



**0800 1950 502**  
**[www.macresource.co.uk](http://www.macresource.co.uk)**

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# Macresource Computer Solutions

Macresource Computer Solutions specialise in providing quality training in three main areas of current computer usage: business software, web development and DTP/graphics. We run scheduled training courses on a wide variety of IT topics at our London training centre. This directory gives details of all the courses that we run: duration, content, prices, etc. Please use it for reference and, in addition, visit our web site ([www.macresource.co.uk](http://www.macresource.co.uk)) for the most up-to-date course information.

## Scheduled Training Courses

Our scheduled, public training courses are open to companies and private individuals alike. Here, delegates have the benefit of being away from the office environment and can concentrate on learning. Classes are usually small, with an average of five and a maximum of eight delegates. Naturally all trainees are given their own machines. All PCs are 1.7Gb Pentium 4 with a minimum of 512Mb RAM, 20Gb hard disk, 30 x CD-ROM writer, 17" flat screens and audio facilities.

Our training courses take place in an easy-to-find central London location, close to Kings Cross station. Courses normally run from 9:30 a.m. to 4:30 p.m. and, naturally, refreshments and lunch are provided.

## On-site training

Our charge for on-site training is a flat rate of £695 (plus VAT) per day for standard desktop software training and £850 (plus VAT) per day for scripting and programming courses. This charge does not depend on the number of delegates being trained or the course topic. However, we do recommend a maximum of ten delegates per training course. We also make charges for travel and accommodation expenses incurred outside the Greater London area.

On-site training is not suitable for every organisation. In order for it to be successful, it is necessary for certain conditions to exist. Learning software is a hands-on experience. Therefore, each delegate needs to have exclusive use of a workstation during the course. It is not sufficient for delegates to watch a trainer using software or to look over someone else's shoulder. The software being learned needs to be loaded on all the machines being used for training and the machine needs to be capable of running the software in question. All delegates need to be available for training for the duration of the course. Other members of staff should be notified that people being trained are off-limits for the duration of the course. Delegates also need to have a similar level of experience in using the software and similar reasons for learning it.



## Private courses

If you have a group of four or more delegates whom you would like trained away from the office environment, then you will find it cost-effective to book a closed, private course just for your company. A closed course is also beneficial to those companies or individuals who would like training tailored to their specific requirements. This type of training is held at the same central London location as our public courses.

For standard courses, our charge for private courses is £450 for the first person and then £100 for each subsequent delegate. For scripting and programming courses, we charge £550 for the first person and then £125 for each subsequent delegate.

## Bulk purchase

A Macresource season ticket enables you to pre-purchase training courses at vastly discounted prices and are valid for one year from date of purchase. For your convenience, season tickets are sold by number of training days, rather than by number of courses. The more training days you purchase, the higher the discount. You can book any number of people on any number of courses, as long as there are training days still available on your season ticket. Each time you book a course, you will be sent a statement showing how many training days you have used, how many you have left and how long you have to use them.

The cost of season tickets is as follows:

- ST12: 12 day season ticket - £2,250
- ST24: 24 day season ticket - £3,995
- ST48: 48 day season ticket - £6,995
- ST96: 96 day season ticket - £9,995

You can purchase season tickets on line by clicking one of the links above. If you would like more information, please call us on 0800 1950 502.

If you work for a large organisation and are about to book a course, it may be worth consulting your human resources department to see if colleagues in other departments may be interested in any of our courses. If so, why not pool your resources, buy a season ticket and stretch your training budget a bit further. Similarly, if you are a cost centre within a large organisation, why not purchase one of our season tickets and then resell individual courses to other areas within your organisation.



## **Booking information**

To check the latest course dates and availability of places, use our online booking form at <http://www.macresource.co.uk/diary.html>. Here you will find the most up to date information regarding course dates. (In addition to the courses listed in this booklet, we also run extra courses in response to high demand.) You can also call us on 0800 1950 502 if you would like to ask any questions before booking.

Alternatively, you can email us with details of the course(s) in which you are interested and the names of your delegates, at [info@macresource.co.uk](mailto:info@macresource.co.uk).

## **Methods of payment**

You can pay us either by credit card, either online or by telephone, by cheque or bank transfer.

