# DOUSSOU FORMATION

# Photoshop & InDesign Course – Graphic Design Skills for Print & Web

## Adobe Photoshop Training – Professional Essentials

### Introduction to the Adobe Photoshop Course

This course is designed for professionals looking to master the core features of Adobe Photoshop in a visual communication, design, or marketing context. It provides the skills needed to create high-quality visuals aligned with corporate standards.

### Interface and Workspace

- Discover the workspace, tools, and control panel
- Create and save custom workspaces

### Color Management and Color Modes

- Understand color modes (RGB, CMYK, etc.)
- Use color palettes, swatches, and gradient editor

### Drawing Tools

- Work with pencil, brush, airbrush, and eraser tools
- Use paint bucket, gradients, and the gradient editor

### Selection Tools

- Use move and selection tools (lasso, magic wand, quick selection)
- Copy, move, delete, and manage selections

### Text and Typography

- Create, format, and edit text
- Manage text blocks, character and paragraph styles, inline or area text
- Convert text into vector images

### Layers, Masks, and Effects

- Understand layer logic and organize your project
- Manage layer groups and fill layers
- Create vector masks to isolate elements

**DOUSSOU** FORMATION

# Adobe InDesign Training — Professional Layout & Publishing

## Introduction to the Adobe InDesign Course

This course is intended for professionals looking to master layout and publishing using Adobe InDesign. It covers all essential features for creating print and digital documents: brochures, reports, magazines, product sheets, and more.

## Interface and Document Setup

- Create a new professional document
- Explore tool panels and customize the workspace

## Managing Text Frames

- Manipulate and format text frames
- Link frames, manage multi-column layouts and text balance

## Guides and Alignment

- Use layout grids and smart guides
- Align, rotate, scale, and position elements precisely

## Paragraphs and Styles

- Advanced paragraph management and typographic styles
- Type on a path, control hyphenation, and apply fine-tuning

## Working with Tables

- Insert or import tables from Word or Excel
- Format cells, rows, and columns professionally

## Working with Images

- Import, crop, and cut out images
- Use the Links panel, Adobe Bridge, and Mini Bridge
- Apply basic text wrapping around images

## Colors, Swatches, and Print Preparation

- Create and manage colors, gradients, and swatch libraries
- Preview CMYK separations and prepare for print production

## Preflight and Export

- Preflight checks, font and image verification
- Create a package folder, export to print and digital PDF formats

- Manage print presets and export to other formats

# 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.

# Canva for Professionals: Build Impactful Graphics with Ease

## Introduction to the [Canva](#) Training

## Getting Started with [Canva](#)

- Understand the fundamentals of graphic design
- Discover Canva's interface and core features
- Overview of the different plans (Free, Pro, Team, etc.)

## First Steps with Canva

- Create and configure your account
- Introduction to the user interface
- Navigate the menus and workspace
- Organize your content: folders and subfolders
- Adjust account settings to suit your workflow
- Create a new design from a template or blank format
- Hands-on with the editor and design tools

## Graphic Design Basics in Canva

- Using and customizing templates
- Managing multi-page designs
- Simple compositions with images
- Inserting and editing graphic elements
- Typography: adding, styling, and arranging text
- Adding music, interactive links, photos, and videos
- Using charts and graphs
- Advanced features: animations, backgrounds, element locking, etc.
- App integrations: YouTube, Google Maps, and more

- Download and share your designs (PDF, PNG, web link, etc.)

## Creating Presentations and Icons

- Explore various presentation formats
- Design dynamic and professional presentations
- Create and customize graphic icons

## Collaborating with Canva

- Invite and manage team members
- Create, share, and co-edit designs
- Organize shared files into team folders

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**Recommended Complementary Training**

Publisher Training – Layout and Design of Professional Print Materials

# 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

# INDESIGN TRAINING: COMPLETE 4-DAY COURSE

## Introduction to Adobe InDesign Training

- Overview of the software and its professional use cases
- Exploring the interface, tools, and work panels
- Customizing the workspace for an efficient workflow
- Setting document and software preferences

## Creating and Structuring a Document

- Defining format, margins, and automatic pagination
- Creating multi-column layouts and organizing pages
- Using guides, grids, and display modes
- Mastering simple and advanced master pages

## Working with Frames

- Creating and managing text, image, and vector frames
- Threading, aligning, resizing, and modifying frames
- Controlling content, containers, and outlines

