



PowerData Group









ADOBE

TRAINING COURSES

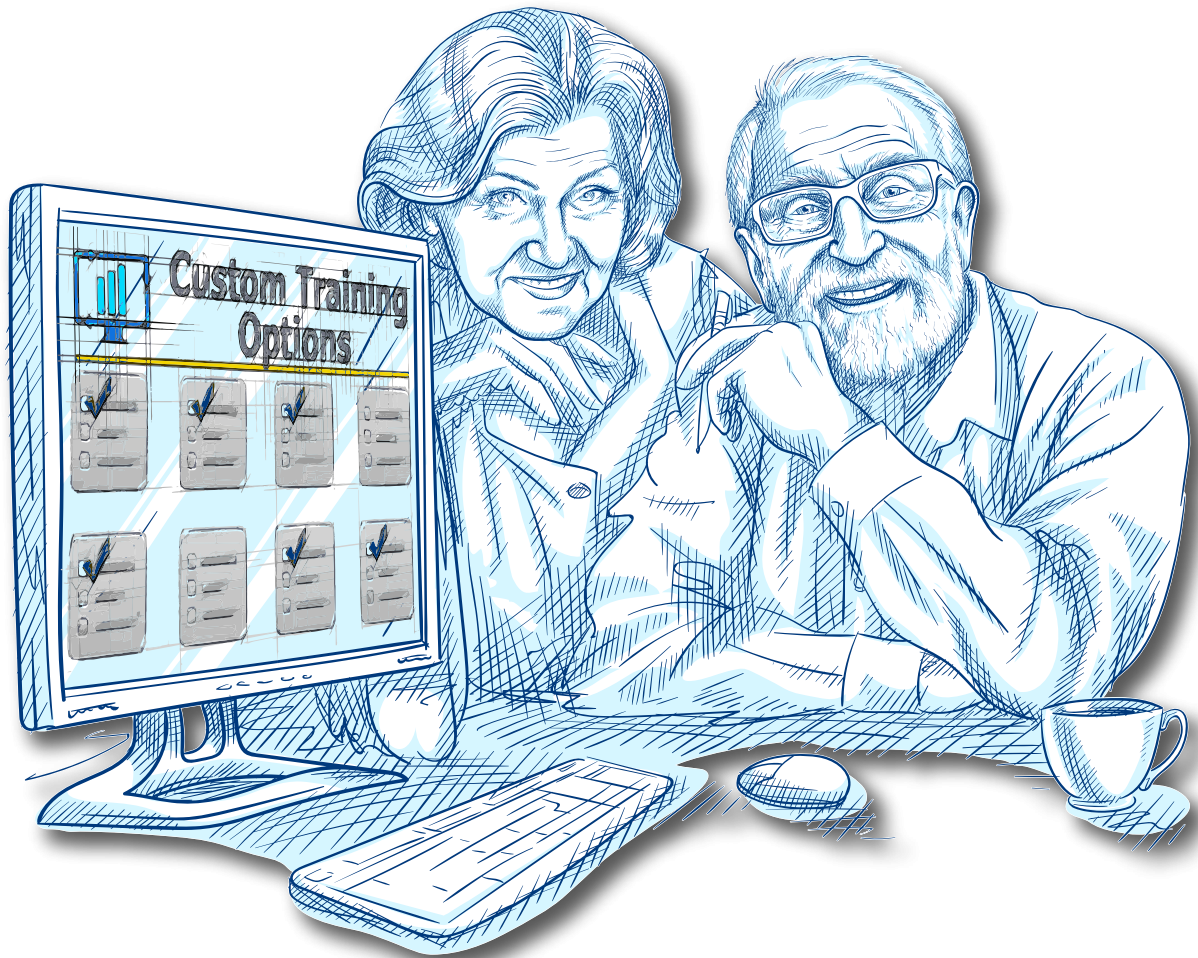
Courses

Our goal is to make sure your course meets your objectives, not ours. Therefore, all of our outlines are treated as guides to help steer the course. We may change the order of topics to best suit the groups needs. Our courses and training manuals can be customised to your requirements at no extra cost.



