Text
Character and Paragraph Panels
Area Type Options
Text on Path
Convert to Text Outlines

4. Using type
 - Given a scenario, create the appropriate text object.
 - Format type by using character and paragraph attributes.
 - Create and apply character and paragraph styles to text.

LearnKey

Color

Color Settings
Advanced Color Settings
Process and Global Colors
Spot Color

3. Managing color and transparency

- Given a scenario, set up Color Management settings and proof color on screen.
- Given a scenario, create or load swatches, organize them, and apply them to objects.

Save, Export, and Web

Saving Options
Creating a PDF
Save for the Web
Optimizing Images

1. Working with Illustrator documents

- Given a scenario, save a document with the appropriate format and options.

8. Preparing for Web and Flash

- Given a scenario, choose the proper settings to save illustrator artwork for Web or mobile devices.

9. Preparing for print

- Given a scenario, choose the correct PDF presets or customize options.

SAMPLE

Adobe InDesign CS4 Course Map

Session 1

Getting to Know InDesign CS4

History of Adobe InDesign
Interface
Productivity
Text and Tables
Graphics and Drawing
Interactivity
Certification

1. Laying out a document

- Describe the use of Smart Guides.

Roles of CS4 Applications

Uses of Photoshop
Uses of Illustrator
Uses of InDesign

Workspaces

Welcome Screen
Tools Panel
Control Panel
Application Bar
Panel Dock
Application Frame
Customizing the Workspace
Customizing Application Menus
Menu Color Options
Customizing Context and Panel Menus
Customizing Panel Location
Customizing the Panel Dock
Expanded Panel and Button View
Save Workspace
Open Saved Workspace
Multiple Workspaces

Navigating InDesign

Opening a Document
Navigating with the Pages Panel
Navigating with the Page Box
Jump to Page
Zooming Shortcuts
Zoom Tool
Spotlight (for Mac Users)
Zoom Views
Panning with the Hand Tool
Hand Tool Shortcut
Power Zoom
Tabbed Documents
Floating Windows
Arranging Windows

1. Laying out a document

- Arrange multiple document windows.

LearnKey

Laying Out a Document

- New Document Preferences
- New Document Settings
- Bleed
- Slug
- Save Preset
- Viewing the New Document
- Document Guides
- Adjusting Guides
- Measure Tool
- Working with Guides
- Facing Page Document
- Baseline Grid
- Guides and Master Pages

1. Laying out a document

- Given a scenario, work with master pages.
- Use the Info panel to find hidden or non-obvious information about your document.

2. Working with text

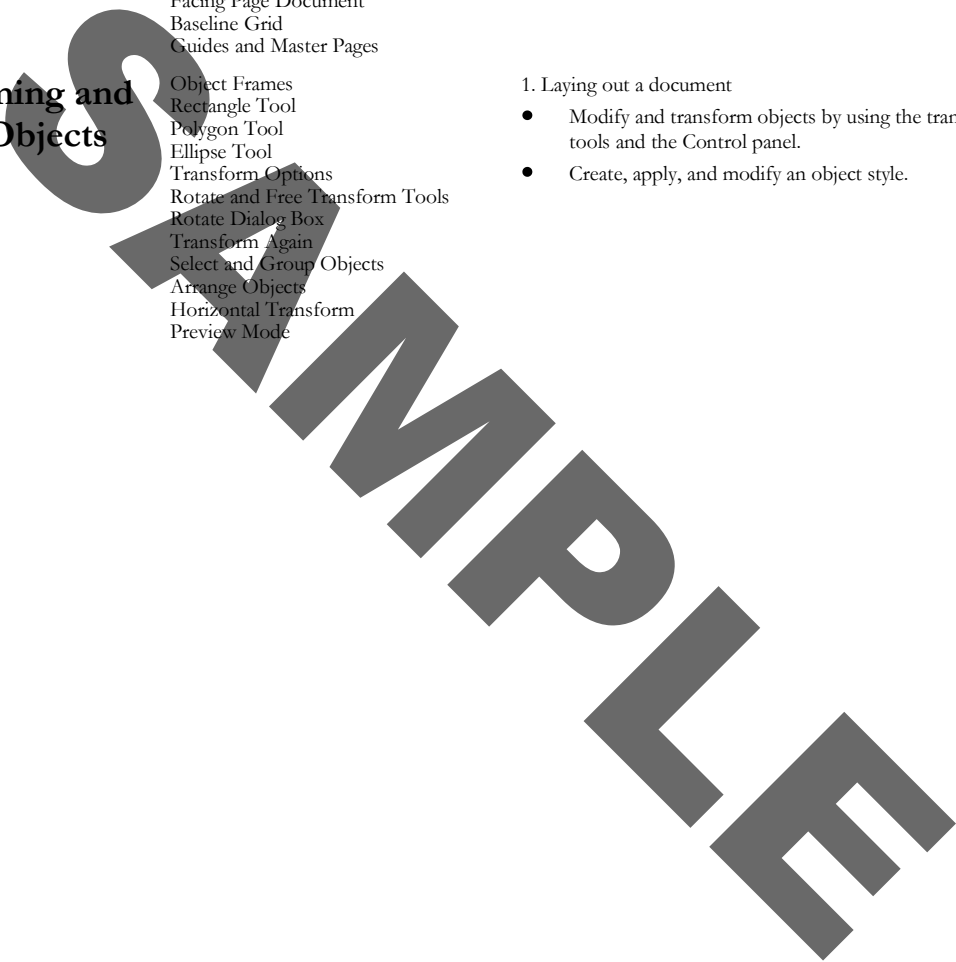
- Given a scenario, set up a document or frame-based baseline grid.

Transforming and Reusing Objects

- Object Frames
- Rectangle Tool
- Polygon Tool
- Ellipse Tool
- Transform Options
- Rotate and Free Transform Tools
- Rotate Dialog Box
- Transform Again
- Select and Group Objects
- Arrange Objects
- Horizontal Transform
- Preview Mode

1. Laying out a document

- Modify and transform objects by using the transformation tools and the Control panel.
- Create, apply, and modify an object style.



Session 2

Understanding Color

Named vs. Unnamed Color
Color Panel
Color Picker
Create New Color Swatch
Kuler in InDesign
Convert Swatches to CMYK
Add Unnamed Swatches
Deleting Swatches
Find Unused Colors
Saving and Loading Swatches
Load Swatches from Document
Tint Swatch
Gradient Swatch
Gradient Options

5. Understanding color and transparency
 - Explain the use of named swatches versus unnamed colors.
 - Given a scenario, create, modify, and apply gradients to objects or text using the appropriate panels and tools.
 - Given a scenario, choose the best course of action to manage color.

Working with Spot Color

Spot Colors
Mixed Inks
Mixed Ink Group
Separations Preview

5. Understanding color and transparency
 - Describe how and why to create mixed inks.

Type Basics

Adding Text
Formatting Text
Text Panel Options
Resize Text Frame
Text on a Path
Text on Path Options
Text on a Path using Shapes
Character Formatting
Kerning
Type on a Path Effects

1. Working with text
 - Create, edit, and manipulate text on a path.
2. Working with text
 - Adjust the look of text inside a text frame by using Text Frame Options.

Working with Type

Add Footer to Master Page
Formatting Footers
Create Column Master Page
Linking Master Text Frames
Import Text
Story Editor
Flowing Text
Check Spelling
Add to Dictionary

2. Working with text
 - Given an option, edit text.
 - Manipulate text flow by using text threading, smart text reflow, resizing, and text wrap.
 - Create a user dictionary and populate it with custom words.
 - Make a dynamically changing running head.
6. Creating and working with long documents
 - Insert and format footnotes in a document.
 - Create a table of contents across one or more documents.
 - Synchronize master pages, styles, and swatches in a book.
 - Define and insert text variables.

Styles

Clearing Imported Formatting
Creating Paragraph Styles
Applying Styles
Formatting within Applied Styles
Redefining Styles
Editing Styles Based on Other Styles
Quick Apply
Automating Styles
Creating Captions
Creating Character Styles
Nested Styles
GREP and Find/Change
Using GREP and Character Styles
Creating GREP Styles

1. Working with text
 - Use Quick Apply to assign styles and choose menu commands.
2. Working with text
 - Given a scenario, create and apply styles in an automated fashion.
 - Create a basic GREP expression for find/change or GREP styles without having to write code.
6. Creating and working with long documents
 - Create and apply text conditions and condition sets.
 - Create and apply cross-references, edit cross-reference format.

LearnKey

Working with Graphics

- Placing Graphics in Existing Frames
- Scaling Graphics
- Placing Graphics without Frames
- Placing Images with Adobe Bridge
- Fitting Icons
- Links Panel
- XMP Metadata
- Info Panel
- Placing Graphics from Illustrator
- Placing Graphics from Photoshop
- Updating Missing Images
- Updating Modified Images
- Edit Original

4. Managing graphics

- Given a scenario, determine the best settings for choosing and placing an image.
- Locate the XMP metadata for an image placed in InDesign
- Determine the current resolution for a placed image.
- Hide or show layers in placed PSD, AI, INDD, and PDF files, and discuss how image transparency is handled.
- Manage placed files by using the Links panel.

SAMPLE

Session 3

Libraries and Snippets

Create Library
Reuse Library Objects
Create Snippet

- Working with text
 - Create and use a snippet file.

Layers

Organizing Documents into Layers
Working with Layers
Create New Layer and Layer Options
Stacking Order

- Working with text
 - Use Layers to organize the structure of a document.

