

Adobe Acrobat Pro Training: Forms & Digital Signatures

- Select and configure a digital signature manager
- Set password options to secure your signatures
- Add a custom image as a visual signature
- Activate text recognition in scanned documents
- Use advanced search and text extraction options
- Understand the specific features of interactive PDF forms
- Add and format text fields
- Set field validation and use the alignment grid
- Insert checkboxes, dropdown lists, and radio buttons
- Create automatic calculation fields
- Add reset, email submit, and print buttons
- Configure compatibility settings for Acrobat Reader
- Centralize and compile responses from form submissions
- Define a logical and smooth tabbing order
- Use text and graphic comment tools efficiently
- Manage and track annotations in a review workflow
- Send documents for review and enable commenting rights in Adobe Reader
- Import and export comments for optimal collaboration
- Set display preferences for when a PDF file is opened

Training: Adobe Premiere Pro

Introduction to the Adobe Premiere Pro Training

- Introduction to non-linear editing
- Interface: Panels and Tools
- Workspaces

Capture and Project Settings

- Standard and High Definition
- Create and edit project settings in Premiere Pro
- Adjust user preferences
- Capture video and audio

- Recording and capture settings
- Batch capture

Importing Assets into Adobe Premiere Pro

- Manage media in the Project panel
- Manage media in the Media Browser
- Overview of formats: video, audio, images
- Video, audio, image and graphic issues
- Using the Source panel
- Display and recall options

Adobe Premiere Pro Editing Basics

- Set In and Out points
- Overview of editing and sequences
- Add or remove audio/video tracks
- Create a first edit
- Basic video editing tools and markers
- Program and reference monitors
- Trim audio and video clips
- Work with the Ripple Edit tool and the Ripple Delete tool
- Three-point editing

Effects and Transitions

- Effects and Effect Controls panel
- Introduction to audio and video transitions
- Add, remove, and edit transitions
- Use the Razor tool and editing tools for transitions

Audio and Video Filters

- Basic video and audio enhancement filters
- Understanding video color correction
- Apply noise reduction for audio and video
- Basic color correction

Creating Titles

- Work with the Title window
- Titling tools: actions, properties
- Lettering styles
- Use titling templates
- Use keyframes

Add / Remove Keyframes

- Edit keyframes
- Audio tracks with the Audio Mixer panel

- Exporting

Exporting: Adobe Media Encoder

- Formats: QuickTime, H.264
- Windows Media: Adobe Encore
- Export settings for YouTube, Vimeo, Apple TV and portable media players
- Export to SD DVD or Blu-Ray

Conclusion of the Premiere Pro Training

Creative AI with Adobe: Boost Your Visual Workflow

Introduction to AI in Graphic Design

- Overview of generative AI
- Challenges and benefits in the creative workflow

Photoshop & Generative AI

- Using intelligent selection tools (Object Selector, Sky, Subject)
- Creating layer masks
- Removing unwanted elements using Generative Fill
- AI-powered background replacement
- Adobe Generative Expand: how it works and best practices

Workshop 1 – Retouch an existing image using AI tools

Objective: Remove an element, change the background, and apply a mask using the AI extension

Illustrator & Generative AI

- Generate simple graphic elements via prompts (objects, icons, scenes)
- Apply visual reference styles
- Use filtered searches and get tailored results
- Create generative vector patterns
- AI-powered recoloring of illustrations

Workshop 2 – Create a mini brand identity using AI

Objective: Generate a set of assets (icon, pattern, recoloring) from a simple creative brief

New: InDesign & Image Generation

- Generate images directly in InDesign from a prompt
- Choose and adapt styles to match your layout
- Use cases: cover images, ambient illustrations
- Hands-on: quickly build a layout using a generated image
- Professional workflow insights (validation, editing in Photoshop/Illustrator)

Workshop 3 – Design a cover or promo sheet using AI-generated visuals

Objective: Use image generation in a layout tailored to the document's style and purpose

Adobe Acrobat Pro: PDF Accessibility Essentials

Introduction to the [Acrobat Pro Accessibility Training](#)

Understanding Digital Accessibility and the SGQRI 008-02 Standard

Explore the fundamentals of web accessibility, legal requirements (including the SGQRI 008-02 standard), and the tools available in [Adobe Acrobat Pro](#) to ensure your PDF documents are compliant and inclusive.