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Note: If the application you need is not on our list, please contact us. We cover a large variety of applications so we can probably still help you. If not, we can put you in touch with someone who can.



Do you need Training for a Group ?

Any of our Training Courses can be tailored to the unique requirements of your team.

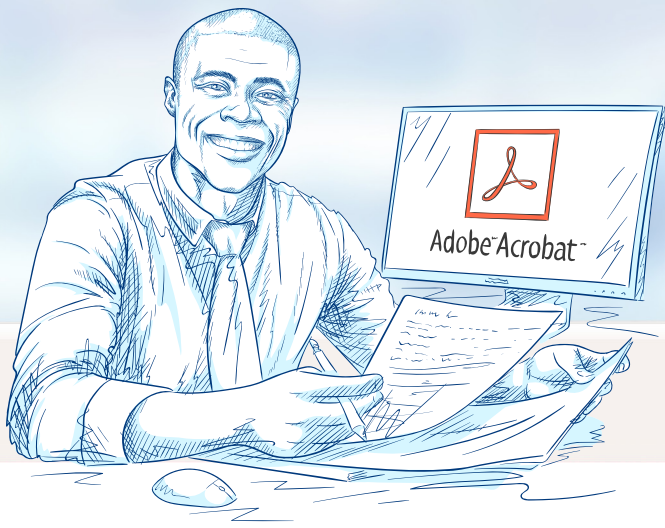
Our Off the Shelf courses are modularised with this option in mind, which means that you could mix and match from a selection of existing topics, or we can work with you to develop something specific to your organisation.

Either way, we are here for advice on the best way to structure your customised training course.

To help you with your customised training option, you can choose from our extensive list of course topics.

We can then help you to assign the appropriate amount of content based on your training timeframe, and the best order of topics to ensure your training flows well.

Our aim is to help every participant gain valuable knowledge and skills.



Adobe Acrobat Introduction

Participants on this Adobe Acrobat Introduction 1 day course will gain an understanding of the principles of Acrobat and the PDF process. You will be given a solid foundation of skills upon which to build.

The course assumes no prior knowledge of Acrobat, however, people with limited exposure to the software and those who are self-taught will also benefit from attending this course.

Course Details

Skill Level:	Beginner
Duration:	One Day
Time:	9:00am – 4:00pm (approx)
Class Size:	10 students

Course Content

Acrobat Orientation

- The Acrobat Interface
- Using Menus and Toolbars
- Using the Panels Area
- Using the Navigation Pane

Navigating PDFs

- Using Navigation Tools
- Changing Views
- Using the Zoom Tools
- Multiple Documents
- Printing a PDF

Creating PDFs

- Using The PDF Printer Driver
- Acrobat PDFMaker
- From Microsoft Office Files
- From Windows Explorer
- From Web Pages
- Using Distiller
- Using Batch Mode
- From Clipboard
- Creating PDFs from a Scanner

Combining Documents

- Merging Multiple Files
- Creating a PDF Portfolio
- Working with a Portfolio

Modifying PDFs

- Inserting and Deleting Pages
- Extracting Content
- Replacing Pages
- Cropping Pages
- Moving and Rotating Pages
- Renumbering Pages
- Adding Headers and Footers
- Adding Watermarks
- Editing Text
- Placing Images
- Reducing File Size

Bookmarks

- Creating Bookmarks
- Editing Bookmark Destinations
- Nesting Bookmarks
- Changing the Appearance
- Bookmark Actions

Links

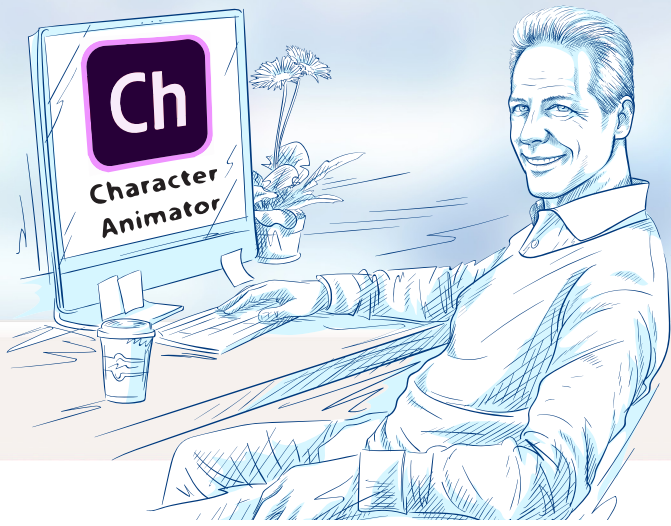
- Creating Links
- Duplicating Links
- Editing Links
- Creating Destination Links
- Creating Links to Another PDF