Effects

Text Frame Options and Text Effects
Effects Panel
Object Styles
Transparency
Flattener Preview
Dealing with Transparency

- Working with text
- Create, apply, and modify an object style.
- Understanding color and transparency
 - Assign transparency effects to stroke, fill, and image/text individually.
 - Managing prepress and printing
 - Troubleshoot common transparency printing issues by using the Flattener Preview panel.

Working with Tables

Creating a Table
Place Excel Spreadsheet
Basic Formatting
Formatting with Styles
Adding Strokes
Creating a Cell Style
Creating a Table Style
Updating Tables with External Data

- Working with tables
 - Modify tables.
 - Edit and format a table.
 - Create, apply, import, modify, and organize cell and table styles.
 - Update the information in a table when the original data has changed.

Advanced Type

Create Text Variables
Insert Text Variable
Map Word Styles to InDesign
Keep Options
Hyphenation
Text Wrap
Frame-Based Grids
Insert Special Character
Linked Word Files
Bulleted List
Numbered List
Conditional Text
Create New Condition
Create Additional Condition

- Working with text
 - Insert special characters by using the Type menu, Glyph panel, or context menu.
 - Import an RTF or Word file and map style names to styles in the current document.
 - Assign and format automatic bullets or numbering to paragraphs.

Automation

Set Up Data Merge
Insert Placeholders
Create Merged Document
Create XML Tags
Apply XML Tags
Export XML File
Import XML File
Map Tags to Style

- Working with text
 - Explain the process of using Data Merge to build a template and import data into a final InDesign or PDF document.
- Importing, exporting, and working with cross-media
 - Define and assign XML tags, and export an XML file.
 - Map styles to tags and XML tags to styles using the Tags panel and the Structure view.

LearnKey

Export Formats

Preparing for Interactive Export
 Adding Buttons
 Exporting to SWF
 Exporting to XFL
 Exporting to PDF
 Exporting to XHTML
 View XHTML
 XHTML with CSS

Long Documents

Using the Book Panel
 Synchronizing Documents
 Table of Contents Basics
 Place Text in Table of Contents
 Creating Footnotes
 Footnote Options
 Creating Cross-References
 Editing Cross-References

Preparing for Print

Live Preflight
 Customizing Preflight Profiles
 Correct Errors
 Embed Preflight Profile
 Print Options
 PDF PresetsPackaging for Print

7. Importing, exporting, and working with cross-media

- Select the appropriate options for exporting to XFL for use in Flash CS4.
- Create interactivity for an InDesign document that will be exported as a PDF document.
- Create functional hyperlinks in exported PDF documents or SWF files.
- Apply and customize page transitions for exported PDF documents or SWF files.
- Select the appropriate options for exporting to XHTML for use on a Web site.

6. Creating and working with long documents

- Insert and format footnotes in a document.
- Create a book in a book panel and paginate the documents.
- Create a table of contents across one or more documents.
- Synchronize master pages, styles, and swatches in a book
- Create and apply cross-references, edit cross-reference format.

2. Working with text

- Given a feature, avoid widows, orphans, and other typographic problems.

8. Managing prepress and printing

- Troubleshoot common printing issues by using Live Preflight.
- Troubleshoot common printing issues by using the Separations Preview panel.
- Given a scenario, choose the appropriate Print dialog box options.
- Given a scenario, choose the appropriate PDF Preset or PDF Export settings.

Adobe Photoshop CS4 Course Map

Session 1

Introduction

Photoshop Editions
 Adobe Certified Expert Program
 Opening PSCS4
 Quick Tour
 Workspaces
 Arranging and Docking Panels
 Saving Workspaces

1. General knowledge

- Describe how to arrange panels and save workspaces. (Includes: arranging and docking panels, customizing menus and shortcuts, and saving workspaces)

Application Frame

Working with Sample Files
 Using Application Frame
 Viewing Tools
 Zoom Tool
 Arrange Documents

1. General knowledge

- Describe how to use tabbed documents and the application frame. (Includes: arranging and docking panels, customizing menus and shortcuts, and saving workspaces.)

Working with Images

View Menu
 Understanding Resolution
 Using Zoom Shortcuts
 Image Size
 Interpolation
 Canvas Size

1. General knowledge

- Describe options for changing the document view and zoom level. (Includes: GPU-assisted pan and zoom techniques.)
- Given a scenario, describe the best way to resize an image. (Includes: canvas Size dialog box, Image Size dialog box, resampling options, Free Transform, Options bar, resolution concepts.)

Selection Tools

Lasso Tools
 Save Selection
 Quick Mask
 Arranging Document 2-Up
 Move Tool
 Transform Tool
 Layers Panel
 Save As PSD
 Magic Wand Tool
 Using Quick Mask
 Refining Selections
 Refine Edge Option

3. Working with selections

- Given a scenario, create a selection using the appropriate tool. (Includes: Quick Selections, Lasso tools, Magic Wand, Marquee tool, Color Range, Luminosity shortcut.)
- Save and load selections.
- Move and transform selections.
- Modify and preview a selection using Refine Edge.

5. Working with masks and channels

- Explain the uses of masks and channels.
- Given a scenario, use the Masks panel and painting tools to create and edit a layer mask.
- Create, view, and edit channels.
- Explain the difference between a layer mask and a vector mask.
- Explain why you would use a clipping mask.
- Convert to or from a selection, a channel, a layer mask, a vector mask, and a Quick Mask.

6. Working with vector tools

- Given a scenario, manage paths using the Paths panel.
- Given a scenario, alter the properties of type.

LearnKey

Layers

Working with Layers
Locked Layers
Quick Select / Inverse Selections
Arranging Layers
Duplicate Layer
Layer Options
Layer Groups

- 2. Correcting, painting, and retouching images
 - Given a painting tool, adjust options appropriately and paint on a layer. (Includes: Brush tool, Pencil tool, blending modes, Options bar.)
 - Create, edit, and save a custom brush.

- 4. Creating and using layers
 - Create and arrange layers and layer groups.
 - Given a scenario, select, align, and distribute multiple layers in an image.

SAMPLE

Session 2

Advanced Layers

Layer Composition
Add New Adjustment Layer
Using Layer Comps
Adding Notes
History Panel

4. Creating and using layers

- Explain the uses of layer comps, and compare to layer groups.

5. Working with masks and channels

- Explain the difference between a layer mask and a vector mask.
- Explain why you would use a clipping mask.

Image Adjustments

Making Image Adjustments
Desaturate Adjustments
Shadows/Highlights
Color Balance
Photo Filter
Comparing Results
Levels
Curves

2. Correcting, painting, and retouching images

- Explain how to correct tonal range and color Photoshop by using the Adjustments panel. (Includes: setting black point and white point, using Curves/Levels, Hue/Saturation vs. Vibrance, Auto Color, new Curves interface, Selective Color, new color correction UI)
- Explain how to use filters and the Filter Gallery.

4. Creating and using layers

- Explain how to convert an image to black and white with the most control.

10. Advance knowledge

- Given a scenario, create and edit a Smart Object. (Scenarios include: Create from Camera Raw files, imported vector objects, and Layers.)
- Create and edit Smart Filters.

Working with Filters

Setting Up for Filters
Filter Gallery
Filter Options
More Filtering Options

Working with Text

Typography Workspace
Font Options
Character Panel Options
Paragraph Panel Options

Working with Styles

Layer Styles
Create New Style
Style Panel Options

4. Creating and using layers

- Create and edit layer effects.
- Create and edit layer styles.

LearnKey

Photo Retouching

- Clone Stamp Tool
- Patch Tool
- Healing Brush Tool
- Spot Healing Brush Tool
- Red Eye Tool
- Gaussian Blur
- Cropping Images

2. Correcting, painting, and retouching images

- Given a scenario, explain which retouching tool would be most effective. (Includes: Healing, Spot healing, Patch tools and options, Clone Source panel.)

Working with Actions

- Understanding Image Modes
- Convert to Duotone
- Vignette Action
- Creating Actions
- Applying Actions

8. Automating tasks

- Create and use actions.
- Create and use a batch action.
- List and describe the automation features in Photoshop.

9. Managing color

- Given a scenario, describe the proper color conversion to apply. (scenarios include: To CMKY for prepress, to a different color space for Web or video.)

SAMPLE

Session 3

Web and Vector Tools

Cropping Images
 Creating Vector Shapes
 Adding Text to Buttons
 Duplicating Objects
 Aligning Buttons
 Adding Layer Styles to Buttons
 Slicing Objects
 Edit Slice Options

Bridge

Bridge Layout
 Filmstrip View
 Downloading Images
 Batch Renaming
 Batch Automation
 Merge to HDR
 HDR
 Photomerge

Camera Raw

Camera Raw and DNG
 Camera Raw Metadata
 Camera in Photoshop
 Additional Menus
 Presets
 Tools
 Save Options

File Formats

Understanding File Formats
 Common File Formats
 BMP
 GIF
 JPEG, PNG, and TIFF
 Adobe File Formats
 Save As Options

6. Working with vector tools

- Create shape layers and paths using the Path and Shape tools.
- Explain the advantages of using vector drawing tools versus pixel-based tools.

7. Using Camera Raw and Bridge

- Given a scenario, import files directly from a camera using Bridge. (Includes: Adobe Photo Downloader options.)
- Given a scenario, describe the best way to apply one image's adjustments to many others. (Includes: Synchronize in Camera Raw, or copy and paste settings in Bridge)
- Given a scenario, describe the best way to process a large number of images through Photoshop.

8. Automating tasks

- Given a scenario, describe the best way to process a large number of images through Photoshop.

10. Advanced knowledge

- Create, edit, and convert an HDR image
- Describe how to use Photomerge to create a panorama.

