

Converting to Adobe Creative Suite 3

- Course Title :** Converting to Creative Suite from Quark XPress
- Duration :** 2 Days
- Pre-requisites :** Understanding of Quark XPress, layout principles, Photoshop & Illustrator.
- For Whom:** The course is intended for people who have been using PageMaker and earlier versions of Photoshop and Illustrator, or similar graphics programs, and have purchased the PageMaker Edition of InDesign.
- Course Objectives:** At the conclusion of the training participants will be able to -
- Create Creative Suite documents
 - Understand the differences between Quark XPress and InDesign
 - Integrate Illustrator & Photoshop files with InDesign
 - Create vector artwork
 - Apply special effects to artwork
 - Add and format text in a document
 - Create a variety of document types
 - Apply colours and tints
 - Control integration of their workflow
 - Create and distribute Adobe PDF's
- Course Design:** This workshop is part of our FastTrack Training scheme.
- Training is undertaken in a one-on-one situation, or with a small group from the same workgroup. Throughout the course, the instructor will fully demonstrate and explain each new concept. This demonstration and explanation, coupled with plenty of practical exercises ensures that participants are able to meet the course objectives.
- Participants are encouraged to bring samples of their work, both hard copy and on disk to the workshop, as well as a list of questions.
- Notes are provided to each participant to take away at the conclusion of the training and each participant will have the exclusive use of a computer for the duration of the course.

Course Outline

CREATIVE SUITE CS3 - CONVERTING FROM QUARK XPRESS - 2 DAY WORKSHOP

COMPARING THE CREATIVE SUITE ENVIRONMENT

- The Work areas compared
- Differing basic layout tasks
- Handling text differently
- Role of CS elements
- Viewing documents
- Palette views and docking

VERSION CUE

- Overview
- Integrating with Creative Suite workflow

FILE FORMATS

- Working with files
- Vectors vs Raster images
- Importing files
- Sharing files across applications

CORRECTING MISTAKES

- Undoing errors
- Working with history palettes
- Retrieving with Version Cue

CREATING DOCUMENTS

- Creating and importing in Photoshop
- Creating vector artwork
- Creating InDesign documents
- Creating PDF's
- Optimising PDF's

COLOUR, TINTS AND GRADIENTS

- Applying colours to objects
- Colour models
- Fills and strokes
- Working with gradients
- Creating a spot colour & tint

WORKING WITH TRANSPARENCY

- Transparency overview
- Drop shadows
- Feathering
- Exporting and printing

TYPOGRAPHY AND THE CREATIVE SUITE

- Selecting and editing text
- Formatting characters
- Formatting Paragraphs
- Using Styles
- Glyph palette and customising

BASIC DRAWING TOOLS

- Creating shapes
- Drawing with the Pen tool
- Editing nodes
- Arranging and combining objects

WORKING WITH LAYERS

- Layer overview
- Stacking layers
- Preserving layers
- Layer effects
- Hiding layers

WORKING WITH INDESIGN

- Pages and Spreads
- Margins and column guides
- Adding text
- Adding graphics
- Master pages
- Working with frames
- Tables
- Preflighting documents

WORKING WITH PHOTOSHOP

- New Features
- Preparing images for InDesign
- Selecting parts of an image
- Transforming images
- Applying Photoshop Special Effects
- Correcting colours and tones

WORKING WITH ILLUSTRATOR

- New Features
- Working with paths
- Transforming objects
- Type on a path
- Applying Illustrator Special Effects

CONVERSION TIPS

- Terminology differences
- Keyboard Shortcuts
- Converting documents

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TRAINING

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