Web & Graphic Design 2009

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Introduction
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.
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 guide 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

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

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

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)

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)

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.

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.
Introducing PDF Documents

Links and Bookmarks

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

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 Advance 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.

Manipulating PDF Documents

Deleting Pages
Extracting Pages
Replacing Pages
Combining Documents
Splitting Documents

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.

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

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

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

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)

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.

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)

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)
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

Templates

Creating Templates
Saving as a Template
Defining Editable Regions
Changing and Removing Regions
Applying Optional Regions
Editing Optional Regions
Removing Regions
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

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.

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.

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)
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.
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.

AP Elements

- Setting up AP Elements
- Tracing Images
- Drawing AP Div
- Inserting AP Div
- Renaming AP Elements
- Modifying AP Div
- Applying CSS Properties to AP Div

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.

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

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.

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.
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.
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)

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

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

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)

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

Drawing Tools

- Zoom and Pan Tool
- 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

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)

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

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)

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

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

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

Symbols, Instances, and Animation

Symbols and Instances
Creating Symbols & Instances
Working with 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 Timeline

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

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

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

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)

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

2. Creating and managing assets
• Creating Flash movies
• Create animations by using the Timeline.
Movie Clips

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

Shape Tweening & Bone Structure

Create Shape Tween
Shape HInting
Creating Bone Structure
Animating Bones

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

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.
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

Frame Labels & ActionScript

Using Frame Labels
Create ActionScript
Preview Code
Finished Code

Video

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

Audio

Importing Sound
Timeline
Sound Compression
Sync Settings
Sound Effects

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)

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.
### 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.
Session 4

Using Interactive Components

Numeric Stepper
Numeric Stepper Properties
Radio Button
Radio Button Properties

Dynamically Load Components

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

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

Calculation Control

Calculations
Checking Code
ON/OFF Variable
Finish Code

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)

- Creating Flash movies
Dynamic Flash Files
- Setup Text File
- Loading Text File
- Loading Text Function
- 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

Preferences and Workspaces
General Preferences
Selection & Anchor Display
Use 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

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.

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

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

6. Building graphic objects
   - Given a scenario, choose or create the appropriate brush.

1. Working with Illustrator documents
   - Build document structure based on layers.

2. Drawing and transforming objects
   - Given scenario, cut, erase or delete portions of an object by using the appropriate tool.
   - Use Isolation Mode to edit objects, groups, symbols, or layers.

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.
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

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.
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

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 Page 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
   - Describe the use of Smart Guides.

   - Arrange multiple document 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
Bleed 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

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

2. Working with text
1. Given a scenario, set up a document or frame-based baseline grid.

1. Laying out a document
1. Modify and transform objects by using the transformation tools and the Control panel.
2. 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

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

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

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

5. Understanding color and transparency

- Describe how and why to create mixed inks.

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.

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.
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.
Session 3

Libraries and Snippets

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

Layers

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

Effects

1. Working with text
   - Create, apply, and modify an object style.

2. Working with text
   - Create, apply, import, modify, and organize cell and table styles.

3. Working with tables
   - Modify tables.
   - Edit and format a table.
   - Create a merged document.

4. Working with text
   - Assign transparency effects to stroke, fill, and image/text individually.

5. Understanding color and transparency
   - Assign transparency effects to stroke, fill, and image/text individually.

Working with Tables

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

2. Working with text
   - Create a merged document.

3. Working with tables
   - Modify tables.
   - Edit and format a table.
   - Create a merged document.

Advanced Type

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

Automation

1. Working with text
   - Explain the process of using Data Merge to build a template and import data into a final InDesign or PDF document.

2. Working with text
   - Insert special characters by using the Type menu, Glyph panel, or context menu.

3. Working with tables
   - Modify tables.
   - Edit and format a table.
   - Create, apply, import, modify, and organize cell and table styles.

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

5. Preparing for Print

- 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

Application Frame

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

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

Working with Images

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

Selection Tools

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

2. Working with the Application Frame
   ● Describe how to use tabbed documents and the application frame. (Includes: arranging and docking panels, customizing menus and shortcuts, and saving workspaces.)

3. Working with images
   ● 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.)

4. 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 roto 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.
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.
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.

3. 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.
Introduction

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.)
Session 3
Web and Vector Tools

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.

Bridge

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.

Camera Raw

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

File Formats

9. 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)

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.

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

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

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

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

1. General knowledge
- Explain the advantages of and when you would use 31-bit, 16-bit, and 8-bit images.

9. 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.

8. Automating tasks
- List and describe the automation features in Photoshop.

11. 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.

12. 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

#### 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

#### 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

#### 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
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 Movie 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

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

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

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

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

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

Shape Tweening and Bone Structure
- Create Shape Tween
- Shape Hintering
- Bone Structures
- Animating Bone Structures

Working with Timeline
- Frame-by-Frame Animation
- Onion Skinning
- Edit Multiple Layers
- Masking
- Outlining Masks
- Animating Masks
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 Presets
- Packaging 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

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

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
Session 2

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

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

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

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

**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

**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

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

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

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<th>3</th>
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<td>Applying CSS Styles</td>
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<td>Applying Backgrounds</td>
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<td>Inserting Images</td>
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<td>Images and Text</td>
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Acrobat 9 Pro Fundamentals
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# 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.

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.

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.

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.

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
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
R A Q R K Q Q 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
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
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 B C Y T C I I T L
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
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 G M Q B 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 W C R L J V U I
C Q V D E G O A A J N H Y A Q Q Y 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
W I 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 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.

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

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

15. Describe the function of the Callout tool.

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
Glossary Matching

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

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 overall 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.
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 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.
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.
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
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:

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