1. General knowledge

- Add metadata to an image in Adobe Photoshop.

7. Using Camera Raw and Bridge

- Describe the advantages of using Adobe Camera Raw to process digital camera raw files.
- Given a Camera Raw adjustment setting, explain the purpose of that setting.
- Export files from Camera Raw.
- Apply keywords and metadata to images by using Bridge. (Includes: Keywords panel, Metadata panel, and metadata templates)

1. General knowledge

- Explain the advantages of different file format choices when saving a Photoshop document. (Includes: file formats, compression methods, color support.)

LearnKey

Managing Color

- Monitor Calibration
- Bit Depth
- Color Gamut
- Edit Color Settings
- Color Management Options
- Color Libraries
- Color Swatches
- Additional Extensions

Preparing for Output

- Printing Options
- Creating PDFs
- PDF Save Settings
- View Saved PDF
- Settings for Web
- GIF Settings
- Individual Slice Compression
- Saving the Settings
- View Saved Web File
- Web Photo Gallery
- Contact Sheet
- Picture Package
- Device Central

- General knowledge
 - Explain the advantages of and when you would use 31-bit, 16-bit, and 8-bit images.
- Managing color
 - Describe the process and components of Photoshop color management. (Includes: profiles, working spaces, rendering intents, settings.)
 - Configure the Color Settings dialog box.
 - Given a scenario about a color management problem, describe the proper action to take.
 - Discuss the relationship between color gamut and rendering intents.
 - Explain the purpose and use of the Proof Setup command.
- Automating tasks
 - List and describe the automation features in Photoshop.
- Creating output for print
 - Given a scenario, describe how to set up the Print dialog box.
 - Using the Print dialog, position an image at a given size and location on a sheet of paper.
 - Configure the Print dialog for color-managed output to a high-quality inkjet printer. (Includes: set the correct Color Management options, understand the relationship of Photoshop to the printer driver.)
 - Given a scenario, prepare an image for use in a printed Adobe Indesign document. (Includes: flattened CMYK, layered RGB with layer comps, Photoshop PDF with vector layers.)
 - Set up the Print dialog box to proof one device on another.
- Creating output for Web and mobile devices
 - Given a scenario, choose the appropriate Save for Web options for a Web graphic. (Includes: file format, transparency, and metadata inclusion.)
 - Explain the options in the Save for Web and Devices dialog box.
 - Explain how to create an animated Web image.
 - Create and upload a complete Web gallery.
 - Explain how to create a sliced Web image.
 - Explain how to preview content for a device using Device Central.

Acrobat 9 Pro Fundamentals Outline

Session 1

Introduction

- File Distribution
- Adobe Acrobat Family
- Reader vs. Acrobat

Understanding the Interface

- Menu and Tool Bars
- Navigation Pane
- Customizing the Interface
- Show/Hide Toolbars
- Navigation Pane Panels
- Adobe Organizer
- Document Navigation Tricks
- Using Bookmarks

Acrobat Distiller

- Using Acrobat Distiller
- PDF Compatibility
- Image Settings
- Text Settings

Creating PDFs

- Create PDF with Distiller
- High Quality PDF Distiller Settings
- Create PDF with PDF Printer
- Create PDF from Scanner
- OCR Text Recognition
- Straighten Scanned Document
- Find OCR Suspects
- Create PDF from Web Page
- Create PDF from Multiple Files
- Merge File Supported Files

Adobe PDF Maker

- Using PDF Maker
- PDF Maker Preferences
- Word Heading Styles
- Convert Headings to Bookmarks

Links and Bookmarks

- Creating a Hyperlink
- Editing Hyperlinks
- Adding Bookmarks
- Initial View Properties
- Preview Initial View Settings
- Acrobat Features
- Adding Headers and Footers
- Saving Headers and Footers Settings
- Adding Backgrounds
- Adding Watermarks

Manipulating PDF Documents

- Deleting Pages
- Extracting Pages
- Inserting Pages
- Replacing Pages
- Combining Documents
- Splitting Documents

Editing and Reviewing PDFs

- Adding Comments
- Text Editing
- Highlighting Text
- Using Markup Tools
- Collaborating via Comments
- Enable Acrobat Reader Commenting
- TouchUp Text Tool
- Modify Text Properties
- TouchUp Object Tool

Adobe Dreamweaver CS4 Outlines

Session 1

Introduction

- Starting Dreamweaver
- Interface Overview
- Document Toolbar
- Standard and Style Rendering Toolbars
- Properties Inspector
- Panels
- Status Bar

Planning

- Planning Sites
- Determine Demographic
- Know Your Audience
- Site Mapping
- Screen Resolution Guidelines
- Target Window Layout
- Defining a Web Site
- Files Panel

Web Design 101

- File Management
- Creating a File
- Renaming and Deleting Files
- Page Titles
- Page Properties

Tables

- Table Overview
- Creating Standard Table
- Formatting a Standard Table
- Additional Table Properties
- Additional HTML Formatting
- CSS Formatting Properties
- Class Creation
- Application of Class Properties
- Expanded Tables Mode

Text

- Text Overview
- Serif vs. Sans Serif
- Font Properties
- Spell Check
- Importing Text
- Clean Up HTML

Images

- Image Basics
- Factors to Consider
- GIF
- JPEG
- PNG
- Background Images
- Foreground Images
- Image Properties
- Editing Images
- Image Smart Objects

Session 2

Links

- Text Links
- Hyperlinks
- Absolute Links
- Image Links
- E-mail Links
- Image Maps
- Anchors
- Named Anchors
- Save and Preview Anchors

Productivity Tools

- Commands
- Create New Commands
- Applying Commands
- Saving and Editing Commands
- Library Items
- Creating Library Items
- Editing Library Items
- Using Find and Replace
- Find and Replace Source Code

Templates

- Creating Templates
- Saving as a Template
- Defining Editable Regions
- Changing and Removing Regions
- Applying Optional Regions
- Editable Optional Regions
- Repeating Regions
- Repeating Region Options
- Applying Repeating Regions
- Editing and Updating Templates

XHTML

- XHTML Defined
- Doctype
- HTML Code Overview
- Quick Tag Editor
- Wrap Tag Options
- Tag Selector
- Meta Tags
- Clean Up XHTML

Multimedia

- Embedding Flash Objects
- Understanding Script Files
- Embedding Movie Objects
- Adding Movie Parameters
- Embedding Sound Objects

JavaScript

- Rollover Images
- Navigation Bar
- Understanding Behavior
- Open Browser Behavior
- Check Plugin Behavior
- Spry Effect

Session 3

Cascading Style Sheets

- CSS Basics
- Selector Types
- Class Selector
- ID Selector
- Tag Selector
- Compound Selector
- Embedded and External Styles
- Code Navigator
- Exporting Styles
- Attaching Style Sheets
- Editing Style Sheets

AP Elements

- Setting Up AP Elements
- Tracing Images
- Drawing AP Div
- Inserting AP Div
- Renaming AP Elements
- Modifying AP Div
- Applying CCS Properties to AP Div

Forms

- Inserting Forms
- Adding Text Fields
- Modifying Text Field Properties
- Adding Checkboxes
- Radio Buttons
- Drop-Down Menus
- Text Area
- Submit and Reset Buttons
- Enabling Form Actions
- Submitting Form Data
- Preview Form

Site Publishing

- Web Publishing Requirements
- URL
- Web Server
- Web Publishing Software
- Web Host Considerations
- Managing Sites
- Host Directory, Login, and Password
- Passive FTP and Secure FTP
- Uploading
- Using Remote Sites
- Synchronization
- Synchronization Options
- Cloaking
- Cloaking Settings

Site Collaboration

- Using Design Notes
- Indicating Design Notes
- Check In/Check Out
- Check In/Check Out Review
- Site Workflow Reports
- HTML Reports
- 508 Accessibility Options
- Running Reports
- Site Reports Panel
- Fixing Errors Using Reports

Adobe Fireworks CS4 Outlines

Session 1

Introduction

- Welcome to Fireworks
- Fireworks Start Page
- Interface Overview
- Toolbox
- Property Inspector
- Panels
- Customizing Fireworks Interface
- Opening Documents
- Rulers/Guides/Grids

Fills

- Working with Fills
- Solid Fill
- Subselection Tool
- Gradient Fill
- Pattern Fill
- Texture Fill
- Color Fill Live Filter
- Fill Edges

Strokes

- Line Tool
- Line Properties
- Pen Tool
- Curved Lines
- Converting Lines
- Freeform Tool
- Vector Path Tool
- Redraw Path Tool
- Removing Strokes

Text

- Creating Text
- Formatting Text
- Importing Photoshop Text
- Photoshop Import Options
- Attach Text In Path
- Importing Word Documents
- Attach In Path Command

Layers

- Creating Layers
- Layer Properties
- Duplicating Layers
- Duplicating Objects
- Deleting Layers
- Organizing Layers
- Exporting Layers
- Web Layers

Symbols

- Convert to Symbol
- Create Common Library Symbol
- Sharing Symbols
- Editing Symbols
- Button Symbols
- Scaling Button Symbols
- Creating Rollovers
- Defining Active Area
- Create Navigation Bar
- Animation Symbols
- Customizing State Animation
- Component Symbols
- Editing and Updating Symbols

Session 2

Bitmap Graphics

- Understanding Bitmaps
- Marquee Tool
- Oval Marquee Tool
- Lasso and Polygon Tools
- Magic Wand Tool
- Pencil Tool
- Brush Tool
- Eraser Tool
- Red Eye Removal Tools
- Photoshop Integration
- Photoshop Live Effects