Enhancing PDF Accessibility

- Structure reading order and tab sequence
- Ensure proper pagination and document traceability
- Add accessible bookmarks and links
- Correctly tag tables (simple and complex)
- Add alternative text to images and logos
- Manage page insertion or removal without affecting accessibility

Implementing Accessible Interactivity

- Configure interactive elements (forms, buttons)
- Ensure JavaScript compatibility with screen readers

Essential Tools for Validation and Compliance

- Acrobat's built-in Accessibility Check tool
- [PDF Accessibility Checker \(PAC\)](#)

- [Color Contrast Analyser \(CCA\)](#)
- [Screen readers \(e.g., NVDA\)](#)

Adobe Acrobat Pro Training: Creating and Managing PDF Documents

Introduction to the [Adobe Acrobat Pro Training](#)

- Explore the Adobe Acrobat Pro interface and customize your workspace for greater efficiency
- Master navigation through documents using panels, navigation tools, and display options

Creating a PDF File with Adobe Acrobat Pro

- Create a PDF from any compatible software
- Merge multiple files into a single PDF document
- Convert text or images into professional-quality PDF files
- Transform a web page into an interactive PDF document
- Create a PDF directly from clipboard content
- Export PDF content (text or image) into other formats such as RTF or image

Editing PDF Content

- Edit text and replace images directly in a PDF
- Reposition, resize, or delete graphic elements

Creating Smooth and Interactive Navigation

- Use thumbnails to facilitate access to pages
- Create bookmarks, internal and external links
- Structure the document with intuitive navigation buttons

Advanced Features in Adobe Acrobat Pro

- Insert images, videos, and sounds into a PDF
- Create an interactive table of contents
- Optimize files for print or web output
- Search within a document or compare multiple versions
- Extract, convert, or reuse elements such as text and images
- Attach other files or create interactive presentations

Advanced Page Management

- Crop, rotate, or renumber pages
- Insert, delete, move, or replace pages within a document
- Add visual elements: headers, footers, watermarks, and backgrounds

Document Security and Protection

- Use redaction to permanently remove sensitive information
- Apply restrictions on reading, editing, or printing
- Set different levels of password protection based on your needs

Mastering Long Documents with Adobe InDesign

InDesign for Everyone: Long Document Creation

Adobe InDesign is the industry-standard tool for creating professional, long-format documents such as books, manuals, reports, and proposals. This comprehensive training will guide you step by step through the essential techniques you need to master to produce clean, consistent, and visually appealing publications. Whether you are a graphic designer, editor, or project manager, you will gain confidence working on complex projects with multiple sections and contributors.

Mastering Paragraph, Character, and Object Styles

- Create custom styles for headings, body text, and graphic elements.
- Ensure visual consistency throughout the entire document.
- Save time by updating multiple elements through a single style change.
- Learn to import and reuse style libraries across projects.

Structuring with Master Pages

- Design master pages to standardize your layouts.
- Automatically apply recurring elements across all pages (e.g., logos, page numbers).
- Customize master pages for different content types (chapters, appendices, title pages, etc.).
- Combine multiple master page variations within the same document.

Organizing Long Documents

- Simplify the management of complex projects by dividing them into sections.
- Configure automatic numbering for each section.
- Use the Book panel to merge multiple InDesign files into a single project.

Advanced Link and Image Management

- Monitor all linked files through the “Links” panel.
- Quickly identify missing or updated assets.
- Secure your exports with reliable media management.
- Optimize images for print and digital outputs.

Layer Management for Better Clarity

- Organize graphic elements into layers for more control.
- Isolate specific objects without impacting the rest of the layout.
- Streamline your workflow on complex projects.
- Lock and hide layers to avoid accidental edits.

Saving and Versioning

- Adopt best practices for saving and protecting your progress.
- Create versioned files to track the project’s evolution.
- Make collaboration easier by reverting to previous versions when needed.
- Use package options to gather all assets in one folder for archiving.

Prepping for Export or Print

- Use the “Preflight” panel to catch critical errors before finalizing.
- Check fonts, links, and margins to ensure output integrity.
- Deliver a professional result for both digital export and print.
- Generate print-ready PDFs with bleed and crop marks.

Boosting Speed with Keyboard Shortcuts

- Learn essential shortcuts to boost your productivity.
- Work more efficiently on repetitive tasks.
- Adopt a faster, smoother workflow in your daily InDesign use.
- Customize shortcut sets to fit your personal workflow.