Working Collaboratively

- Adding Sticky Notes
- Using the Annotations Tools
- Inserting Digital Identity Stamps
- Initiating an Email Review
- Returning a Reviewed PDF
- Summarising Comments

Searching PDF Documents

- Finding Words
- Searching Multiple PDFs
- Advanced Search
- Securing Your Documents
- Adding Permissions Passwords



Adobe Character Animator Introduction

Participants will embark on a journey to discover the power of this animation tool. Throughout this half-day course, you'll uncover the best practices for creating captivating character animations.

You'll learn the fundamental techniques from setting up your characters to animating them, allowing you to breathe life into your creations.

Course Details

Skill Level: **Beginner**

Duration: **Half Day**

Class Size: **10 students**

Course Content

Character Animator Overview

- What is Adobe Character Animator
- Adobe Character Animator Modes

Starter Mode

- Adjusting the settings
- Recording Your Video
- Fine Tuning the Performance
- Importing Recorded Speech
- Export using Quick Export

Pro Mode

- Configuring Your Camera and Mic
- Selecting Your Puppet
- Set Your Rest Pose
- Adding a Background to the Scene
- Adjusting the Puppet's Position and Size
- Set up the Controls Panel
- Recording Your Scene
- Fine Tune your Recording

Using Puppet Maker

- What is Puppet Maker
- Creating a New Puppet
- Naming & Saving your Puppet



Adobe Creative Cloud Introduction

Participants on this 2 day Adobe Creative Cloud Introduction course will gain an understanding of the fundamental principles of the three main Adobe Creative Cloud programs, Illustrator, InDesign and Photoshop. You will gain a solid foundation of skills in each package upon which to build.

The course is aimed at those who need to pick up work created by others, such as Ad Agencies, and make changes to files, saving time on having to wait for the agency to make the amendment.

This course assumes no prior knowledge of any Creative Cloud package.

Course Details

Skill Level:	Beginner
Duration:	Two Day
Time:	9:00am – 4:00pm (approx)
Class Size:	10 students

Course Content

The Creative Cloud

- Understanding Workspaces
- Understanding Panels
- Displaying and Hiding Panels
- Working with the Control Panel
- Navigating with the Hand Tool
- Navigating the Document
- Using the Zoom Tool

Essential Techniques

- The Selection Tool
- Understanding Smart Guides
- Moving, Copying & Deleting Objects
- Grouping and Ungrouping
- Locking and Unlocking Objects
- Alignment and Distribution

Applying Colour

- Colour Modes
- Applying Colour to Objects
- Spot vs Process Colour
- Managing Swatches

Document Setup

- New Document Options
- Creating Print & Web Document
- Saving Documents
- Grids, Guides and Rulers

Drawing with Vectors

- Drawing Paths
- Tips for Drawing Curves
- Editing, Manipulating and Modifying Paths
- Adding and deleting Anchor Points
- Splitting Cutting and Erasing Paths

Working with Layers

- Building a Multi Layered Document
- Adding Transparency
- Moving, Scaling and Rotating Layers
- Locking and Protecting Layers

Printing and Saving

- Printing from the Program
- The Save for Print and Web
- Image Compression and Optimisation

Working with Graphics

- Different File Formats
- Placing Multiple Graphics

Adobe Creative Cloud Introduction

Adobe Illustrator

Illustrator Essentials

- The Illustrator Interface
- Exploring Panels & Workspaces
- Useful Shortcuts

Organising your Artwork

- Introducing Multiple Artboards
- Editing the Artboard Size

Artwork Components

- Rulers, Guides & Grids
- Intuitive Smart Guides
- Paths, Point and Handles

Creating Basic Shapes

- Using the Shaper Tool
- Creating Primitive Shapes
- Creating Polygons, Stars and Spirals
- Drawing Lines