If paying by the BACS system, you will need the following information:

Bank name: National Westminster  
Bank address: 1, The Mall, London, W5 2PL  
Bank sort code: 600710  
Account name: Macresource  
Account number: 87433133

## **Address**

Our postal address is:

Macresource Computer Solutions  
PO Box 14882  
London  
W7 3ZZ  
Tel: 002 8930 0287 Fax: 020 8933 4590

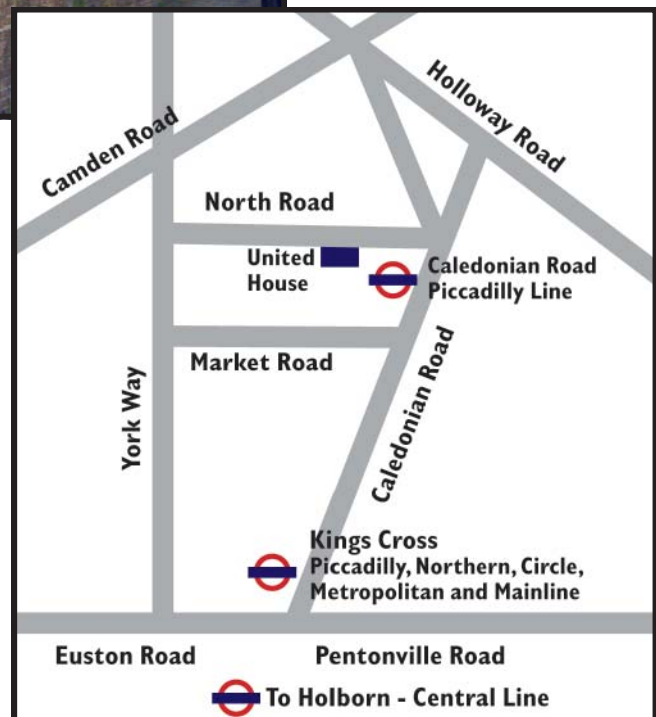
The address of our training centre is:

Macresource Computer Solutions  
3rd Floor, United House  
North Road  
London N7 9DP



## How to find us

The training location is about three minutes walk from Caledonian Road tube station (one stop from King's Cross). On leaving the station, turn left, walk a couple of hundred yards then turn sharp left into North Road. United House is a hundred yards down on your left. Please note that, although it is possible to walk from King's Cross station, it's a fair old trek and will probably take you about half an hour or so.



## **Hotels**

Here is a list of hotels in the vicinity of our training centre.

### **Holiday Inn, Kings Cross**

1 Kings Cross Rd.  
London  
WC1X 9HX  
Tel: 020 7833 3900  
Fax: 020 791 76163  
Email: [reservations@holidayinnlondon.com](mailto:reservations@holidayinnlondon.com)  
Web: <http://www.ichotelsgroup.com/h/d/Hi/hd/lonkc>

### **The Ambassadors Hotel in Bloomsbury**

12, Upper Woburn Place  
London  
WC1H 0HX  
Tel: 020 7387 1456  
Fax: 020 7388 9930  
Email: [reservations@ambassadors.co.uk](mailto:reservations@ambassadors.co.uk)  
Web: <http://www.ambassadors.co.uk/>

### **Comfort Inn, Kings Cross**

2-5 St Chad's Street  
Kings Cross  
London  
WC1H 8BD  
Tel: 020 7837 1940  
Fax: 020 7278 5033  
Email: [info@comfortinnkingscross.co.uk](mailto:info@comfortinnkingscross.co.uk)  
Web: <http://www.comfortinnkingscross.co.uk>

### **Thistle, Islington**

Kings Cross Road  
London  
WC1X 9DT  
Tel: 0870 333 9113  
Fax: 0870 333 9213  
Email: [Islington@Thistle.co.uk](mailto:Islington@Thistle.co.uk)  
Web: <http://www.thistlehotels.com/islington>

### **London Ryan**

Kings Cross Road  
London  
WC1X 9QN  
Tel: 0870 333 9114  
Fax: 0870 333 9214  
Email: [LondonRyan@Thistle.co.uk](mailto:LondonRyan@Thistle.co.uk)  
Web: <http://www.thistlehotels.com/main/hotel/londonryan>



## Access Introduction (2 days - £450)

10-11 Jan 11

28 Feb-1 Mar 11

9-10 May 11

11-12 Jul 11

12-13 Sep 11

17-18 Oct 11

**Our Introduction to Access course assumes no prior knowledge of the program and gives a thorough grounding in how Access works and the function of each of its key environments.**

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### Course Outline

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#### Basic database concepts

Designing a basic database, Overview of MS Access, Opening an existing database, The Access environment, Access Objects, Editing an Access table, Navigating through a table, Deleting records, Adding new records, Finding and sorting

#### Creating tables

Creating an Access database, Creating tables in design view, Using the Table Wizard, Setting field attributes, Setting a primary key, Datasheet view

#### Filtering and sorting

Finding records, Filtering records, Filtering with forms, Sorting records

#### Working with forms

Overview of forms, Using the Form Wizard, AutoForms, Bound and unbound forms, Data validation, Adding records via a form

#### Relationships

Relationships overview, Creating relationships, About referential integrity

#### Queries

Design view queries, Setting criteria, Using the query wizard, Sorting queries, Modifying and updating queries, Querying multiple tables

#### Creating reports

AutoReports, The Reports Wizard, Formatting a report, Linking reports to queries, Generating groupings, Creating custom headers, Adding your logo, Printing reports

## Access Advanced (1 day - £245)

12 Jan 11

28 Feb 11

11 May 11

13 Jul 11

14 Sep 11

19 Oct 11

Our Advanced Access course includes such topics as the creation of interactive forms, replication, security and the creation of macros.

