

Introduction to Adobe PhotoShop CS2

(2 days.)

Background

This introductory course will give you a thorough working knowledge of this popular, professional desktop publishing program.

The course will enable you to design and produce a variety of documents from single page layouts to complex four colour brochures while examining smart ways of working and professional tips and tricks. This is an Adobe authorised course.

Course Outline

INTRODUCTION

PAGEMAKER BASICS

Starting a new publication
The Tools palette
Using multiple windows

DOCUMENT CREATION

Using leading, kerning and spacing controls
Drawing in PageMaker
Using layers in PageMaker
Setting line weights
Using the style palette

USING THE CONTROL PALETTE

Importing text and graphics
Image lightness and contrast controls
Handling text flow
Flowing text around graphics
Using frames in PageMaker

TEXT CONTROLS

Paragraph specifications
Column breaks
Attaching rules to text
Using the control palette
Creating and importing style sheets
Merging text and graphics from Microsoft Word
Creating special effects
Importing from spreadsheets or databases into PageMaker

MASTER PAGES

Multiple master pages
Using rulers and ruler guides
Using column guides
Setting a grid
Automatic page numbering

BOOK COMPILATION

Working with headers and footers
Pagination in PageMaker
Creating a table of contents
Indexing and index markers
Placing an in-line graphic

MORE DOCUMENT FEATURES

Creating a form
Using the library palette
Using the table editor
Importing and exporting PDFs
Importing QuarkXPress documents

PRINTING FROM PAGEMAKER

A guide to PageMaker shortcuts
A print checklist

QUESTIONS AND ANSWERS



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