Productivity Using Prototypes

- Creating a Mock-Up
- Setting a Page Tag Line
- Creating a Navigation Bar
- Setting a Master Page
- Creating Pages
- Sharing Layer Pages
- Creating CSS-Based Layouts

Optimizing Images

- Understanding Size and Quality
- GIF
- Using GIFs
- Optimizing GIFs
- JPEG
- Optimizing JPEGs
- Quality Based Optimization
- Selective JPEG Compression
- PNG
- PNG 8
- PNG 32
- PNG 24

Image Slicing

- Rectangle Slices
- Slicing and Optimizing Guides
- Gradient Slices
- Polygon Slices
- HTML Slices
- Slice Properties
- Image Optimization with Slices

Exporting

- Export Options
- Exporting Images
- Exporting HTML
- HTML Table and Naming Options
- Other HTML Save Options
- Preview HTML Export
- Exporting CSS
- Exporting for Flash
- Exporting PDFs
- Preparing PDF Links
- PDF Export Options

Adobe Flash CS4 Outlines

Session 1

Welcome to Flash CS4

- What Is Flash?
- Terminology
- Starting Flash
- Working with Workspaces
- Managing Workspaces

Working with Flash

- Creating Files
- Save and Compact
- Managing Files
- The Stage
- Document Properties
- Frames per Second
- Vector vs. Raster
- Object Drawing
- Merge Drawing
- Shaping Objects

Drawing Tools

- Zoom and Pan Tools
- Rectangle Tool
- Rectangle Primitive Tool
- Oval Tool
- Polygon Drawing
- Star Drawing
- Line Tools
- Pencil Tool
- Line Interaction
- Pen Tool
- Art Deco Tool
- Art Deco Tool Options

Painting Tools

- Brush Tool
- Spray Brush Tool
- Paint Bucket
- Eyedropper Tool
- Eraser Tool

Modifying Objects

- Scaling Objects
- Using Free Transform Tool
- Object Interaction
- Grouping
- Drawing Complex Shapes
- Using the Color Panel
- Swatches
- Setting Transparency
- Gradients
- Gradient Transform Tool
- Aligning Objects
- Align to Stage

Working with Text

- Text Types
- Static Text
- Text Wrapping
- Adding Hyperlinks
- Convert Text to Shape

Session 2

Working with Layers

- Creating Layers
- Paste in Place
- Lasso Tool
- Layer Interactions
- Layer Options
- Layer Folders

Symbols, Instances, and Animation

- Symbols and Instances
- Creating Symbols and Instances
- The Library
- Types of Animation

Animation Control

- Inserting Frames
- Motion Tweening
- Motion Guides
- Customizing Motion Guide
- Rotating and Easing Intro
- Rotating
- Easing
- Motion Editor

Preview and Publish

- Preview and Publish
- Preview
- Publishing

Working with Photos

- Importing Photos
- Position and Size
- Photo Sequencing
- Trace Bitmap

Working with Timeline

- Frame-by-Frame Animation
- Onion Skinning
- Edit Multiple Layers
- Masking
- Outlining Masks
- Animating Masks

Movie Clips

- Creating Movie Clips
- Create A Sign
- Distributing to Layers
- Nested Timelines
- Nested Shadow

Shape Tweening and Bone Structure

- Create Shape Tween
- Shape Hinting
- Bone Structures
- Animating Bone Structures

Session 3

Buttons

- Basic Buttons
- Animated States
- Animating a Button
- Hit States
- Hot Spots

Basic ActionScript

- ActionScript 3.0 Overview
- Adobe Documentation
- Play and Pause Buttons
- Writing Play/Pause Code
- Event Listener
- Preview Play/Stop Code

Frame Labels and ActionScript

- Using Frame Labels
- ActionScripting Frame Labels
- Preview Frame Label Scripting
- Finished Frame Label Scripting

Video

- Media Encoder
- Export Settings
- Multiple Conversions
- Import Video
- Choosing Skin
- Customizing Video
- File Types
- ActionScripting Video
- Scripting the Buttons
- Scripting the Listener
- Command Codes
- Chapter Buttons

Audio

- Importing Sound
- Sound Compression
- Sync Settings
- Embedding within a Movie Clip

Filters And Blend Modes

- Color Effects
- Filters
- Animating Filters
- Blend Modes
- Overlay

ActionScript 3.0

- Commenting Code
- Comment Block
- Dynamic Text Field
- Target Paths
- Variables
- Functions and Event Listeners
- Create a Variable
- Create a Function
- Create Event Listeners

Session 4

Using Interactive Components

- Using Components
- Component Properties
- Radio Button
- Radio Button Properties

Dynamically Load Components

- Dynamically Load
- Create Name Variable
- Create a Placement Function
- Create Event Listener
- Create a Calculation Function
- Arithmetic of the Function
- Function Activation and Placeholders
- Change Event Listener
- Embedding Characters

Conditional Statements

- Creating Conditional Statements
- Event Listener for Radio Button
- Creating Multiple Conditions
- Duplicate Buttons

Working with Movie Clips

- Utilizing Movie Clips
- Start Drag Function
- Stop Drag Function
- Hit Test Point
- Establishing Coordinates
- Exporting for ActionScript
- Hit Test Target
- Determining Target Position

Calculation Control

- Calculations
- Reset Command
- Troubleshooting ActionScript
- Tying Up the Code

Dynamic Flash Files

- Dynamic Text File
- Loading Text File
- Loading Text Function
- Event Listener for Data Loader
- Previewing Data Loader Code
- Loading XML Files
- Predefined Classes
- Loading XML to the Bucket
- Loading Combo Box Function
- Adding a Loop
- Event Listener for Combo Box
- Fixing Errors
- Loading Detail Text
- Addition Event Listener

Navigation System

- External Loader
- SWF Loader
- Main Page Loader
- Events Button
- Additional Buttons
- Needed Event Listener
- Troubleshooting Errors
- Clear Children Function
- Clear Stage Function

Creating Preloader

- Preloaders
- Basic Preloader Components
- Percentage Load Function
- Remove Event Listener
- Show Image Function
- Show Loader Information
- Preview Program

Adobe Illustrator CS4 Outline

Session 1

Getting Started

- Photoshop vs. Illustrator
- Starting Illustrator
- Creating a New Document
- Options
- Advanced Options
- Working with Artboards
- Advanced Artboard Options
- Navigating Artboards

Preferences and Workspaces

- General Preferences
- Selection & Anchor Display
- User Interface
- Appearance of Black
- Adding Panels

Shape Tools

- Ellipse Tool
- Rectangle Tool
- Rounded Rectangle Tool
- Polygon Tool
- Star Tool
- Live Trace
- Tracing Options
- Live Paint
- Gap Detection

Path Tools

- Line Tool
- Pencil Tool
- Brush Tool
- Pen Tool
- Manipulate Objects

Advanced Objects

- Grouping
- Embedded Objects
- Cut and Join Objects
- Combining Objects
- Layers
- Object Selection Techniques
- Controlling and Creating Layers

Type

- Adding Type
- Point Text
- Area Text
- Character and Paragraph Panels
- Area Type Options
- Text on Path
- Convert to Text Outlines

Color

- Color Settings
- Advanced Color Settings
- Process and Global Colors
- Spot Color

Save, Export, and Web

- Saving Options
- Creating a PDF
- Save for the Web
- Optimizing Images

Adobe InDesign CS4 Outlines

Session 1

Getting to Know InDesign CS4

- History of Adobe InDesign
- Interface
- Productivity
- Text and Tables
- Graphics and Drawing
- Interactivity
- Certification

Roles of CS4 Applications

- Uses of Photoshop
- Uses of Illustrator
- Uses of InDesign

Workspaces

- Welcome Screen
- Tools Panel
- Control Panel
- Application Bar
- Panel Dock
- Application Frame
- Customizing the Workspace
- Customizing Application Menus
- Menu Color Options
- Customizing Context and Panel Menus
- Customizing Panel Location
- Customizing the Panel Dock
- Expanded Panel and Button View
- Save Workspace
- Open Saved Workspace
- Multiple Workspaces

Navigating InDesign

- Opening a Document
- Navigating with the Pages Panel
- Navigating with the Page Box
- Jump to Page
- Zooming Shortcuts
- Zoom Tool
- Spotlight (for Mac Users)
- Zoom Views
- Panning with the Hand Tool

- Hand Tool Shortcut
- Power Zoom
- Tabbed Documents
- Floating Windows
- Arranging Windows

Laying Out a Document

- New Document Preferences
- New Document Settings
- Bleed
- Slug
- Save Preset
- Viewing the New Document
- Document Guides
- Adjusting Guides
- Measure Tool
- Working with Guides
- Facing Page Document
- Baseline Grid
- Guides and Master Pages

Transforming and Reusing Objects

- Object Frames
- Rectangle Tool
- Polygon Tool
- Ellipse Tool
- Transform Options
- Rotate and Free Transform Tools
- Rotate Dialog Box
- Transform Again
- Select and Group Objects
- Arrange Objects
- Horizontal Transform
- Preview Mode

Session 2

Understanding Color

- Named vs. Unnamed Color
- Color Panel
- Color Picker
- Create New Color Swatch
- Kuler in InDesign
- Convert Swatches to CMYK
- Add Unnamed Swatches
- Deleting Swatches
- Find Unused Colors
- Saving and Loading Swatches
- Load Swatches from Document
- Tint Swatch
- Gradient Swatch
- Gradient Options

Working with Spot Color

- Spot Colors
- Mixed Inks
- Mixed Ink Group
- Separations Preview

Type Basics

- Adding Text
- Formatting Text
- Text Panel Options
- Resize Text Frame
- Text on a Path
- Text on Path Options
- Text on a Path using Shapes
- Character Formatting
- Kerning
- Type on a Path Effects