## Mastering Text and Typography

- Text formatting via the control panel
- Paragraph, character, and GREP styles
- Text on a path, anchored objects, and text variables
- Managing columns, tabs, hyphenation, and text wrap
- Spellcheck and advanced find/replace functions

## Styling and Automation

- Using and nesting text and object styles
- Importing styles from Word and syncing across books
- Creating automated bullet and numbered lists
- Automatically generating tables of contents and footnotes

## Creating and Managing Tables

- Creating tables directly or importing from Excel/Word
- Applying table and cell styles
- Visually integrating tables into your layout

## Images and Media

- Importing and placing images (manually or with grid placement)
- Managing visuals with the Links panel
- Clipping, cropping, text wrapping, and dynamic captions
- Using embedded image metadata

## Colors, Swatches, and Gradients

- Creating, editing, and organizing custom colors
- Using swatches and libraries (Pantone, CMYK, RGB)
- Applying transparency, overprint, and trapping settings

## Structuring Long Documents

- Working with sections, chapters, and threaded frames
- Creating InDesign books and managing layers

- Generating bookmarks, indexes, and interactive buttons (Indexmatic)

## Preparing Documents for Print and Web

- Preflight checks, font and image verification
- Previewing separations and packaging files
- Creating preflight and export profiles
- Exporting to PDF, SWF, or interactive web formats
- Print setup, proofing, and full cover design

## Recommended Complementary Training

InDesign with AI — From Text to Image
: Learn how to integrate artificial intelligence into your creative workflow using Adobe Firefly.

For official resources and additional learning materials, visit the

Adobe InDesign User Guide

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# 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](#)

# Adobe Illustrator Training : The

# Basics

**Introduction to the Adobe Illustrator Training**

## Getting Started with Adobe Illustrator

- General overview of the software and its applications (logos, illustrations, layouts, etc.)
- Getting familiar with the user interface
- Customizing the workspace
- Understanding vector-based design and export formats

## Vector Drawing and Fundamental Tools

- Creating and editing predefined objects
- Managing positioning, layers, foreground/background
- Using guides, rulers, grids, and display modes
- Custom paths with the Pen Tool (anchor points, curves, handles)
- Drawing tools: Brush, Blob Brush, Freeform tools
- Selection tools and essential keyboard shortcuts
- Creating charts using the Graph Tool

## Transformations and Object Construction

- Basic and advanced transformations (scale, rotate, skew)
- Repeating actions with shortcuts (Ctrl/Cmd + D)
- Creating complex shapes with Pathfinder and Shape Builder Tool
- Distorting shapes using Envelope Distort
- Merging and blending vector objects

## Masks, Styles, and Graphic Effects

- Creating clipping masks
- Using the Appearance panel and Illustrator effects
- Managing strokes, dashed lines, arrows, and custom styles
- Creating and applying graphic styles

## Advanced Color Management

- Using the Swatches panel and creating global colors
- Applying linear and radial gradients
- Working with transparency, blending modes, and the Color panel

## Working with Text

- Adding and formatting typographic content
- Curved text, area text, vertical text, and text on a path
- Font management and using Adobe Fonts

## Layers, Isolation Mode, and Organization

- Object hierarchy and layer management
- Using Isolation Mode for precise editing
- Organizing elements efficiently within a document

## Saving and Exporting

- Saving in native formats (.ai, .ait)
- Exporting as high-resolution PDFs for print
- Exporting to bitmap formats (JPG, PNG, TIFF, PSD)
- Optimizing files for web or social media

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# Looking for a tool for your multi-page needs? : Consider Adobe InDesign

InDesign, as its name suggests, is graphic design software. The latter offers about the same tools as its Photoshop and Illustrator cousins. On the other hand, the real strength of InDesign is multi-page work. So, if you have to produce books, brochures or flyers, for example, InDesign will be your best tool.

**Adobe InDesign: What are the benefits?**

It is a software that was launched in 2002 with the aim of replacing PageMaker. We must therefore see InDesign as a mix of Photoshop, Illustrator and Word. You will be able to independently process your content there thanks to the boxes. So you might have text in one and a photo in another. Your modifications can be done separately and will not impact the other content boxes.

Thus, InDesign remains the ultimate tool for layout. This is the main advantage of using this software. Indeed, you can work on several pages, unlike Photoshop which only allows you to work on one page at a time.

The software allows you to export your files in PDF for printing or in SWF for the internet. Very versatile and offering many tools, InDesign is a lever for your multi-page document projects.

