

## Course Outline

The **Joanne Wood Training** starter course is an introduction to working on a Macintosh computer and the three main, industry standard, graphic design software programs; Adobe Illustrator, Adobe Photoshop and Quark XPress. This course is ideal for:

- **Students who are studying GCSE's/A Level's/BTEC design.**
- **Designers who want to refresh their existing skills on the latest software platforms.**
- **PC users who want to switch to a Macintosh platform.**
- **Photographers and photography enthusiasts who would like to digitally retouch their shots.**
- **Businesses who want to train their staff to a basic design level.**

## Starter Training

### **Macintosh Training:**

- Introducing the Macintosh; getting used to having no Microsoft interface, using the Macintosh mouse.
- Creating files and folders.
- Writing, copying CD's.
- Editing and viewing system preferences.
- Using font suitcase, loading fonts.
- Basic Macintosh keyboard shortcuts.
- Different types of file format.

### **Design Introduction:**

- Printing: cutter guides/die cuts, choosing colours (Pantone books), adding bleed, quality/resolution.
- Standard print sizes.
- Saving files for web.
- Fundamentals of good design, working to grids, clean design, use of style guides.

### **Adobe Illustrator: Adobe Photoshop: Quark XPress:**

- An introduction to each software package and its functionality and usage.
- Creating new files, opening and saving files.
- Setting image/document sizes.
- Creating basic shapes, transforming and rotating them.
- Adding text and editing text characteristics.
- Cut, copy, pasting, duplicating objects and text.
- Selecting and creating colours.
- Printing and saving files.

**This course is a starting block, on completion you can continue expanding your new skills by moving on to one of our specialized other courses.**

Are you interested in any of the above please contact us at [learn@joannewood.co.uk](mailto:learn@joannewood.co.uk) or telephone: **0208 593 0165** and speak to one of our degree qualified, experienced trainers.