Working with Type

- Add Footer to Master Page
- Formatting Footers
- Create Column Master Page
- Linking Master Text Frames
- Import Text
- Story Editor
- Flowing Text
- Check Spelling
- Add to Dictionary

Styles

- Clearing Imported Formatting
- Creating Paragraph Styles
- Applying Styles
- Formatting within Applied Styles
- Redefining Styles
- Editing Styles Based on Other Styles
- Quick Apply
- Automating Styles
- Creating Captions
- Creating Character Styles
- Nested Styles
- GREP and Find/Change
- Using GREP and Character Styles
- Creating GREP Styles

Working with Graphics

- Placing Graphics in Existing Frames
- Scaling Graphics
- Placing Graphics without Frames
- Placing Images with Adobe Bridge
- Fitting Icons
- Links Panel
- XMP Metadata
- Info Panel
- Placing Graphics from Illustrator
- Placing Graphics from Photoshop
- Updating Missing Images
- Updating Modified Images
- Edit Original

Session 3

Libraries and Snippets

- Create Library
- Reuse Library Objects
- Create Snippet

Layers

- Organizing Documents into Layers
- Working with Layers
- Create New Layer and Layer Options
- Stacking Order

Effects

- Text Frame Options and Text Effects
- Effects Panel
- Object Styles
- Transparency
- Flattener Preview
- Dealing with Transparency

Working with Tables

- Creating a Table
- Place Excel Spreadsheet
- Basic Formatting
- Formatting with Styles
- Adding Strokes
- Creating a Cell Style
- Creating a Table Style
- Updating Tables with External Data

Advanced Type

- Create Text Variables
- Insert Text Variable
- Map Word Styles to InDesign
- Keep Options
- Hyphenation
- Text Wrap
- Frame-Based Grids
- Insert Special Character
- Linked Word Files
- Bulleted List
- Numbered List
- Conditional Text
- Create New Condition
- Create Additional Condition

Automation

- Set Up Data Merge
- Insert Placeholders
- Create Merged Document
- Create XML Tags
- Apply XML Tags
- Export XML File
- Import XML File
- Map Tags to Style

Export Formats

- Preparing for Interactive Export
- Adding Buttons
- Exporting to SWF
- Exporting to XFL
- Exporting to PDF
- Exporting to XHTML
- View XHTML
- XHTML with CSS

Long Documents

- Using the Book Panel
- Synchronizing Documents
- Table of Contents Basics
- Place Text in Table of Contents
- Creating Footnotes
- Footnote Options
- Creating Cross-References
- Editing Cross-References

Preparing for Print

- Live Preflight
- Customizing Preflight Profiles
- Correct Errors
- Embed Preflight Profile
- Print Options
- PDF PresetsPackaging for Print

Adobe Photoshop CS4 Outlines

Session 1

Introduction

- Photoshop Editions
- Adobe Certified Expert Program
- Opening PSCS4
- Quick Tour
- Workspaces
- Arranging and Docking Panels
- Saving Workspaces

Application Frame

- Working with Sample Files
- Using Application Frame
- Viewing Tools
- Zoom Tool
- Arrange Documents

Working with Images

- View Menu
- Understanding Resolution
- Using Zoom Shortcuts
- Image Size
- Interpolation
- Canvas Size

Selection Tools

- Lasso Tools
- Save Selection
- Quick Mask
- Arranging Document 2-Up
- Move Tool
- Transform Tool
- Layers Panel
- Save As PSD
- Magic Wand Tool
- Using Quick Mask
- Refining Selections
- Refine Edge Option

Layers

- Working with Layers
- Locked Layers
- Quick Select / Inverse Selections
- Arranging Layers
- Duplicate Layer
- Layer Options Layer Groups

Session 2

Advanced Layers

- Layer Composition
- Add New Adjustment Layer
- Using Layer Comps
- Adding Notes
- History Panel

Working with Actions

- Understanding Image Modes
- Convert to Duotone
- Vignette Action
- Creating Actions
- Applying Actions

Image Adjustments

- Making Image Adjustments
- Desaturate Adjustments
- Shadows/Highlights
- Color Balance
- Photo Filter
- Comparing Results
- Levels
- Curves

Working with Filters

- Setting Up for Filters
- Filter Gallery
- Filter Options
- More Filtering Options

Working with Text

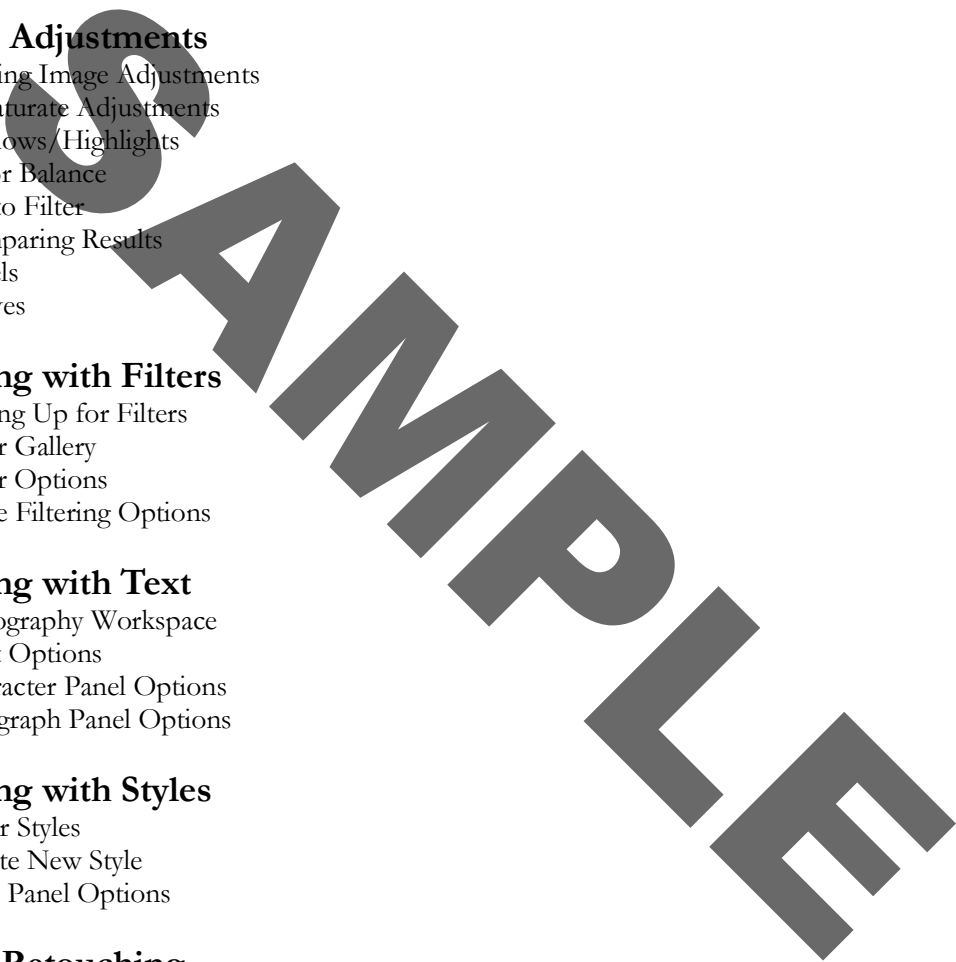
- Typography Workspace
- Font Options
- Character Panel Options
- Paragraph Panel Options

Working with Styles

- Layer Styles
- Create New Style
- Style Panel Options

Photo Retouching

- Clone Stamp Tool
- Patch Tool
- Healing Brush Tool
- Spot Healing Brush Tool
- Red Eye Tool
- Gaussian Blur
- Cropping Images



Session 3

Web and Vector Tools

- Cropping Images
- Creating Vector Shapes
- Adding Text to Buttons
- Duplicating Objects
- Aligning Buttons
- Adding Layer Styles to Buttons
- Slicing Objects
- Edit Slice Options

Bridge

- Bridge Layout
- Filmstrip View
- Downloading Images
- Batch Renaming
- Batch Automation
- Merge to HDR
- HDR
- Photomerge

Camera Raw

- Camera Raw and DNG
- Camera Raw Metadata
- Camera in Photoshop
- Additional Menus
- Presets
- Tools
- Save Options

File Formats

- Understanding File Formats
- Common File Formats
- BMP
- GIF
- JPEG, PNG, and TIFF
- Adobe File Formats
- Save As Options

Managing Color

- Monitor Calibration
- Bit Depth
- Color Gamut
- Edit Color Settings
- Color Management Options
- Color Libraries
- Color Swatches
- Additional Extensions

Preparing for Output

- Printing Options
- Creating PDFs
- PDF Save Settings
- View Saved PDF
- Settings for Web
- GIF Settings
- Individual Slice Compression
- Saving the Settings
- View Saved Web File
- Web Photo Gallery
- Contact Sheet
- Picture Package
- Device Central

Skills Assessment



Instructions: Rate your skills with the following tasks on a level from 1-5.