So you can mix text, pixel content and vector images. All this, on one page. This is obviously one of the main attractions of InDesign. Not being as

advanced as its Photoshop or Illustrator counterparts, it nevertheless offers a lot of tools and comes first when it comes to multi-page documents.

**Adobe InDesign: How can Doussou Formation help you?**

Getting started with new software is never easy. We know this well and that is why we have designed a tailor-made training to teach you how to use InDesign. We will start by showing you the interface of this software. Once you're comfortable with the elements, we'll dive deeper into them, starting with document creation and content block management. You will then see the text within InDesign and then the tables. Next, we'll explore color management together. Once these basic elements are understood, you will be ready for the more advanced content.

That is to say, the advanced layout allowing to design a book for example. Or, dynamic legends for example. With the tools of InDesign and the expertise of Doussou Formation, designing multi-page documents of professional quality will no longer be a secret for you.

Our training revolves around theoretical and practical elements in order to make you work on your learning. Our tailor-made formula allows our trainers to adapt to your needs and desires so that you improve the aspects you will use.

# Acrobat Pro DC Training | Protection, Signature, Navigation

## Introduction to Acrobat Pro DC Training

## PDF/A backup

- Conformity levels and versions
    - PDF/A-1
    - PDF/A-2-a-b-u
    - PDF/A-3
    - PDF/A-personalized
- How to create a PDF/A standard file
- Validation

## Content modification:

- Edit text and images;
- Manipulate graphic elements;
- Touch-ups on text and objects;
- Reuse PDF content – extract images and text.

## Page management:

- Crop a page;
- Rotate a page;
- Insert a document;
- Move or copy pages;
- Extract pages;
- Replace pages;
- Delete pages;
- Renumber pages, headers and footers;
- Management of headers and footers;
- Insertion of a watermark;
- Managing a background;

## Protection

- Redactions and properties;
- Use security devices to protect PDF files;
- 3 types of password protection;

## OCR

- Optical recognition of characters and properties
- Types of text search and retrieval

## Various features

- Customization and retrieval of notes and annotations, setting up of articles
- Creation of links to a file, to a page, to email and to URL
- Creation of buttons: navigation buttons, command buttons, custom buttons by clipart
- Add navigation structures – articles, bookmarks, links
- Prepare PDFs for presentations

## Learn the basics

Adobe Acrobat Pro Training : Document Creation and Digital Signature

# Training for Non-Profit Organization

Nonprofit organizations work tirelessly for causes that support our communities. At Doussou Formation, we operate with the same mindset. We believe in our teams, strive to make a difference for our learners, and constantly seek greater efficiency.
Understanding the mission of nonprofits, and having worked with many of them in the past, we are proud to offer our support.
To help you better serve your communities, we provide an exclusive 15% discount on all our training courses for nonprofit organizations.
Doussou Formation is your first step toward training your staff and making your organization more efficient. Help more, help better—by enrolling in one of our many engaging training programs.

## NPO training

**Human capital and customer service**

Human resources management in times of crisis

Managing a difficult employee / Recognized by Emploi-Québec

Managing conflicts in the workplace / Recognized by Emploi-Québec

How to respond effectively in a post-COVID world

Acting appropriately in situations where there is a risk of aggressiveness or assault

Attracting and retaining the best employees

Managing your time and priorities

Managing a difficult customer

**French courses**

Popularization and adaptation of specialized text

Linguistic revision

The art of writing

Correct and enrich your texts with Antidote

Improve your written French

## Project management and efficiency

GIT: Write technical documentation

Confluence: Optimize collaboration in your company

Trello: Project management tool

The precepts of project management

### Social media and web marketing

Google Ads in 7 hours

SEO and website optimization

Initiation training: Managing LinkedIn for professionals

Managing Facebook for business

Facebook Manager and statistical tool

E-Marketing and E-Mailing (Newsletter)

CRM vTiger: Customer relationship management

Advanced training: Managing LinkedIn for professionals

Getting started with MailChimp

Getting started with Instagram

### WordPress and website creation

Creating a WordPress theme and SEO

WordPress: Optimize your SEO

Customized WordPress training

WordPress: Create your website with the DIVI theme

WordPress: Create a website or a blog

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## Acrobat Pro

PDF Expert: Document creation and digital signature

Form and digital signature

Creation of PDS documents

Accessibility

**Office suite**

Mastering macros and initiation to programming

Excel: Advanced

Excel: The fundamentals

[Excel: The most complete](#)

Microsoft Powerpoint

Microsoft Publisher

**By email: info@doussou-formation.com**

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