Linking a Word Document to InDesign

- Keep content updated in real time through dynamic Word linking.
- Minimize formatting errors during revisions.
- Manage text updates more easily in large documents.
- Streamline collaboration between authors and designers.

This training is designed to help you take control of your long documents and deliver polished results with confidence. By mastering these techniques, you will save time, reduce errors, and elevate the quality of your publications.

For official documentation and best practices, visit the [Adobe InDesign User Guide](#).

Adobe Acrobat – Fill & Sign

Introduction to the [Acrobat: Fill & Sign Training](#)

- Understand how form fields work in Acrobat
- Explore the “Fill & Sign” tool and its professional use cases
- Get familiar with the interface and workspace layout
- Master the key steps involved in preparing a signable PDF document

Filling Out and Signing a PDF Document

- Distribute a document securely for completion
- Add multiple recipients with defined roles
- Include an approver in the signature workflow
- Reorder the signing sequence based on priorities
- Track the document’s progress in real time

Finalization and Export

- Open and review the finalized, signed document
 - Save the completed file locally for archiving or distribution
-

Mastering Fill & Sign in Adobe Acrobat: Streamline Your PDF Workflow

Introduction to the [Acrobat: Fill & Sign Training](#)

- Understand how form fields work in Acrobat
- Explore the “Fill & Sign” tool and its professional use cases

- Get familiar with the interface and workspace layout
- Master the key steps involved in preparing a signable PDF document

Filling Out and Signing a PDF Document

- Distribute a document securely for completion
- Add multiple recipients with defined roles
- Include an approver in the signature workflow
- Reorder the signing sequence based on priorities
- Track the document's progress in real time

Finalization and Export

- Open and review the finalized, signed document
- Save the completed file locally for archiving or distribution

Adobe After Effects Fundamentals Training

Introduction to After Effects Training

- Overview of Adobe After Effects' key features
- Exploring the user interface: tools, menus, panels, and workflow logic
- Creating and setting up a new project
- Optimizing the Project panel layout for an efficient workflow
- Saving, backing up, and managing project files

Mastering Keyframes and Animation

- Inserting and managing keyframes to animate elements
- Using markers to sync animation with audio tracks
- Refining motion with the Motion Sketch tool

Dynamic Text Animations

- Creating point text and paragraph text
- Transforming text via layer properties
- Applying preset and custom animations
- Advanced techniques: path animation, parenting, and inheritance
- Adding visual effects: shadows, blurs, typographic transitions
- Previewing animations using Adobe Bridge

Editing Effects and Transitions

- Strategic use of adjustment layers and precomps
- Navigating the Effects and Presets panel
- Managing layers on the timeline: moving, splitting, and sliding
- Creating fades, visual transitions, and audio crossfades
- Adjusting duration and managing animation extensions

Animating Vector Shapes

- Designing custom shapes with the Pen tool
- Animating shapes: twists, rounded corners, waves, etc.
- Transforming, connecting, and interpolating paths
- Converting text into vector shapes for custom animation

Adobe InDesign Fundamentals Training

Introduction to the Adobe InDesign Training

- Overview of the InDesign interface and tool palette
- Customizing the workspace to boost productivity

Managing and Working with Frames

- Creating and linking text frames
- Setting up multi-column layouts
- Using automatic text flow balancing
- Managing guides (smart, layout, and custom)
- Understanding and applying layout grids
- Precise alignment, rotation, scaling, and positioning of frames
- Editing frame content, containers, and outlines

Advanced Paragraph Management in Adobe InDesign

- Text formatting using the control panel
- Inserting and managing text within frames
- Setting up hyphenation and justification
- Creating and applying paragraph styles
- Typing on a path and advanced typographic options
- Chaining text frames and configuring text frame options
- Using built-in spell check

Creating and Styling Tables

- Manual table creation within InDesign
- Importing tables from Word and Excel
- Formatting cells, rows, and columns

Integrating and Managing Images

- Importing and placing images
- Using the Links panel to manage linked files
- Clipping paths, cropping, and fitting techniques
- Applying basic text wraps and color treatments

Mastering Color in InDesign

- Creating and editing custom colors
- Working with swatches and color libraries
- Creating and applying gradients
- Understanding color modes (CMYK, RGB)

Preflight and Export Preparation

- Preflight checks to avoid print errors
- Font and image verification
- Previewing overprint and separations
- Packaging the entire project
- Exporting to PDF for print or digital use
- Using export presets for optimal output

Recommended Follow-up Training

[Training: InDesign with AI – From Text to Image](#)