Skills	Poor			Excellent	
	1	2	3	4	5
Acrobat 9 Pro Fundamentals					
Adding a Background to a PDF Document					
Adding a Watermark					
Deleting Pages					
Page Delete Options					
Extracting Pages					
Inserting Pages into a Document					
Adobe Dreamweaver CS4					
Standard Toolbar					
Defining					
New Files					
Creating a Table					
Aligning Table					
Inserting Columns					
Cell Alignment					
Creating Rules					
Applying CSS Styles					
Importing Documents					

Skills	Poor			Excellent	
	1	2	3	4	5
Clean Up Word					
Applying Backgrounds					
Inserting Images					
Images and Text					
Comprising Images					
Creating a Link					
Insert a Hyperlink					
Creating an Image Link					
Creating Named Anchors					
Creating Anchors					
Using Commands					
New Library Item					
Saving Templates					
Creating Editable Regions					
Creating Sites from Templates					
Removing Optional Regions					
Editing Code					
Inserting Flash Videos					
Inserting Video Clips					
Creating Behaviors					
Creating Spry Effects					
Creating a New Rule					
Specify Rule Definition					
Export Selected Styles					
Attaching External Styles					
Add a Border					

Skills	Poor			Excellent	
	1	2	3	4	5
Creating Text Area					
Synchronize Local File					
Check Out					
Adobe Fireworks CS4					
Saving Workspaces					
Solid Fill					
Blend Modes					
Hard Edge					
Changing Lines					
No Stroke					
Importing Text					
Joining Objects					
Attaching Text					
Duplicating					
Renaming Hotspots					
Graphic Symbols					
Canvas Size					
Previewing					
Creating Animation Symbols					
Configure the Red Eye Removal Tool					
Opening Photoshop Files					
New Document					
Set Current Page as Master Page					
Create Pages					
Sharing					
Adjusting Selective Quality					

Skills	Poor			Excellent	
	1	2	3	4	5
Background Slicing					
Basic Export					
States to Files					
Adobe Flash CS4					
Opening the Application					
Save New Workspace					
Opening a File					
Triangle					
Spray Brush Symbols					
Using Swatches					
Converting to a Symbol					
Simulate Download					
Import a Picture					
Import Photo Sequence					
Shape Tween Creation					
Adding Video to Media Encoder					
Encoding Multiple Videos					
Audio File Types					
Applying Filters					
Embedding Numerals and Symbols					
Exporting					
Completing Code					
Loading SWF Movies					
Stopping Preloader					

Skills	Poor			Excellent	
	1	2	3	4	5
Adobe Illustrator CS4					
Connecting Shapes					
New Layers					
Wrap-Around Objects					
Adobe InDesign CS4					
Creating Personalized Menus					
Changing Menu Colors					
Saving a Workspace					
Open a Document					
Creating Floating Documents					
Arranging Document Windows					
Changing Measurement Values					
Preset Document					
Creating a Tri-fold Document					
Creating Rows					
Creating A Named Color					
Kuler Color Themes					
Adding Unnamed Colors					
Deleting Swatches					
Remove Unwanted Colors					
Saving Swatches for Reuse					
Adding PANTONE Colors					
Mixed Ink Group					
Show Hidden Characters					
Drag and Drop Editing					
Creating a B-Master Page					

Skills	Poor		Excellent		
	1	2	3	4	5
Clear Imported Formatting					
Apply Change to Paragraph Style					
Creating a Layer					
Centering Text					
Changing Paragraph Alignment					
Creating Table Settings					
Placing Text and Spreadsheet Files					
Cell Styles					
Using Special Characters					
Adobe Photoshop CS4					
Open the Application					
Saving the Workspace					
Saving Selections					
Save As Photoshop					
Layer Comps					
Creating Layer Comps					
Desaturate Images					
Saving Selections					
Converting to Duotone					
Playing a Default Action					
Creating Actions					
Linking Items and Creating Groups					
Add a Slice URL					
Save for Web					

SAMPLE

SAMPLE

Acrobat 9 Pro Fundamentals



SAMPLE

Session 1

SAMPLE



SAMPLE

Session 1 Time Tables

Session 1	
Introduction	00:06:58
Understanding the Interface	00:15:43
Acrobat Distiller	00:06:11
Creating PDFs	00:26:10
Adobe PDF Maker	00:08:18
Links and Bookmarks	00:11:15
Headers/Footers/Backgrounds/Watermarks	00:11:08
Manipulating PDF Documents	00:13:01
Editing and Reviewing PDFs	00:21:51
Actual Time	02:00:35

Session 1	
Introduction	00:10:27
Understanding the Interface	00:23:34
Acrobat Distiller	00:09:16
Creating PDFs	00:39:15
Adobe PDF Maker	00:12:27
Links and Bookmarks	00:16:52
Headers/Footers/Backgrounds/Watermarks	00:16:42
Manipulating PDF Documents	00:19:31
Editing and Reviewing PDFs	00:32:47
Training Time	03:00:52

Fill-in-the-Blanks



Instructions: While watching Session 1, fill in the missing words according to the information presented by the instructor.

[References where answers are found are in brackets.]

Introduction

1. One of the main functions of Adobe Acrobat CS4 is to create _____.
2. Both Adobe Reader and Adobe Acrobat CS4 may view PDF files, but only _____ can create them.

Understanding the Interface

1. A list of available toolbars can be found under the _____ menu.
2. The _____ tool is used to easily page through a document and see links and form fields.
3. The Bookmark feature is used to _____ specific reference points within a document.
4. The customized interface options feature provides the most _____ while using the Adobe Acrobat CS4 interface.
5. The _____ tool is used to enlarge a select area of a document page.

Acrobat Distiller

1. File size is affected most by _____ size.
2. Compatibility settings are used to ensure that PDF documents are suitable for reliable _____ and _____.
3. Acrobat Distiller is used to control text and _____ inside of a PDF document.

Creating PDFs

1. File size can be reduced by adjusting PDF settings in _____.
2. _____ can be used to straighten crooked scans and smooth edges of text.

3. The options which can be used while creating a PDF from a scanner include: color image, _____, _____, and black and white document.
4. OCR text recognition will maintain the integrity of a document while _____ the text.
5. The Find First OCR Suspect option can be used to detect _____ in a PDF's text?
6. PDF tags and bookmarks can be added using the Web Page _____ Settings panel.

Adobe PDF Maker

1. Microsoft Word may be used to _____ text in a PDF file.
2. The PDF Bookmark feature can be used to _____ topics of interest within a body of text and quickly access headings.
3. PDF Maker adds features that simplify the process of creating PDF's in _____ applications.
4. Settings created in PDF _____ may be use in PDF Maker.

Links and Bookmarks

1. A hyperlink will create a custom link to a specific _____.
2. The _____ tool must remain active while editing a PDF hyperlink.
3. The initial view properties control what the end user sees when _____ a PDF document.
4. The easiest way to preview initial view settings is to _____ and _____ the file.

Headers/Footers/Backgrounds/Watermarks

1. A Header/Footer may be added using the _____ menu.

Manipulating PDF Documents

1. Splitting documents will help resolve _____ when posting PDF documents to the Internet.
2. While manipulating a document, the _____ option can be used to view the different versions of a document.
3. Deleting pages, _____, _____, and combining documents are options available for manipulation a document in Adobe Acrobat CS4.

LearnKey

Editing and Reviewing PDFs

1. Inserted text, _____, _____, and comment and markup tools are all options used to apply comments to a PDF document.
2. The Stamp tool is a _____ used to create indicators that can be used to label portions of a document or make signs that include directions or emphasis.
3. _____ are used for indicating certain areas of text.
4. The callout tool can be used to point to a specific area of text and provide the end user with _____ concerning the section marked.
5. The Revert menu option allows the reader to return to the _____.
6. Adding text, _____, and removing portions of the text all greatly affect the text flow of a PDF document.
7. The options provided by the touchup object tool include: _____, _____, and the ability to pick an image editing application.

Glossary Crossword

Instructions: Use the terms and clues below to complete the crossword puzzle.

- | | | |
|----------------------|-----------------|--------------------------|
| a. Marquee Zoom tool | f. PDF maker | k. Adobe organizer |
| b. PDF | g. Adobe reader | l. Initial View Settings |
| c. hyperlink | h. OCR | m. Hand tool |
| d. ClearScan | i. Cloud tool | n. Callout tool |
| e. style | j. Bookmarks | o. Adobe Acrobat CS |

