DOUSSOU FORMATION

Adobe Acrobat Pro Training : Document Creation and Digital Signature

Introduction to Adobe [Acrobat Pro](#) Training

Environment

- Get to know the workspace and personalize it
- Explore palettes and move around the file;
- Change the display;
- Use move tools;

Creating a PDF file:

- Create a PDF file from another software;
- Create PDF file from multiple files;
- Convert a text or image file to PDF format;
- Convert a WEB page to PDF;
- Create PDF from text or image in clipboard;
- Copy text from PDF file in RTF format;
- Convert PDF file to image.

Modification of the content:

- Edit text and images;
- Manipulate the graphic elements.

Create move tools:

- Work with the thumbnails;
- Create bookmarks;
- Create interactive links;
- Add navigation structures — bookmarks, links and buttons

Features

- Image import
- Creation of visual links,
- Recording optimization,
- Creation of links to a file, page or URL …,
- Creation of visual links (interactive table of contents);
- Crop tool,
- Search in PDF documents,
- Prepare PDFs for presentations,

- Multimedia — add videos and sounds,
- Reuse PDF content — extract images and text, save in other formats, add tags,
- Attach files
- Compare documents,

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
- Managing headers and footers;
- Inserting a watermark;
- Managing a background;

Protection

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

Comments:

- Underline with various colors
- Highlight
- Using commenting tools
- Using the drawing commentary tools
- Using comments
- Sending a document for review
- Activation of usage rights in Adobe Reader
- Exporting and importing comments

Digital signatures:

- Select a signature manager;
- Change password options;
- Add an image as a signature;

Learn how to Secure your PDF files

Acrobat Pro DC Training | Protection, Signature, Navigation

Web Design Training : Adobe Photoshop + Adobe Illustrator

Introduction to the Web Design Training

Adobe Photoshop

Discovering Photoshop

Understand the work environment and the tools
Manage the control panel
Save your workspaces

Choosing colors and color modes

Color modes
Color palette, swatches, gradients

Drawing in Photoshop

Use the pencil, the brush and the airbrush
Use the eraser tool
Use the paint bucket tool
Use the gradient tool

Mastering the selection tools

Move tool
Classic selection tools
Use the Lasso tool
Use the Magic Wand tool
Use the Quick Selection tool
Copy, move or delete a selection
Save and reuse a selection
Expand or reduce a selection
Select or deselect all

Working text in Photoshop

Create and edit text
Format text
Format a paragraph
Area type or point type?

Convert text to image
Create and use character styles on Photoshop

Use layers, masks and styles

How layers work
Use the layers panel
Manage layers
Manage the layout of a document with layers
Manage layer groups
Layer compositions
Build a vector mask and output an element
Use fill layers

Adobe Illustrator course

Discovering Adobe Illustrator

Illustrator interface
Customize the workspace
Uses : logo, illustrations, layouts…
Vector processing and formats

Master vector drawing with Illustrator

Create predefined objects
Precise objects positioning
Foreground and background
Rules, grids and landmarks
Learn selection tools
Create paths and shapes
Pen tool : anchor points, handles and curves
Key combinations
Paths modifications : adding or removing anchor points
Brush tool and Blob Brush tool
Display modes
Graph tools

Modifications

Transformation tools
Ctrl + D Function
Transformations functions
Envelope Distort tool
Pathfinder
Fusion tools

Masks

Create a simple clipping mask
Illustrator effects
Appearance panel
Alignment: objects distribution
Illustration enrichment
Contours
Colors and using swatches : styles
Global colors
Create and apply gradients
Transparency and blending modes

Work with text

Enrichment of point type
Type on a path, area type and vertical type tool
Find fonts

Layers

Layers organisation
Isolation mode

Save and export

Save in Adobe Illustrator format
Export in pixel format
PDF format for printer
Save: EPS, PDF, Flash
Export to common formats: PSD, JPG, TIFF

About

Founded in 2016

97% satisfaction

Doussou Formation — Canadian provider of market-ready IT training

Founded in 2016, **Doussou Formation** quickly established itself as a leader in training for
information technology, office productivity, human capital, project management, and graphic design, in Quebec and across Canada.

Our approach & quality commitment

- **Certifications and recognition:** over 97% satisfaction based on client evaluations.
- **Practice-based pedagogy:** 100% hands-on training, in small groups, with course materials, personalized follow-up, and certification at the end of the program.
- **Experienced trainers:** seasoned professionals, rigorously selected and assigned according to your needs.

Geographic reach & accessibility

Our training sessions are offered in person in **Montreal**, **Quebec City**, and **Gatineau/Ottawa**,
as well as in **virtual classrooms** accessible anywhere in Canada.

We serve **businesses**, **public organizations**, **NPOs**, and **individuals**
with a standardized "market-available" offering, compliant with procurement
requirements (no custom development).

Montreal
Quebec City
Gatineau / Ottawa
Online (Canada)

Training domains & topics

More than **100 ready-to-start courses** — organized by major **topics** to quickly
meet your needs.

Productivity & Office Tools
Data & Analytics
Development & DevOps
Collaboration & M365
Design, Graphics & Multimedia
Leadership & Human Capital
Project Management
Digital Marketing & SEO
Emerging Technologies & AI

Productivity & Office Tools

- **Spreadsheets & automation** — Excel (pivot tables, Power Pivot), Google
  Sheets
- **Documents & layout** — Advanced Word, templates, mail merge
- **Communication** — Outlook, email best practices

Data & Analytics

- **BI & visualization** — Power BI (Modeling, DAX), Tableau
- **Databases** — SQL (queries, optimization)
- **Data science** — Python for analysis

Collaboration & M365

- **Teams & team productivity** — meetings, channels, best practices
- **SharePoint & OneDrive** — structures, permissions, governance
- **Copilot & applied AI** — responsible use and quick wins

Design, Graphics & Multimedia

- **Adobe Suite** — Photoshop, InDesign, Illustrator
- **UX/UI & prototyping** — Figma, mockups and components
- **Animation & content** — basics of 2D/3D, visual storytelling

Leadership & Human Capital

- **Management** — leadership, two-way feedback
- **Effectiveness** — time & priority management
- **Work climate** — managing difficult employees

Project Management

- **Methods & tools** — planning, monitoring, risk management
- **Microsoft Project** — calendars, resources, reports
- **Agile/Hybrid** — practical team practices

Digital Marketing & SEO

- **SEO** — technical, content, linking, monitoring
- **Acquisition** — Google Ads, social media
- **Content** — editorial guidelines, conversion pages

Emerging Technologies & AI

- **Generative AI** — ChatGPT, Copilot, best practices
- **Systems & dev** — Linux, JavaScript, React, DevOps
- **Automation** — scripts, integrations, workflows

*Indicative lists: each topic is available at **beginner**, **intermediate**, and **advanced** levels, in person or in virtual classrooms.*

Our clients & references

- **Governments:** federal, provincial, municipal.
- **Public institutions:** CNESST, SAAQ, BAnQ…

- **Education & NPOs:** universities, colleges, community organizations.
- **Private sectors:** Hydro-Québec, Vidéotron, Bell, Desjardins…
- **International presence:** France, DRC, Guadeloupe, Mali.

Why choose Doussou Formation?

Strength	Description
Pan-Canadian reach	In-person in Quebec + virtual across Canada.
Standardized offering	Clear, ready-to-use catalog.
Small groups & support	Better learning through personalized guidance.
Bilingual accessibility	Materials and training in French and English.
Transparent pricing	Public rates, discounts under conditions (FO1).
Proven credibility	Expert trainers, recognized clients.

Address: 1155 Metcalfe Street — Montreal

Contact us
View PDF catalog

They trust us

Many companies, institutions, and organizations place their trust in us and continue to attend our training.
Here are some examples:

Sector	Organizations
Financial services, real estate and insurance	Desjardins, National Bank of Canada, Intact, Olympus, Global Pay
Leisure, culture and hospitality	Caraïbes Nordiques, Tangente Danse, PPS Danse, Théâtre de la Dame de Cœur, Le Carrousel, Productions Roméo et Fils, Tidan
Federal government agencies	Government of Canada, RCMP, Department of Fisheries and Oceans, National Defence
Provincial government agencies	Ministry of Families, Ministry of the Environment, MSSS (Ministry of Health and Social Services), CNESST, Québec Research Fund, SAAQ, Public Curator, BAnQ (National Library and Archives of Québec), Tourisme Québec, UPAC
Municipalities	City of Montréal, Municipality of Sayabec
Education services	Laval University, Université de Montréal, Cégep de Trois-Rivières, Royal Military College Saint-Jean, University of Ottawa, CPE de la Courtepointe

Sector	Organizations
Technology & communications	Captel, Blue Solutions, Progi, PMG Technologies, Hydro-Québec, Vidéotron, Bell Canada, TC Transcontinental, GRICS
Non-profit organizations	Résidence Le Monarque, Réseau-Femmes Ontario, Sphère Québec, Alzheimer Outaouais, Valoris, Culture Laval, Québec Logistics Innovation Institute
Social & public services	Urgences-Santé, IDDPNQL, CSS des Patriotes (School Service Centre), SIS Immigration, RDÉE Canada, Société Économique de l'Ontario
Associations & professional orders	Ordre de la Physiothérapie du Québec, Professions Québec, CPA Québec, Public Service Alliance, Association des cadres des CPE
Construction & manufacturing	ENERGI Fenestration, APL Construction, Canatal, MSP, Veolia, Acti Solutions, Photon, Les Bois de Plancher PG, KID Toy
Transport & logistics	Groupe Morneau, Communauto, STO Outaouais (Public Transit Service)
Agriculture & food	F. Ménard
Retail & e-commerce	Jackfield, Safran
Cosmetics & wellness	Institut de Beauté Manon Simard
International	RATP (France), IMIE (France), Davidson Paris, Koala Web (Guadeloupe), Malitel (Mali), AAC/RDC (Congo)

Publisher Training

Introduction to the Publisher Training

Getting Started with Microsoft Publisher

- Overview of the software interface
- Understanding interactions and navigation logic
- Key differences between Publisher and standard word processors
- Customizing the workspace for better efficiency

Structuring a Professional Document

- Preparing and managing pages
- Selecting appropriate layout types
- Using the built-in template library
- Mastering guides and layout rulers
- Managing color palettes, fonts, and master pages
- Customizing page numbers, headers, and footers

Managing Text Content

- Creating and organizing text boxes
- Editing text and formatting paragraphs
- Working with columns, styles, and linked frames
- Wrapping text around graphic objects
- Importing text from external sources

Inserting and Styling Visual Elements

- Creating and manipulating graphic elements
- Importing and adjusting images
- Adding borders, shadows, rotations, and visual effects
- Using WordArt and creating drop caps
- Managing layering and alignment

Creating and Formatting Tables

- Inserting basic tables
- Customizing the look and feel of tables

Using Themes

- Applying cohesive color schemes and font sets

Preparing for Export and Print

- Setting up a document for professional printing
- Using the layout checker for print-readiness
- Exporting to PDF or XPS formats
- Creating a web-ready version of the publication

Professional Printing

- Printer setup and configuration options
- Advanced options such as color separation

Recommended Complementary Courses

- PowerPoint Training — Master the Art of Impactful Presentations
- Canva Training: Design Presentations and Icons

Captivate Course: the most complete course | en ligne

Lesson 1: Understanding Captivate's role in eLearning

- Planning eLearning Projects
- Explore a Finished Captivate Project
- Explore the Default Workspaces
- Modifying the Workspace
- Creating Workspace
- Zooming and Magnification
- Navigating a Project
- Previewing a Project
- Create New Projects
- Inserting Standard Objects onto Slides

Lesson 2: Creating Captions

- Styles and Timing in Captivate
- Inserting, Resizing and Moving Text Captions
- Modifying Caption Properties
- Editing Caption Styles
- Changing a Callout Type Used by a Text Caption
- Control Slide and Slide Object Timing
- Checking Spelling
- Align Slide Objects

Lesson 3: Working with Images and Drawing Objectss

- Inserting and Resizing Images
- Transforming Image Size and Position
- Crop an Image
- Remove a Background Color
- Using the Library
- Managing Project Assets
- Creating an Image Slideshow

Lesson 4: Using Captivate with PowerPoint

- Importing PowerPoint slides
- Resizing Objects
- Using Apply to All to Consistently Format Objects
- Updating Captivate Project with Edited PowerPoint files
- Synchronizing with Source Files

Lesson 5: Using Pointers, Buttons, and Highlight Boxes

- Adding a Visual Click and Sound
- Modify the Mouse Pointer
- Insert and Format a Text Button
- Set a Button's Pause After Timing
- Working With Image Buttons
- Inserting and Formatting Highlight Boxes

Lesson 6: Creating Rollovers and Zoom Areas

- Inserting a Rollover Caption
- Inserting a Rollover Image
- Creating a Zoom Area
- Using Rollover Slidelets

Lesson 7: Working with Video, Animation and Effects

- Inserting Video
- Setting Video Properties
- Adding Animation to slides
- Inserting Text Animation
- Applying Effects to Slide Objects
- Applying Filter Effects
- Modifying Effect Properties
- Saving and Importing Effects

Lesson 8: Recording Demos and Sims

- Rehearsing
- Understanding Recording Settings
- Reviewing Default Recording Mode Settings
- Recording Using Multiple Modes
- Recording a Custom Simulation

Lesson 9: Using and working with Audio

- Importing Audio onto a Slide Object
- Adding Background Audio Music
- Adding Slide Notes
- Calibrating Microphones
- Recording Slide Audio
- Importing Voiceovers onto a Slide
- Editing Audio Files
- Inserting Silence
- Converting Text-to-Speech

Lesson 10: Converting Demonstrations into Simulations

- Causing the Mouse to be hidden

- Replacing Phrases
- Inserting Click Boxes
- Inserting Text Entry Boxes

Lesson 11: Creating Quizzes using Question Slides

- Editing Quiz Object Styles
- Setting Quiz Preferences
- Applying Themes
- Hiding Slide Images
- Inserting Question slides
- Adding Images to Question slides

Lesson 12: Using Publishing to distribute your Captivate project

- Creating Internet Links
- Applying, Editing, Saving and Deleting Skins
- Create Table of Contents
- Check Publish Settings and Add a Loading Screen
- Publishing SWF and PDF files
- Using the HTML5 Tracker
- Publishing as HTML5
- Exporting Captions

Lesson 13: Creating Themes In Captivate

- Understanding themes
- Using default themes
- Customizing themes and theme slides
- Using a custom theme for a project

Lesson 14: Working With External Assets Using Captivate

- Importing Powerpoint projects
- Building custom buttons
- Creating a Branch with buttons
- Explore the Branching tab
- Create slide groups
- Editing slides with imported assets
- Using the Branching view with interactive Objects

Lesson 15: Working With Audio In Captivate

- Using Slide Notes
- Working with Text to Speech
- Recording Audio for eLearning projects
- Adding audio to Slides
- Adding audio to Objects
- Editing Audio using Captivate

Lesson 16: Adding Video To Captivate Projects

- Video formats
- Working with streaming video
- Adding Flash video
- Adding video transitions

Lesson 17: Using Captivate To Create And Use Question Pools

- Inserting a Question Slide
- Creating Question Pools
- Add Questions to Question Pools
- Insert Random Question Slides

Lesson 18: Using Photoshop In Captivate

- Creating a background mask
- Editing Slide Backgrounds
- Importing Photoshop files
- Using Photoshop layers

Lesson 19: Using Variables, Advanced Interactions And Buttons

- Inserting System variables
- Editing System variables
- Creating user variables
- Using variables to gather data
- Creating custom buttons in Captivate
- Using Captivate's advanced interactions

Lesson 20: Refining Captivate Project

- Selecting project-wide Quality settings
- Setting individual slide display quality
- Defining the background color
- Starting and ending options
- Creating and editing Skins
- Hiding navigation controls to define a learning path
- Adding Table of Contents and glossary
- Using HTML5 Output
- Final file delivery options

Lesson 21: Using Scripting And Actions In Captivate

- Creating Actions
- Adding interactivity with actions
- Creating scripts
- Adding scripts to slides
- Understanding user variables
- Creating system variables

R Language Course: RStudio, Reporting

Introduction to the R language

Introduction
What is R?
Discover the analytical aspect
The business intelligence side of R / RStudio
The areas of use of R
Discover RStudio

Getting started with the RStudio environment

Install RStudio
Configure RStudio
Use the console
Install a package
Use of aids
Discover the Markdown

The basics of the R language

The variables
The functions
Calculations
Evaluate flow conditions and controls
curls
Create custom features
Calculate the execution time
Data structure: matrix
Data structure: ts
Data structure: Date and time
Data structure: factor
Work environments

Manipulate data structures

The vectors
The lists
Matrices
DataFrames

Draw a parallel between R and a spreadsheet

Adapt in R / RStudio spreadsheet operations.
Adapt the spreadsheet functions to R / RStudio.
Import and export data (spreadsheet versus R / RStudio)
Exploit the best of both software.

Handling data with R

Importing data
Exporting data
Selection and grouping of data

Case Study: Consolidate the Basics of R Language and RStudio Software

Using tidyverse for more efficiency
Tidyverse modules: dplyr, ggplot2, tibble, readr, tidyr, purrr
Data preparation
Import (and export) datasets.
Understanding the data (Explore and visualize)
Process missing values
Process outliers.
Model: select, filter, sort, modify, add, delete.
Manipulate categorical data.
Manipulate time series.
Produce PDF, HTML, etc. reports

View data with R

Realization of graphs with R software
Customize graphs with R software

Draw maps with R software

Other Related Courses

[Python Training for Data Science](#)

Illustrator Training : Complete 4-day course

Introduction to Adobe Illustrator Training

Getting Started with the Illustrator Environment

- Overview of the interface and main tools
- Display settings, grids, smart guides, and panels
- Preferences setup and color management
- Using smart guides for fluid positioning

Creating Vector Graphics

- Using predefined shapes and drawing tools
- Precise positioning, layer and stacking order management
- Rulers, guides, selection tools, and alignment
- Mastering the Pen Tool: curves and anchor points
- Editing techniques: brush, blob brush, and path modifications
- Creating simple charts with the Graph Tool

Object Transformation & Shape Construction

- Multiple transformations and action repetition
- Object fusion and envelope distortions
- Advanced use of Pathfinder and Shape Builder

Masking & Graphic Enhancements

- Effective use of clipping masks
- Applying effects and managing with the Appearance panel
- Strokes, alignment, and global color management
- Using gradients and blending modes

Typography & Text Formatting

- Creating point text and text on path

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- Using curved, area, and vertical text
- Finding, managing, and customizing fonts

Layer Organization & File Management

- Efficient structuring with layers and Isolation Mode
- Saving and exporting to PDF, JPG, PNG, EPS, and more

Advanced Concepts: Optimization & Recap

- Managing artboards and drawing modes
- Precision work with the pixel grid

Advanced Vector Objects

- Creating patterns, symbols, and complex transformations
- Deep dive into Width Tool and envelope distortions

Complex Graphic Effects

- 3D effects, gradient mesh, and smooth transitions
- Using the perspective grid
- Expanding objects and recoloring illustrations

Working with Bitmap Images

- Managing linked/embedded images and the Links panel
- Image tracing, live paint, and Photoshop effects
- Generating automatic swatches and pixelation

Advanced Paths & Masking Techniques

- Transparent paths, opacity and clipping masks
- Organizing artwork with Isolation Mode

Professional Typography

- Creating and applying character and paragraph styles
- Building a consistent typographic hierarchy

Preparing Files for Print

- Document cleanup and final checks
- Previewing transparency flattening, separations, and overprints
- Print-ready quality control and export

InCopy Training | Classes in Montreal, Quebec, Gatineau

Introduction InCopy

Master the interface, menus and tools

Contextual menu.

preferences

Learn a method of work

Integration of InCopy and InDesign.

File sharing, articles.

Export

archiving

Extraction

updating the information.

Modes of work

InCopy and InDesign

InCopy and InDesign interactions

Preparation in InDesign

Exporting Assignments for InCopy

Opening in InCopy

View mode

Fashion article, closet, layout

Settings preferences and tools

Understanding text entry

Text blocks.

Using grids.

rules and benchmarks.

Applying styles.

Fonts.

Formatting (characters, paragraphs)

Applying styles

Input error warnings

Inversion of letters

Text macros

Change the case

Spell checking

Paragraph and character styles

Calibration

InCopy Calibration or InDesign Calibration

Entering height information

Viewing information

Printing and exporting

Setting

Export in PDF format.

Finalization of the document

Explore more related Adobe and graphic design trainings:

- Adobe InDesign Complete Training
- Photoshop Training Classes
- All Graphic Design Trainings

To learn more about Adobe InCopy, visit:

InDesign Advanced Training

Introduction to the Adobe InDesign — Advanced Training

- Set up document and application preferences
- Understand color management and ICC profiles
- Master the key stages of a professional production workflow
- Effectively use and customize template files

Advanced Layout Techniques

- Create and manage complex master pages
- Structure long documents (sections, chapters, text frame threading)
- Assemble a book using InDesign CC
- Optimize vertical content alignment
- Organize elements using layers for better clarity

Advanced Text Features

- Manage multi-column text layouts
- Insert bullet points, numbering, and anchored objects
- Use tabulations and special spacing options
- Implement text variables and break characters

Advanced Style Management

- Streamline formatting with paragraph, character, and object styles
- Create list styles with automatic numbering
- Configure nested styles and GREP styles
- Import styles from Word documents
- Synchronize styles across documents in Book mode
- Automatically generate tables of contents and footnotes

Image Import and Management Mastery

- Use grid-based image importation techniques
- Create dynamic captions from metadata

Advanced Color and Table Management

- Manage transparency, overprint settings, and ink coverage
- Design layouts using tables
- Apply table and cell styles consistently

Document Structuring and Metadata

- Generate tables of contents and interactive indexes
- Use advanced indexing tools such as Indexmatic
- Create bookmarks and integrate interactive buttons

Preparing for Final Output

- Design a book spine and back cover
- Create and apply custom preflight profiles
- Perform comprehensive preflight checks
- Export to PDF for print or digital formats (interactive PDF, SWF)
- Print layout spreads according to industry standards

Suggested Complementary Training

Course: InDesign with AI — From Text to Image