Working with Type

- Using Type Tools
- Using the Character and Paragraph Panel
- Creating Outlines from Text
- Type on a Path

Adobe Photoshop

Photoshop Essentials

- The Photoshop Interface
- Exploring Panels & Workspaces
- Useful Shortcuts
- The History Panel
- Snapshots

Starting with Images

- Creating New Documents
- Cropping & Rotating
- Changing Image Sizes
- Upsampling & Downsampling Images

Working with Selections

- Lasso and marquee Tools
- Quick Selection and Magic Wand Tools

Correcting Images

- Understanding Image Histograms
- Using the Levels Command

Retouching Techniques

- The Clone Tools
- Healing Brush Tools

Adobe InDesign

InDesign Essentials

- The InDesign Interface
- Exploring Panels & Workspaces
- Useful Shortcuts

Laying Out Pages

- Creating a New Document
- Adjusting Margins & Columns
- Using Rulers, Grids and Guides

Working with Text

- Placing text
- Selecting and editing text
- Handling missing fonts
- Character Level Formatting
- Paragraph Level Formatting

Placing Text in InDesign

- Threading and unthreading frames
- The Auto-Fit text function
- Flowing text through frames

Working with Graphics

- Placing Multiple Graphics
- Wrapping Text Around Images
- Understanding Fitting Options





Adobe Illustrator Introduction

Participants on this Adobe Illustrator Introduction 1 day course will gain an understanding of the fundamental principles of Illustrator, including document setup and selection techniques, before working with layering to achieve image effects.

You will gain a solid foundation of skills upon which to build.

The course assumes no prior knowledge of Illustrator, however people with limited exposure to the software or those who are using images created by others will also benefit from this course.

Course Details

Skill Level:	Beginner
Duration:	One Day
Time:	9:00am – 4:00pm (approx)
Class Size:	10 students

Course Content

The Illustrator User Interface

- Workspaces
- Menu Bar
- Panels and the Panel Dock
- Tools Panel
- The Artboard
- Understanding Preferences

Managing & Creating Artboards

- Understanding Document Presets
- Understanding and Creating Artboards
- Introducing Multiple Artboards
- Editing the Artboard Size
- Aligning & Distributing Artboards

Creating Basic Shapes

- About Illustrator Shapes
- Basic Shape Tools
- Creating Squares, Circles, Polygons and Stars
- Using the Shape Builder Tool
- Using the Selection & Direct Select Tools
- Duplicating Shapes
- Applying Default Fill and Stroke
- Basic Grouping of Shapes

Dealing with Multiple Objects

- Rulers, Guides and Grids
- Intuitive Smart Guides
- Align and Distribute Shapes
- Working with Isolation Mode

Applying Colour

- Colour Modes
- Applying Colour to Shapes
- Spot vs Process Colour
- Managing Swatches
- Creating Colours and Swatches
- Using Pantone Libraries

Drawing in Illustrator

- Drawing Tools
- Drawing Paths
- Editing and Modifying Paths
- Adding & Deleting Anchor Points

Working with Type

- Using Type Tools
- Creating Point Textboxes and Area Textboxes
- Using the Character and Paragraph Panel
- Creating Outlines from Text

Saving and Exporting

- Artwork Native Formats
- Saving in Illustrator Format
- Saving as a JPEG
- Export as a PNG
- Saving Files as SVG
- Save Artboards as PDFs



Adobe Illustrator Advanced

Participants on this 1 day Adobe Illustrator course will take their skills to the next level by exploring Creative Cloud Libraries, Transform Tools, creating Patterns, creating Complex Shapes and using Pathfinder, Clipping Masks, Tracing Images and more.

The course assumes prior knowledge of Illustrator, however people with limited exposure to the software or those who are using illustrations created by others will also benefit from this course.