Across

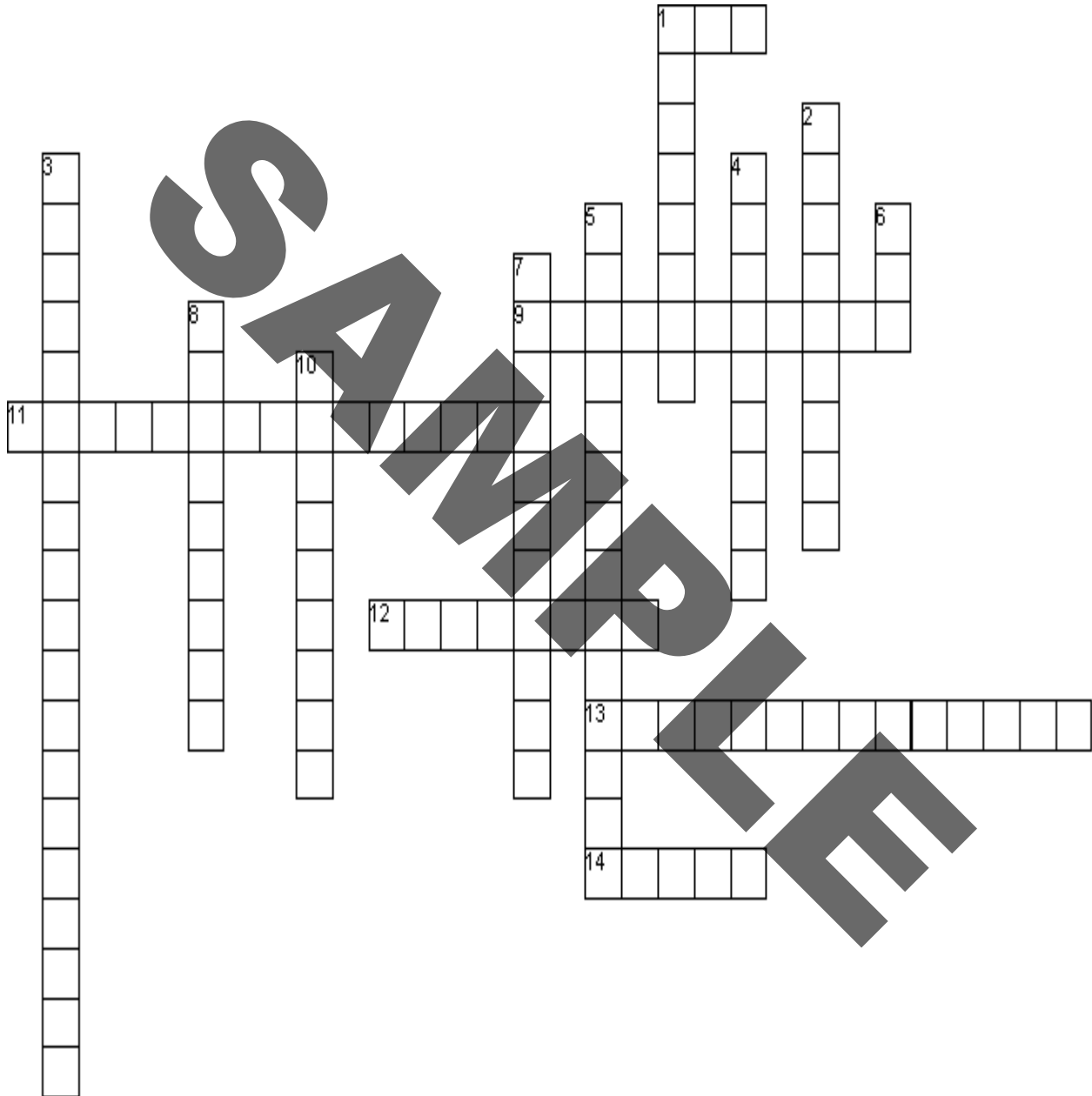
1. A file format used to ensure the integrity of a file by embedding images and fonts.
9. A free tool available through the Adobe website which enables a user to view PDF files.
11. Tool used to enlarge an entire page or a select area of a page incrementally.
12. Navigation tool used to easily page through a document and see links and form fields.
13. An navigation feature used to quickly find and organize documents on the hard drive.
14. A feature that automatically formats text inside of a document.

Down

1. An embedded Adobe function which adds features that simplify the process of creating PDF's in certain applications.
2. Markup tool used to circle a specific area of text with a cloud shape indicator.
3. Preference settings which allow you to control what an end user sees when opening a file.
4. A feature used to enhance the ability to navigate a document; links can be made to specific files, pages and/or Web pages.
5. Adobe software program used to create and modify PDF documents for distribution.
6. Translates images of text, usually from a scanned document, into actual text characters, providing the ability to search the document while maintaining the integrity of the original file.
7. Comment tool used to point to a specific area of a document and provide information/directions concerning the area indicated.

LearnKey

8. A recognize text setting used to improve clarity and the over-all appearance of PDF documents, while decreasing file size.
10. Navigation feature used to mark specific points of interest within a document.



Glossary Word Search

Instructions: Use the clues below to complete the word search.

- | | | |
|----------------------|-----------------|--------------------------|
| a. Marquee Zoom tool | f. PDF maker | k. Adobe organizer |
| b. PDF | g. Adobe reader | l. Initial View Settings |
| c. hyperlink | h. OCR | m. Hand tool |
| d. ClearScan | i. Cloud tool | n. Callout tool |
| e. style | j. bookmarks | |

O Y X H G E Q H Y I Q U C A G L S F Z U Q E L M L K J K G K S U X P F
 I L X P L O M M D I V V L B X G M G W L B V V D R H U L K N T M I T U
 H B I E J J B J V E E O R G F N G S N J P P L I M D M J F I Y O N Q L
 V E O D T O G T V T O T N E X U B W L I S K R A M K O O B L L O B K L
 Z P L L X J X G B T C D I P Q P B M W J T P R C J S D P P R E C D M O
 S B S C O E M L D Q W W J D X K U V G N N T V T N G Q M J E Y D Y N B
 D V Y Q G Z I U F O I X Z Z J E J S W W V W E T K Y N C N P L X S W Y
 R A Q R K Q O Y M H X S K N H R N I P Q B W B S L L K I I Y D Q V G E
 F D R E J L O A I P Q P I M N L R E S M V G C W W P I R X H J M B I J
 B O A L C Q H W Z W K J I O K I N X B S P E R P B E Q A R U E P L Q G
 U B U L F G W T D K Y D L J N R H C A Z S W Z R N H I I V N C O U C F
 T E T I R I G A V H H K P H P A L V V G X P F J G W U V Q M O K V V J
 R R N T O B B H T X H J G N L D C H R B S Z O Y T W U N L T I N G H V
 A E S S N I W Q S D W T E L X Y F S D J A Y B Z L J B L M A U J J R S
 W A D I W Z U J M L R G O L M R Z M R M T Y H E T W T O H I I Z I C K
 B D H D K V T L H E X P I F Z G T U A A V I B K L X O D F G H T Y C Y
 P E I T J C F B M A W F B L N T C V C K E F O X S Z B C Y T C I I T L
 X R Q A Y T J E V Z P E Z F Z A P B M M E L S N E B D W X N C C G N P
 X Z X B H A N D T O O L Z V A J C I J H S R C E R C O O Q X A O B M I
 W J X O J H L D T F J E H R W O V Z O V O M U D E J B O Y F Y E D U W
 A M I R G R T T S N X O L E U N Z M J T V Q O L Y C R P N D G F U L E
 D D A C V A B O X D R W R Y Y Y R E V X R L M I K G L V B Z O U K K V
 K Q O A S F U F Z P H Z I Z A I B V S A U B Q W V R Y Z U J K C D G E
 V C H B P E H D C C V Z E W O Y B B M O I D Q Y J W C U H A G O I A A
 L L N I E H T J S M P C V Q G V R N G D G S F T Z W B O P S L D C C Q
 S C E K T O G G U X A B E N X B M T W J H I F G B Y R D E U V M X G K
 Y E X P E B R N B L E G M Q B B E K L Y N P M F Y A F P Y M M B F G X
 D N Y A D O X G L C I C D E F G Q D A V F S M C I S Y W C R L J V U I
 C Q V D E G O O A J N H H Y A O Q Q V R U V H B Q R T X M D V V T P U
 F F S H I E U I K N A D O B E A C R O B A T C S I C T T U N H X F A B
 F W O W P T F C R Z I Z M Y M Y I K I W N G R M U E X C L A Z A N P F
 P A N H T H R P F C O Z J D E G T S R H D F B N T W G C X X L M C U Z
 T S R O K J M Z Y R Y P E D U O D B Z H L Z A A C Y R T A A G U K K S
 W I O Q I M R V C K L A H R T B U N S L U E D E C F I X C W P R H X R
 A L P A Q Q R J Y X U Q S C Q Z M R O O V P D D O H R Y A N J W Q V H

Short Answer

Instructions: Use the information learned while watching Session 1 to answer the questions.

1. Describe the main functions of Adobe Acrobat CS4.

2. What are some differences between Adobe Reader CS4 and Adobe Acrobat CS4?

3. Describe how to add panels to the Navigation pane.

4. List the attributes controlled by Acrobat Distiller.

5. Describe an effective way to reduce a file size when creating a PDF.

6. What are the options available in the Web Page Conversion Settings panel?

7. List which file types are supported when merging multiple files into a PDF.

8. Describe the purpose of a hyperlink.

9. Describe how a user would remove a page from a document using the Document menu.

10. Describe how a user would extract a page from a document.

11. What are the options available for combining PDF documents?

12. Explain all the ways a user can apply comments to a PDF document.

13. List all proper modifications available with the TouchUp Text tool.

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14. List the markup tools used in Adobe Acrobat CS4.

15. Describe the function of the Callout tool.

SAMPLE

Glossary Matching

Instructions: Match the glossary term described in Session 1 to its definition.

- | | | |
|----------------------|-----------------|--------------------------|
| a. Marquee Zoom tool | f. PDF maker | k. Adobe organizer |
| b. PDF | g. Adobe reader | l. Initial View Settings |
| c. hyperlink | h. OCR | m. Hand tool |
| d. ClearScan | i. Cloud tool | n. Callout tool |
| e. Adobe Acrobat CS4 | j. style | o. bookmarks |

1. ____ Adobe software program used to create and modify PDF documents for distribution.
2. ____ A file format used to ensure the integrity of a file by embedding images and fonts.
3. ____ A free tool available through the Adobe Web site which enables a user to view PDF files.
4. ____ An navigation feature used to quickly find and organize documents on the hard drive.
5. ____ Navigation tool used to easily page through a document and see links and form fields.
6. ____ Tool used to enlarge an entire page or a select area of a page incrementally.
7. ____ Navigation feature used to mark specific points of interest within a document.
8. ____ Translates images of text, usually from a scanned document, into actual text characters, providing the ability to search the document while maintaining the integrity of the original file.
9. ____ Recognize text setting used to improve clarity and the over-all appearance of PDF documents, while decreasing file size.
10. ____ An embedded Adobe function which adds features that simplify the process of creating PDF's in certain applications.
11. ____ A feature that automatically formats text inside of a document.
12. ____ A feature used to enhance the ability to navigate a document, links can be made to specific files, pages, and/or Web pages.
13. ____ Preference settings which allow you to control what an end user sees when opening a file.
14. ____ Markup tool used to circle a specific area of text with a cloud shape indicator.
15. ____ Comment tool used to point to a specific area of a document and provide information/directions concerning the area indicated.

