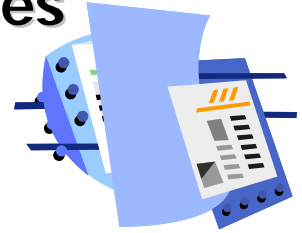


Desktop Publishing Courses



Adobe Illustrator (up to 15 Hours)

Recommended Prerequisite: Computer Basics

Price: \$490 or 5 vouchers

In this course, explore the Illustrator environment, navigate an Illustrator document, and use the Adobe Help Center. Create and save a new document, draw basic shapes, manipulate basic shapes to make complex shapes, and export an illustration. Adjust fill and stroke colors for shapes, adjust basic stroke options, and use the Eyedropper tool to sample colors. Embed raster images in an Illustrator document for the purpose of tracing them, draw shapes and paths by using the Pencil tool and the Pen tool, and select and edit paths. Use text tools to insert text into illustrations, manipulate text, and convert type to outlined shapes. Create new layers and organize them in the Layers palette, and manipulate layers by renaming layers, duplicating layers, and deleting layers. Import swatch libraries, open preset swatch libraries, export a swatch library, create and adjust gradients, and adjust transparency for items. Set up multiple-page spreads; create tint and gradient swatches; use object libraries; and evenly space and align items. Create and edit vector paths; create and edit clipping paths; and wrap type on a path. Manually resize type; use Quick Apply; create path-based text wraps and convert type to outlines; precisely control leading, hyphenation, justification, and horizontal spacing in text; and use shortcuts with fonts. Create lighting effects; adjust transparency; and define and use object styles. Create, modify, and format tables; add headers and footers to tables; and merge table cells. Edit text with the Story Editor; insert special characters; create column, frame, and page breaks; and use anchored objects. Create sections, tables of contents, and indexes for a document; and combine several documents into a book file for printing.

Adobe InDesign (up to 15 Hours)

Recommended Prerequisite: Computer Basics

Price: \$490 or 5 vouchers

Create a document, add basic, and position elements by using guides and the Control panel. Create a facing-pages document; create master pages; and apply master pages to a document. Thread text between text frames, add jump lines, and adjust columns in a text frame; use the Paragraph Formatting Controls to apply paragraph formatting; use Find/Change to replace formatting; and create and edit paragraph and character styles. Format frame borders; add images to documents, adjust text wraps, modify graphics and group items; and create layers and assign items to them. Print documents, create print styles, and export documents to PDF; prepare documents for commercial printing; convert document files from other applications; and use Adobe Bridge. Set up multiple-page spreads, create tint and gradient swatches, use object libraries and snippets, and evenly space and align items. Create and edit vector paths, create and edit clipping paths, and wrap type on a path. Manually resize type; use Quick Apply, create nested styles, create path-based text wraps, and convert type to outlines; precisely control leading, hyphenation, justification, and horizontal spacing in text; and use shortcuts with fonts. Use layer comps in a placed PSD file; create lighting effects; adjust transparency; define and use object styles; and transform objects by using the Pathfinder panel and Transform Again commands. Create, modify, and format tables; add headers and footers to tables; and merge table cells. Edit text with the Story Editor; insert special characters; create column, frame, and page breaks, and use anchored objects. Create sections, tables of contents, and indexes for a document; combine several documents into a book file for printing; and insert footnotes.

Training • Consulting • Rentals • Testing Center

816 28th Avenue, Suite 100, Fairbanks, AK 99701

E-mail: staff@nsctraining.com • www.nsctraining.com • Fax: (907) 452-6717



north star computing

COMPUTER RESOURCE CENTER



Adobe Photoshop (up to 15 Hours)

Recommended Prerequisite: Computer Basics

Price: \$490 or 5 vouchers

Identify raster and vector graphics. Use selection tools to select image areas, and modify selections. Create layers; arrange and transform layers; create Type layers; and use opacity, layer blending modes, and layer styles to apply effects to layer contents. Switch among Photoshop's image modes and adjust image contrast. Repair image defects, paint in an image, erase complex background areas, and apply filters. Determine an image's resolution and dimensions, resize images, use the Crop tool, and change an image's canvas size. Use the Save for Web & Devices command to save a copy for Web use; use the Save As command to save a copy of an image in a format for print use; and print single and multiple images on a page or export them to a PDF file intended for printing. Use the Swatches palette; use the Preset Manager to save presets; and apply colors and gradients by using overlay layer styles. Paint in Quick Mask mode and alpha channel to specify a selection; create layer masks to hide layer content; create grayscale masks to partially mask part of an image; and use a clipping mask. Use the path tools; convert type to paths and wrap type along a path. Use painting tools, filters, and blending modes to simulate different media; warp text layers; group layers and create Smart Objects; apply Smart Filters; create layer comps; and import, transform, and edit textures on 3D layers. Prepare images for use in video productions; open QuickTime video content; and edit video-frame content. Use the Actions palette to record, play, and edit actions; use actions to batch-process images; and customize keyboard shortcuts and menus.

Publisher (up to 6 Hours)

Recommended Prerequisite: Computer Basics, Word Unit 1

Price: \$195 or 2 vouchers

In this course, we will examine Publisher's working screen, move around and change views, save and close publications, and start a new publication. Learn to work with layout guides, text frames, cut and paste, and enhancing text and resizing text frames. Using the drawing toolbar, we will draw and fill shapes. Change borders, rotate and move objects, work with pictures, and layering and grouping of objects. We will design a flier from scratch by changing page layout, creating vertical headlines, adding filled text frames, and copying and modifying text. Importing text files, changing frame margins, copying formatting, working with tab stops and graphics will be covered. Enhance your work by using tables. Edit text in tables, use rows and columns, merge cells, and adjust gridlines. Some shortcuts and tools we will work with include: WordArt, BorderArt, spell checking, adding pages, design gallery, copying from another publication, and using help. We will preview our finished publication, explore print setup, and print our publication.

Training • Consulting • Rentals • Testing Center

816 28th Avenue, Suite 100, Fairbanks, AK 99701

E-mail: staff@nsctraining.com • www.nsctraining.com • Fax: (907) 452-6717

(907) 452-7325