Course Details

Skill Level:	Intermediate / Advanced
Duration:	One Day
Time:	9:00am – 4:00pm (approx)
Class Size:	10 students

Course Content

Creative Cloud Libraries

- Understanding Libraries Panel
- Creating & Naming Libraries
- Adding Elements to a Library
- Sorting & Grouping Libraries
- Using a Library in Multiple Documents

The Transform Tools

- Scaling, Rotating, Reflecting & Shearing Objects
- Changing Object Perspectives
- The Distortion Tools
- Distorting Objects

Creating Patterns

- Different Types of Patterns
- Creating & Applying Pattern
- Scaling & Moving Patterns
- Editing a Pattern

Brushes and Symbols

- The Brushes Panel
- Understanding Brush Libraries
- Applying Brush Stroke to a Path
- Creating Different Brushes
- Using the Eraser Tool

Creating Complex Shapes

- Understanding Pathfinder
- Creating & Modifying Compound Shapes
- Cutting and Dividing Objects

Using Effects

- Understanding & Using Effects
- Understanding 3D Effects
- Understanding the Appearance Panel

Graphics & Clipping Masks

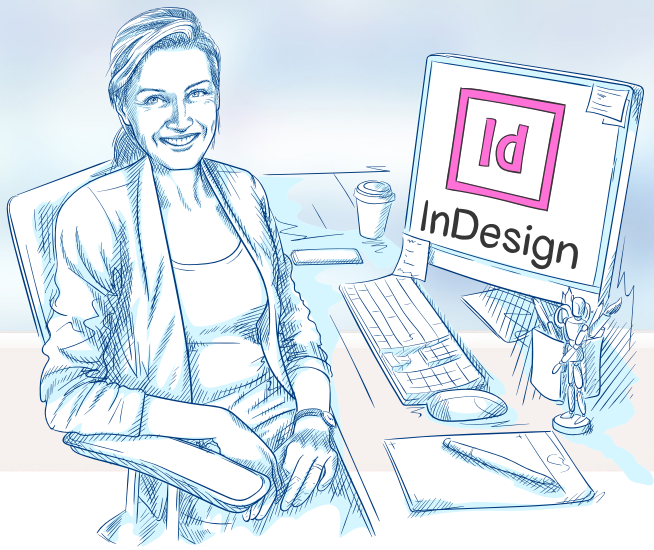
- Placing imported graphics
- Linked vs embedded images
- Understanding Clipping Masks
- Creating a Clipping Mask

Tracing Images

- The Image Trace Panel
- Using Image Trace
- Expanding Paths in a Traced Image

Live Paint

- Creating LivePaint Groups
- Painting LivePaint Objects
- Detecting Gaps
- Modifying LivePaint Groups



Adobe InDesign Introduction

Participants on this 1 day Adobe InDesign Introduction course will gain an understanding of the fundamental principles of InDesign, setting up documents for consistent layout, before working with text, graphics, and other elements to create eye catching content ready for print. You will be given a solid foundation of skills upon which to build.

The course assumes no prior knowledge of InDesign, however people with limited exposure to the software or those who are working with documents created by others will also benefit from this course.

Course Details

Skill Level:	Beginner
Duration:	One Day
Time:	9:00am – 4:00pm (approx)
Class Size:	10 students

Course Content

The InDesign User Interface

- Workspaces
- Menu Bar
- Panels and the Panel Dock
- Tools Panel
- Understanding Preferences

Setting up Documents

- Document Presets
- About Margins and Columns
- Rulers and Guides
- Understanding Bleed and Slug

The Links Panel

- Why Graphics are Linked
- Updating Graphics
- Replacing Graphics
- Go to Link
- Modified Link
- Missing Link

Adding Images

- Understanding File Formats
- Image Placement
- About Frame Fitting Options
- Understanding Text Wrapping

Using Basic Colour

- Understanding Colours
- Colour Models & Colour Gamut
- The Swatches Panel

Creating Objects

- About InDesign Objects
- Basic Shape Tools
- Creating Shapes
- Applying Fill and Stroke
- Arranging Shapes
- Align Objects

Working with Text

- Creating Text Frames
- Using Placeholder Text
- Placing (Importing) Text

Simple Text Formatting

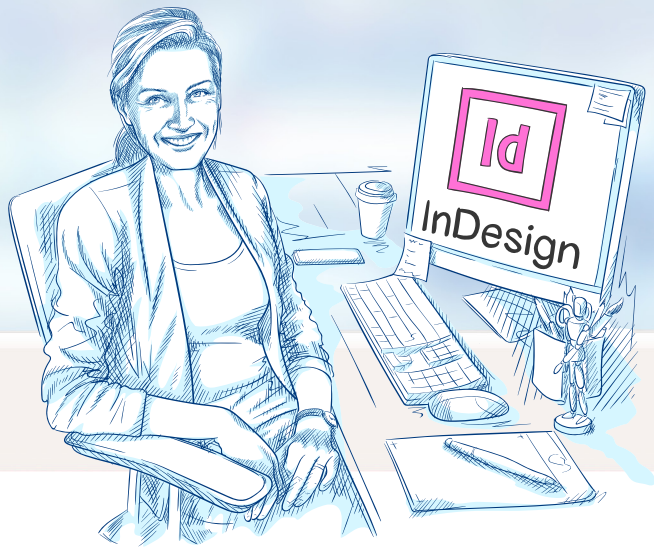
- Understanding Text Formatting
- Character Formatting
- Paragraph Formatting

Working with Basic Styles

- Understanding Styles
- Creating Paragraph Styles
- Applying Styles

Publishing and Save Options

- Preflighting Files
- Exporting to PDF
- Using the Packaging Tools
- Package Settings



Adobe InDesign Intermediate

Participants on this Adobe InDesign Advanced 1 day course will delve deeper into InDesign, exploring advanced formatting options using paragraph styles, before working with Parent Pages, Creative Cloud Libraries, Tables and creating Table of Contents.

The course assumes prior knowledge of InDesign, however people with limited exposure to the software or those who are working with documents created by others will also benefit from this course.

Course Details

Skill Level: **Intermediate**

Duration: **One Day**

Time: **9:00am – 4:00pm (approx)**

Class Size: **10 students**

Course Content

Creative Cloud Libraries

- Understanding Libraries Panel
- Creating & Naming Libraries
- Adding Elements to a Library
- Sorting & Grouping Libraries
- Using a Library in Multiple Documents

Using Parent Pages

- Understanding Parent Pages
- Creating & Editing Parent Pages
- Applying Parent Pages
- Inserting Auto Page Numbering
- Loading Parent Pages
- Inserting Sections
- Deleting Parent Pages

Working With Colour

- Colour Gamut & Models
- Process, Tints & Spot Colours
- Using the Eyedropper
- Creating a Gradient
- Removing Colour from Gradients

Creating Advanced Styles

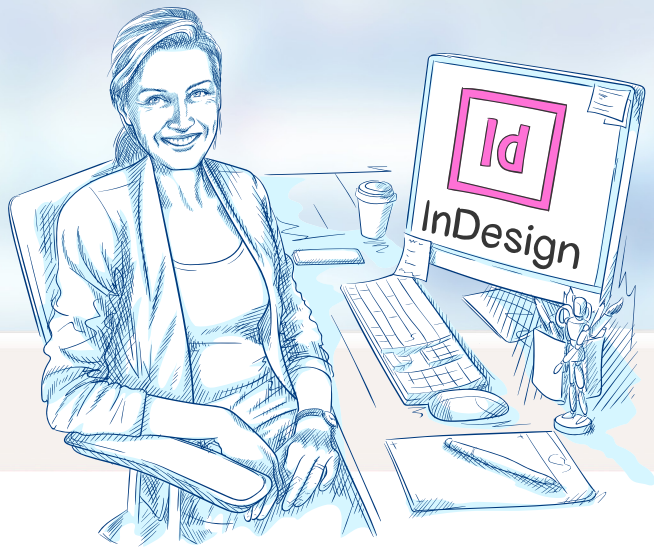
- Understanding Styles
- Creating Character Styles
- Creating Paragraph Styles
- Applying Styles
- Editing Styles
- Using Indents and Tabs
- Using Bullets and Number
- Creating Drop caps
- Applying Nested Styles

Creating a Table of Content

- Understanding Table of Contents
- Inserting a Table of Contents
- Formatting a Table of Contents
- Table of Contents Style
- Updating a Table of Contents
- Creating Table of Contents Bookmarks for a PDF

Working with Tables

- Understanding Tables
- Creating a Table
- Importing Tables
- Table Formatting
- Entering Text in a Table Cell
- Adjusting a Table
- Formatting Text in a Table



Adobe InDesign Advanced

Participants on this Adobe InDesign Advanced 1 day course will delve deeper into InDesign, exploring Complex Shapes, Cross References & Indexes. Then work with Layers and Interactive Forms, before the Data Merge feature and creating books from multiple files. .

The course assumes prior knowledge of InDesign, however people with limited exposure to the software or those who are working with documents created by others will also benefit from this course.

Course Details

Skill Level:	Advanced
Duration:	One Day
Time:	9:00am – 4:00pm (approx)
Class Size:	10 students

Course Content

Creating Complex Shapes

- Creating Frames and Shapes
- Transforming Shapes
- Using the Direct Selection Tool
- Using the Pen Tool
- Merging Shapes Using Pathfinder
- Duplicating Objects
- Arranging Objects
- Aligning and Distributing Objects
- Grouping Objects
- Creating Outlines and Shapes from Type
- Applying Corner Effects

Indexes & Cross References

- Understanding Indexes
- Adding Index Entries
- Generating a Simple Index
- Understanding Cross References
- Creating Paragraph Styles Cross Referencing
- Creating Text Anchors Cross Referencing

Using Layers

- Understanding Layers
- Creating a New Layer
- Naming Layers & Assigning Colours
- Assigning Objects to Layers
- Reordering Layers
- Hiding and Viewing Layers

Basic Interactive Forms

- Create Form Field Frames.
- Creating a Text Entry Field
- Creating a Combo Box
- Adding Items to a List
- Creating Radio Buttons
- Adding Print, Reset and Send Buttons
- Exporting as an Interactive PDF

Using the Data Merge Feature

- Understanding the Data Merge Process
- Setting Up the Database File
- Setting Up the InDesign Document
- Performing the Merge with Text & Images

Creating a Book

- Understanding Books
- Create a Book
- Add, Reorder & Remove Documents
- Synchronise Files
- Exporting Books



Adobe Photoshop Introduction

Participants on this 1 day Adobe Photoshop Introduction course will gain an understanding of the fundamental principles of Photoshop, including navigating, working with Images and Layers and exploring Image retouching. You will be given a solid foundation of skills upon which to build.

The course assumes no prior knowledge of Photoshop, however people with limited exposure to the software and those who are self-taught you will also benefit from this course.

Course Details

Skill Level:	Beginner
Duration:	One Day
Time:	9:00am – 4:00pm (approx)
Class Size:	10 students

Course Content

Photoshop User Interface

- Setting Up User Preferences
- Identify User Interface Elements
- Displaying, Hiding & Docking Panels
- Selecting and Creating Workspaces
- Navigate and Zooming

Digital Image Basics

- Creating New Documents
- Understanding Resolution, Dimensions and File Size
- Cropping and Rotating Artwork
- Creating Panorama images
- Changing Image Size
- Making colour mode conversions

Introduction to Layers

- The Layers Panel
- Creating Layers
- Selecting Layers
- Moving Objects on Layers
- Changing a Layer's Opacity

Creating Selections

- Selection Tool Options
- The Marquee Tools
- The Lasso Tools
- The Magic Wand Tool
- The Quick Selection Tool
- Feathering a Selection

Working with Colours

- Understanding Colours
- Foreground and Background Colours
- Mixing Colours
- The Paint Brush tools
- Working with Brush settings
- Eyedropper Tool

Correcting an Image

- Dealing with Adjustment Layers
- Understanding Image Histograms
- Using Levels
- Adjusting Colour Balance
- Editing Hue and Saturation
- Using Exposure and Vibrance
- Using Photo Filter

Retouching Techniques

- The Clone Stamp Tool
- The Spot Healing Brush Tool
- The Healing Brush Tool
- The Patch Tool

Saving and Exporting Images

- Saving Photoshop Files
- Photoshop Export Options
- Save for Web
- Image Compression and Optimisation



Adobe Photoshop Advanced

Participants on this Adobe Photoshop 1 day course will take their Photoshop skills to the next level, exploring Layer Effects and Smart Objects, as well as working with Blending modes and Automation.

The course assumes some prior knowledge of Photoshop, however people with limited exposure to the software and those who are self-taught you will also benefit from this course.

Course Details

Skill Level:	Intermediate/Advanced
Duration:	One Day
Time:	9:00am – 4:00pm (approx)
Class Size:	10 students

Course Content

Creative Cloud Libraries

- Understanding Libraries Panel
- Creating & Naming Libraries
- Adding Elements to a Library
- Sorting & Grouping Libraries
- Using a Library in Multiple Documents

Using Blend Modes

- Understanding Blending Modes
- Cycling through blend modes
- Layer Opacity and Blends

Creating Masks

- Introducing Layer Masks
- Adding a Layer Mask
- Moving a Layer Mask
- Applying Filters to Part of an Image
- Creating a Mask from a Selection

Smart Objects

- Understanding Smart Objects
- Editing & Creating Smart Objects
- Creating a Linked Smart Object

Using Photoshop Filters

- Using Photoshop Filters
- The Filter Gallery
- Sharpen and Blur Filters
- Adding Motion Blur
- Using Liquify
- Using Vanishing Point

Special Effects

- Shadow, Glow & Emboss Effects
- Copying Effects to Layers
- Dodging and Burning
- Using Puppet Warp
- Changing Perspectives & Warping Images

Creating Type

- Type Layers
- Point Type
- Paragraph Type
- Selecting Type
- Formatting Type
- Working with Type Layers
- Rasterizing Type

Actions & Automation

- Understanding Actions
- Managing Actions
- Running Actions
- Creating a Custom Action
- Testing Actions
- Understanding Batch Processing
- Batch processing multiple files
- Export Layers to Individual Files



Adobe Photoshop For Social Media

Participants on this Adobe Photoshop for Social Media course will take their social media game to the next level by using Photoshop's powerful features, such as image enhancement, text formatting, and image resizing for social media. Create stunning images that not only grab your audience's attention but keep them coming back for more.

The course assumes no prior knowledge of Photoshop, however people with limited exposure to the software and those who are self-taught you will also benefit from this course.

Course Details

Skill Level:	Beginner
Duration:	One Day
Time:	9:00am – 4:00pm (approx)
Class Size:	10 students

Course Content

Photoshop User Interface

- Setting Up User Preferences
- Identify User Interface Elements
- Displaying, Hiding & Docking Panels
- Selecting and Creating Workspaces
- Navigate and Zooming

Social Media Basics

- Creating New Documents for Social Media Sites
- Understanding Resolution, Dimensions and File Size
- Cropping and Rotating Artwork
- Making Colour Mode Conversions

Introduction to Layers

- The Layers Panel
- Creating Layers
- Selecting Layers
- Moving Objects on Layers
- Changing a Layer's Opacity

Creating Selections

- Selection Tool Options
- The Marquee Tools
- The Lasso Tools
- The Magic Wand Tool
- The Quick Selection Tool
- Feathering a Selection

Working with Colours

- Understanding Colours
- Mixing Colours
- The Paint Brush Tools
- Working with Brush Settings
- Eyedropper Tool

Correcting an Image

- Dealing with Adjustment Layers
- Understanding Histograms
- Using Levels
- Editing Hue and Saturation
- Using Exposure and Vibrance

Working with Type

- Point Type
- Paragraph Type
- Selecting Type
- Formatting Type
- Working with Type Layers

Creative Cloud Libraries

- Understanding Libraries Panel
- Creating & Naming Libraries
- Adding Elements to a Library
- Sorting & Grouping Libraries

Saving and Exporting Social Media Images

- Saving Photoshop Files
- Photoshop Export Options
- Save for Web
- Image Compression and Optimisation