Research Topic



Instructions: Research the topic below using the Internet and then write a few paragraphs reporting your findings. Be sure to research thoroughly and site the resources. This page may be used to take notes.

Research Acrobat Distiller and write a short report on what it does, what limitations it may have and how it differs from the other Acrobat components.

SAMPLE

Individual Project



Instructions: Assign each student the following project. Each student should prepare a short 5-10 minute class presentation of the information researched.

Adobe Acrobat CS4 can be a complex. Before Adobe Acrobat CS4 can be used effectively, it is important to know the different menus and tools available on the interface. For this individual project, become familiar with the Adobe Acrobat CS4 interface. Identify and use the different tools and menus available through Acrobat Reader, Distiller, and PDF Maker. Document the uses, benefits, and limitations of this application.

SAMPLE

Group Projects



Instructions: Divide into groups and assign each group one of the following subjects to research. Each group should prepare a short 5-10 minute class presentation of the information researched.

Part of the time, the creation of the PDF file is all that needs to be done. However, there are occasions when modifications need to be added to enhance navigation throughout the document. This group project will address these enhancements and provide the student with opportunities to increase proficiency while using Adobe Acrobat CS4 to create PDF files.

Divide the class into five separate groups and assign them one of the following topics. Each group will then research and become familiar with the uses, limitations, and benefits of each tool. The group will document their findings and prepare a short demonstration detailing how the tool is used. Each group will then present their findings and demonstrations to the class.

- Hyperlinks
- Bookmarks
- Watermarks
- Backgrounds
- Headers/Footers

2. This group project is designed to familiarize students with the tools available to manipulate, edit, and review PDF documents. The project will be broken down into two sections:

Part A: Group Discussion

As a group, discuss the different scenarios associated with manipulating documents. The discussion should cover: deleting, extracting, inserting, replacing pages, combining and splitting documents.

The instructor should lead this discussion, but call on volunteers from the class to demonstrate how to use the tools available in the Adobe Acrobat CS4 application to accomplish each of these tasks.

Part B: Creation, Editing, and Review

Pair each of the students in the class with a partner. Each student will then create a PDF file. Students should use the different skills learned in all of the projects associated with this course: headers, footers, watermarks, backgrounds, hyperlinks etc. In addition, comment and markup tools should be employed to highlight points of interest within the document. The student will then send the file to his/her partner. The partner will review the contents of the document, adding comments, and revisions. This student will then return the document, with the edits and revisions, to the original author.

Once this portion of the project is complete, discuss as a group the difficulties associated with making

revisions or changes to an existing PDF document. Discuss how these difficulties may be handled more effectively. In addition, call on volunteers to exhibit their ability to navigate PDF documents, gaining access to comments, bookmarks, and other navigational features.

SAMPLE

Session 1 Quiz



Instructions: Circle the letter of the option that BEST answers the question.

1. What should be considered when distributing files to others? Choose all that apply.
 - a. When files are distributed
 - b. The font used in the document
 - c. The type of paper the document will be printed on
 - d. The receiving party has access to the required application
2. Under which menu is the list of available toolbars found?
 - a. Edit
 - b. View
 - c. Tools
 - d. Forms
3. Which settings are used to ensure that PDF documents are suitable for reliable viewing and printing?
 - a. Hyperlinks
 - b. Embedding
 - c. Compatibility
 - d. Optimized view
4. Which options can be used while creating a PDF from a scanner? Choose all that apply.
 - a. Color Image
 - b. Color Document
 - c. Grayscale Document
 - d. Black && White Document
5. When using PDF Maker, the settings created in PDF Distiller cannot be used.
 - a. True
 - b. False
6. Which options can be applied to a PDF background? Choose all that apply.
 - a. Rotate
 - b. Opacity
 - c. Position
 - d. Page range
7. Which markup tools are used in Acrobat? Choose all that apply.
 - a. Cloud
 - b. Pencil
 - c. Callout
 - d. Punch out

8. What needs to be done for an end user, who only has Acrobat Reader, to view comments made in a PDF document?
 - a. Convert the document into a Word file
 - b. All versions of Acrobat can be used to view comments
 - c. The document must be saved as a separate Reader enabled document
 - d. An Acrobat Reader user can never view comments made in Acrobat Pro

9. What are the main functions of Adobe Acrobat? Choose all that apply.
 - a. Create PDF files
 - b. Create encrypted files
 - c. Add texture to images
 - d. Modify PDF files for distribution to others

10. Which is true concerning the differences between Adobe Reader and Adobe Acrobat? Choose all that apply.
 - a. Reader can create comments inside of a PDF
 - b. Acrobat provides more robust and flexible tools
 - c. Reader and Acrobat can create and view PDF files
 - d. Both can view PDFs but Acrobat can create them

11. Which is the keyboard shortcut used to return the menu bar to view the Acrobat interface?
 - a. F9
 - b. F3
 - c. ALT+C
 - d. There is no keyboard shortcut for restoring the menu bar

12. Which attributes are controlled by Acrobat Distiller? Choose all that apply.
 - a. Image quality
 - b. Editing photos
 - c. Embedding fonts
 - d. Overall file size of a PDF

13. File size is affected most by which component?
 - a. Color
 - b. Font size
 - c. Font style
 - d. Image size

14. Which tool will maintain the integrity of a document while searching the text?
 - a. OCR
 - b. Scanner
 - c. PDF Maker
 - d. A magnifying glass

15. Which Recognize Text setting can be used to straighten a scanned document?
 - a. ClearScan
 - b. TextStraighten
 - c. Searchable Image
 - d. Searchable Image (Exact)

16. What can be accomplished using the PDF bookmark feature? Choose all that apply.
 - a. Quickly access headings
 - b. Repeat previous headings
 - c. Access files used in Photoshop
 - d. Identify topics of interest within a body of text

LearnKey

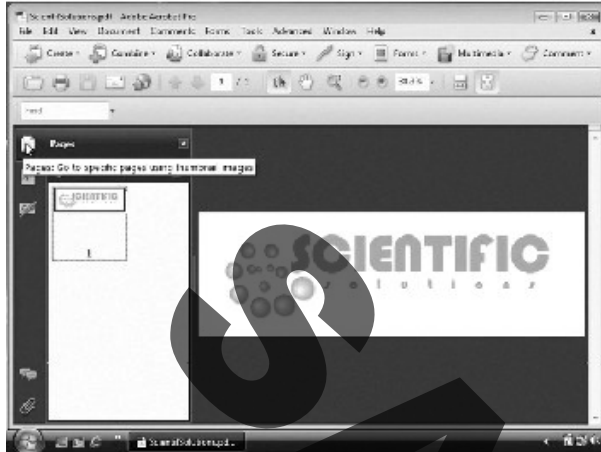
17. Which options are available for combining PDF documents? Choose all that apply.
 - a. Assemble PDF Portfolio
 - b. Cross Reference Portfolio
 - c. Merge Files into a Single PDF
 - d. Create PDF from a Web Page

18. For what are markup tools used?
 - a. Indicating wrong answers
 - b. They have no practical use
 - c. Indicating certain areas of text
 - d. Labeling addresses and phone numbers

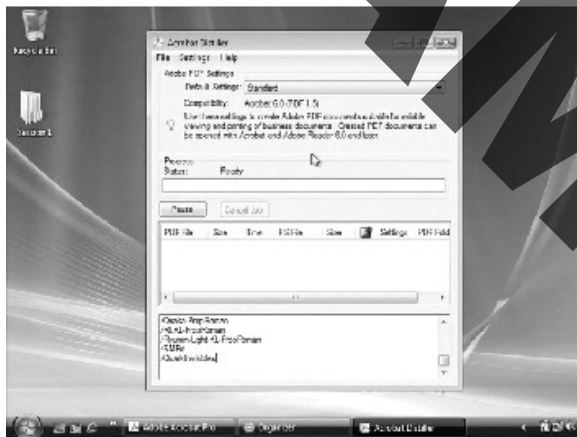
19. Which File menu option allows the reader to return to the original PDF document?
 - a. Revert
 - b. Return
 - c. Backup
 - d. Bounce back

20. Which greatly affect the text flow of a PDF document? Choose all that apply.
 - a. Adding text
 - b. Adding a background
 - c. Making major text edits
 - d. Removing portions of the text

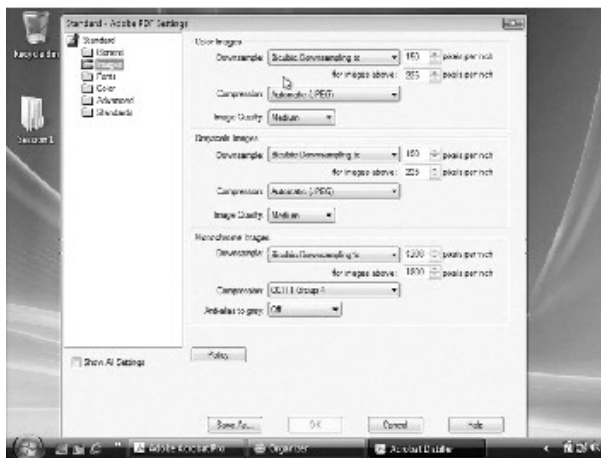
Slides & Notes



Notes:



Notes:



Notes:
