DESK TOP PUBLISHING TOOLS:

ADOBE PHOTOSHOP

The Basics: New Page; The Toolbox (Selection Tools; Painting Tools; Path, Type and Shape Tools, Viewing Tools); Tool Options Bar; What's on the Menus (File and Edit Menu, The Image Menu, The Layer Menu, The Select Menu, The Filter Menu, The View Menu, The Window Menu, The Help Menu); Setting Preferences.

Opening and Saving: Working with Files (Opening Files, Using the Browser, Importing a File); Saving Your Work (Reducing File Size, Choosing a Format); Undoing and Redoing.

Selection Modes: The Selection Tools (Rectangular and Elliptical Marquees, Lasso, The Polygonal Lasso Tool, The Magnetic Lasso, Magic Wand); The Selection Menu (Feather, Modifying Selections); Selecting Large Areas; Cutting the Copying; Cropping.

Transformations: Resizing (Resizing an Image, Resizing a Canvas, Resizing a Selection); Rotating (Rotate 180 Degrees and 90 Degrees Clockwise or Counterclockwise, Rotate by Degrees, Rotate a Selection, Free Transformations); Flipping; Selection Transformations (Skewing Selections, Distorting Selections, Changing the Perspective of a Selection).

Color Modes and Color Models: Color Models (RGB Model, CMYK Model); The Modes and Models of Color (Bitmap and Grayscale, RGB, CMYK, Converting between Modes.

Adjusting Color: Adjusting by Eye with Variations (Adjusting Shadows, Midtones, Highlights, and Saturation, Saving and Loading Corrections); Making other Adjustments (Adjusting with the Brightness/Contrast Dialog Box, Adjusting with the Hue/Saturation Dialog Box, Adjusting with the Curves Dialog Box, Adjusting with the Levels Dialog Box); Adjustment Layers.

Paintbrushes and Art Tools: The Brushes Palette (Brush Options Dialog Box, Brush Options); Brushes (The Air Brush, The Brush, The History Brush, The Art History Brush, The Eraser, The Pencil).

Digital Painting: Foreground and Background Colors; Selecting Colors (The Color Picker, The Color Palette, The Swatches Palette, The Eyedropper Tool); The Blending Modes.

Moving Paint: The Smudges (Using the Smudge Tool, Setting Smudge Options); Focus Tools (The Blur Tool, The Sharpen Tool); The Toning Tools (Dodge and Burn Tools, Sponging);

Advanced Painting Techniques: Simulating Different Media (Watercolors, Pencil and Colored Pencil, Chalk and Charcoals).

Layers: Using the Layer Palette (Reordering Layers, Hiding and Showing Layers, Removing Layers); Working with Multiple Layers (Opacity, Layer Blending Modes, Linking Layers, Layers Sets, Merging Layers, Transferring Layered Images to Image Ready, Layer Effects).

Using Masks: Applying Masks, Using Quick Masks, Layer Masks (Editing Layer Masks, Removing the Layer Masks, Making Layer Masks visible with Channels).

Paths: Creating Paths (Paths via Selection, Path via Pen Tool); Editing Paths (The Path Tools, The Basic Path Techniques); Using Paths (Turning Paths into Selection, Filling a Path, Stroking a Path, Using the Vector Mask Tools).

Filters that Improve Your Picture: Sharpen Filters (Sharpen, Sharpen More, Sharpen Edges, Unsharp Mask); Blur Filter (Blur, Blur More, Gaussian Blur, Radial Blur, Smart Blur, Motion Blur); Fading Filters.

Filters to Make Your Picture Artistic: Artistic Filters (Colored Pencil, Cutout, Dry Brush, Film Grain, Fresco, Neon Glow, Paint Daubs, Palette Knife and Plastic Wrap, Poster Edges, Rough Pastels, Smudge Stick, Sponge, Under Painting, Watercolor); Brush Strokes (Accented Edges, Angled Strokes and Crosshatch, Dark Strokes, Ink Outlines, spatter, Sprayed Strokes, Sumi-e); Sketch Filters (Bas Relief, Chalk and Charcoal, Charcoal, Chrome, Conte Crayon, Graphic Pen and Halftone Pattern, Note Subject Code and Plaster, Photocopy, Reticulation, Stamp and Torn Edges, Water Subject Code).

Filters to Distort and Other Funky Effects: Distort Filters (Diffuse Glow, Displace, Glass and Ocean Ripple, Pinch, Spherize, and ZigZag, Sheer, Twirl); Pixelate Filters (Crystallize, Pointillism and Mosaic); Stylize (find Edges, Glowing Edges and Trace Contour, Wind, Emboss); Combining Filters (Texturizer, Rough Pastels and Film Grain).

Adding Type to Pictures: The Type Tools (The Character Palette, The Paragraph Palette); Setting Type; Creating Drop Shadows (Variation: Shadows on Backgrounds); Cutting and Filling Type; Adding Glows; Creating Bevel and Emboss Effects (Metallic Type); Warping Text; Checking your Spelling **Special Effects and Useful Tricks:** Glows; Lighting Effects; Reflections; Extracting Selections; Notepad; Contact Sheets and Picture Packages (Contact Sheets, Picture Packages); Working Efficiently (Tool Presets) **Photoshop Plug-Ins and Add-Ons:** Where to get plug-Ins; How to Install Plug-Ins; Alien Skin's Eye Candy (Splat); Genuine Fractals; Andromeda.

Compositing: Sources for Images; Making One Picture from Two; Realistic Composites, Replacing a Background; Composites from Nothing.

Photo Repair – Black and White: Easy Fixes; Using the Eye-Dropper; Using the Clone Stamp; Healing Brush and Patch Tools; Cleaning Up a Picture Step by Step; Applying Tints (Dutones, Hand-Tinted Photos); Vignetting.

Photo Repair – Color: Color Retouching (Fixing Red Eye, Drag and Drop Repairs, Editing a Picture); Removing (Putting back What Was Never There).

Printing: Choosing a Printer (Inkjet Printers, Laser Printers, Dye-Sublimation Printers, Thermal Wax Printers, Image setters); Preparing to Print; Printing the Page; Preparing the Image (Working Spaces, Color Management Policies, Conversion Options); Subject Codes.

Photoshop for the Web: Jumping into Image Ready; File Formats and File Size (JPEG (Joint Photographic Expert's Group), GIF (Graphics Interchange Format), PNG (Portable Network Graphics)); Preparing Backgrounds; Building Animations; Web Photo Gallery; Creating Slices; Creating a Rollover Effect; Preparing Text for the Web; Making Pages Load Faster.

Corel Draw:

Corel DRAW Basics: Introduction; Corel DRAW Terminology; Starting Corel DRAW 10; Corel DRAW Interface; Title Bar; Menu Bar; Tool Box; Drawing Window; Drawing Page; Property Bar; Flyouts; Standard Toolbar; Controlling the display of Toolbars; Working with Dockers Windows; The Status Bar; Corel DRAW View; Zooming and Planning.

Basic Drawing: Introduction; Working with Lines; Drawing a Curve; Bezier Lines and Curves; Rectangles and Squares; Ellipses and Circles; Polygons and Stars; Selection Techniques; Using Rulers; Using Grids and Guidelines; Defining Grids; Snap to Grid; Defining Guidelines; Snap to Guidelines; Spirals and Graphs; Spirals; Graphs.

The Artistic Media Tool: Introduction; Using Preset Tool; Using Brush Tool; Using Object Sprayer Tool; Using Calligraphic Tool; Pressure-Sensitive Lines or Curves; Applying Artistic Media Effects.

Advanced Drawing: Introduction; Grouping and Ungrouping Objects; Working with Layers; Object Locking; Editing Curves with nodes; Editing Shapes and Nodes; Using Knife Tool; Using the Eraser Tool; Using Free Transform Tool.

Working with Text: Creating Artistic Text in Paragraphs; When to use Artistic Text?; Working with Artistic Text; Creating Artistic Text; When to use Paragraph Text?; Creating Paragraph Text; Switching between Artistic and Paragraph Text; The Text Property Bar; Formatting Text; Format Text Dialog Box; Character Formatting; Paragraph Formatting; Setting Tabs; Setting Columns; Using Effects; Using Edit Text Feature; Using Find and Replace; Change Case; Using Spell Check; Grammar Checking Text; Using Thesaurus.

Advanced Text Work: Fitting Text to Path; Flowing Text around an Object; Flowing Text within an Object; Untext; Editing individual Characters; Kerning Individual Characters; Working with Text Styles; Linking Frames.

The Outline Tool: Introduction; Using the Outline Pen Dialog Box; Setting Outline; Outline Styles; Outline Color; Outline Corners; Setting Outline Arrows; Applying Calligraphic Outlines; Setting Outline Options with the Property Bar; Behind Fill Option; Scale with Image Option; Outline Color Dialog Tool; Color Model; Color Harmonies; Color Blend; Setting Outline Defaults.

The Fill Tool: Introduction; Using Uniform Fills; Using Fountain Fills; Using Texture Fills; Using PostScript Fills; Using Pattern Fills; Using Mesh Fills; Using Interactive Fills; Copying Fills; Setting Fill Defaults.

The Interactive Tools: Introduction; Distorting Objects; Push and Pull Distortion; Zipper Distortion; Twister Distortion; Extruding Objects; Blending Objects; Interactive Envelopes; Free Transformations; Applying Interactive Shadow; Applying Interactive Transparency; Applying Interactive Contours.

Working with Images: Introduction; Image Formats; Importing Images; Using the Scrapbook; Bitmap Images; Cropping Bitmaps; Bitmap Special Effects; Color Masking; Resizing & Rotating/Skewing Images; Exporting Images.

Page Layout: Introduction; Layout Styles; Define Page Size; Setting the Size; Inserting Pages; Specifying Background Color; Hiding the Page Border; Going to specific Pages.

Printing and Publishing: Introduction; Selecting a Printer; Using Layout Styles when Printing; Tiling a Print Job; Using Print Style; Print to File.