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### Course Outline

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#### Exchanging data

Importing data, Exchanging data with Excel, Exchanging data with Word, Linking to external data

#### Form controls

Setting properties, Creating command buttons, Using ActiveX controls, Pop-up forms

#### Replication

About replication, Setting up a replica, Security options, The User-Level Security Wizard, Synchronisation, Back up

#### Macros

Creating a macro, Running a macro, Using the macro builder, Conditional macros, Assigning macros to controls, Autoexec macros

#### Charts

Creating a chart, The Chart Wizard, Adding charts to forms, Adding charts to reports, Editing charts

#### Switchboards

What is a switchboard?, The Switchboard Manager, Creating switchboard in design view, Adding buttons

## Access Programming (2 days - £550)

13-14 Jan 11

1-2 Mar 11

12-13 May 11

14-15 Jul 11

15-16 Sep 11

20-21 Oct 11

**Our Access programming course concentrates on the creation of modules. It shows users how to use Visual Basic for Applications (VBA) to control and manipulate the objects and data in their database solutions.**

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### Course Outline

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#### Fundamentals

Benefits of VBA, Modules and procedures, Standard modules and form modules, Subroutines and functions, Procedure calls, Creating procedures, Variables, VBA data types

#### Programming structures

Setting properties, Creating command buttons, Using ActiveX controls, Pop-up forms, Objects and collections, Manipulating objects, Properties and methods, Manipulating collections, Using object variables, Understanding events

#### Error handling

Overview of error handling, Errors in design/logic, Compile errors, Run-time errors, Getting feedback on errors, Replacing standard error messages

#### Debugging

Stepping through code, Using breakpoints, Stepping through procedures, Examining variables

## Excel Introduction (2 days - £450)

17-18 Jan 11	3-4 Mar 11	16-17 May 11	18-19 Jul 11	26-27 Sep 11
5-6 Dec 11				

**Our Introduction to Excel assumes no prior knowledge of the program and allows users to grasp key spreadsheet concepts as well as getting to grips with the powerful time-saving features unique to Excel.**

### Course Outline

#### **Basics**

Standard toolbar overview, Formatting toolbar overview, Data entry , Block selection , Copying data, Moving data, Inserting cells, rows and columns, Deleting cells, rows and columns, Resizing rows and columns, Using the AutoFit facility, Undoing and redoing operations, Spell checking, Printing a spreadsheet

#### **Formatting**

Setting alignment, Using cell shading, Adding borders to cells, Using Autoformat, Number and date Formats, Creating styles , Applying styles, Modifying Styles , Using conditional formatting

#### **Formulas**

Formulas , How formulas work, About cell references, About Excel ranges, Overview of functions , Using the AutoSum facility, Using the formula palette, Using conditionals, Statistical functions, Financial functions, Creating external references

#### **Charts**

Creating a chart, Setting chart options, Editing chart elements , Editing chart data, Adding logos and graphics, Printing charts

#### **Productivity**

Creating reports, Setting print options, Creating custom lists, AutoCorrect , Password protecting documents, Protecting worksheets, Using hyperlinks, Save As Web Page, Web Page Preview

## Excel Advanced (1 day - £245)

24 Jan 11	23 May 11	25 Jul 11	3 Oct 11	12 Dec 11

**Our Advanced Excel course enhances users' knowledge by delving deeper into Excel's powerful data modelling and what-if analysis tools.**

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### Course Outline

#### Data manipulation

Automatic outlining, Group and ungroup, Filtering data, Advanced filtering, Sorting data, Inserting Subtotals , Creating an Advanced Filter, Single input data tables , Double input data tables

#### Formulas and functions

Complex If statements, Using nested functions, Using named regions, Using lookup functions, Using database functions, The DSUM Function, The DAVERAGE Function , The DCOUNT Function , The DGET Function , The DMIN Function , The DMAX Function

#### What-if analysis

Creating scenarios, Scenario summary reports , Protecting scenarios, Using Goal Seek, Using the Solver, Working with views

#### Pivot tables

Overview of PivotTables , The PivotTable Wizard, Formatting PivotTables, Rearranging PivotTables, Sorting data, Grouping data, Using AutoShow, Overview of PivotCharts, The PivotChart Wizard

#### Macros

Recording a Macro , Running a Macro , Macro buttons

#### Collaboration

Working with Shared Workbooks, Reviewing Workbooks, Sending Workbooks, Tracking changes, Resolving conflicts , Merging Workbooks

## Excel VBA Level 1 (1 day - £295)

25 Jan 11	4 Apr 11	24 May 11	27 Jun 11	26 Jul 11	5 Sep 11
4 Oct 11	28 Nov 11	13 Dec 11			

**Our Excel VBA level 1 course shows delegates how to create and customise macros and gives them a basic familiarity with the Visual Basic for Applications environment.**

### Course Outline

#### Basics

Excel VBA overview, Understanding macro steps, Modifying macro steps, Calling one macro from another, Storing values in variables, Adding comments to your code, Stepping through macros, Getting help on macros, Objects, properties and methods, About Excel objects, Using the Object Browser

#### Range object

The Selection property, The Range property, Targetting cells, Counting the cells in a selection, Using the Offset statement, Retrieving the value of a cell, Retrieving a formula from a cell, Setting the value of cells

#### Charts and drawing

About programming charts, Assigning a range to a chart, Positioning a chart, Drawing shapes, Setting shape attributes

#### Using Visual Basic

Language structure, Using variables, Declaring variables, Scoping variables, Data types, Using constants, Using the VBA debugger, Making decisions, If statements, Select Case, Looping structures, Different types of loops, Manipulating arrays

#### Interactivity

Assigning a macro to a menu, Assigning a macro to a toolbar, Assigning macros to other objects, Built-in dialogue boxes, Creating custom forms, Using the Form Editor , Using form controls

## Excel VBA Level 2 (2 days - £550)

25-26 Jan 11

5-6 Apr 11

28-29 Jun 11

5-6 Sep 11

**Our Excel VBA Level 2 course is designed for experienced Excel users who have already begun to create macros and know their way around Excel's Visual Basic Editor.**

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### Course Outline

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#### Excel object model

About classes and objects, Objects and collections, The hierarchy of objects, Properties, methods and events, The Locals Window, The Immediate Window

#### Function procedures

Sub versus function, User-defined functions, Declaring a function, Calling a function, Private and public scope, Defining arguments, Optional arguments

#### The Application object

When to use, ScreenUpdating property, DisplayAlerts property, Setting CutCopyMode to false

#### Dialogue boxes

MsgBox function, InputBox function, Application.Dialogs

#### UserForms

Creating a userform, Displaying a userform, Adding Label controls, Adding a TextBox control, The CheckBox control, The OptionBox control, ComboBox and ListBox, SpinButton controls, Adding CommandButtons, Setting control properties

#### Workbooks and worksheets

The Workbooks collection, The Sheets collections, The Window objects, Workbook events

#### Ranges and names

Column and Row properties, CurrentRegion property, The Union method, The Intersect method, Using the Name property, Working with named ranges

## Excel VBA Level 3 (2 days - £550)

27-28 Jan 11

7-8 Apr 11

30 Jun-1 Jul 11

8-9 Sep 11

**Our Excel VBA Level 3 course is designed for experienced Excel VBA developers who are familiar with working with the Excel object model.**

### Course Outline

#### Developing applications

Types of applications, Types of end-user, Analysing end-user needs, Planning an application, Planning the user interface

#### Working with events

Overview of event types, Event-handler procedures, Workbook events, Worksheet events, Chart events, UserForm events, Activate event, Save events, Change events, Focus events, Click events

#### Pivot tables

Pivot table code overview, Creating a pivot table, PivotField object, PivotItems collection, Modifying a pivot table, Using external data

#### Charts and drawings

About programming charts, Working with embedded charts, Working with independent charts, Controlling chart formatting, Assigning a range to a chart, Positioning a chart, Making a chart active/inactive, Editing data series, Controlling chart labels, Drawing shapes, Setting shape attributes

#### Command bars

Overview of command bars, Built-in command bars, The CommandBars collection, Types of command bar, Creating a command bar, Referencing command bars, Command bar properties, Command bar controls

#### Custom menus

Testing to see if a menu exists, Creating a new menu, Adding items to a menu, Adding items to shortcut menus

#### File manipulation

Opening a text file, Writing a text file, Importing data from a text file, Searching for text in files, Verifying if a file exists, Listing all files in a given folder

#### Class modules

Class modules defined, When to use class modules, Creating a class module, Property procedures, Method procedures

## FileMaker Pro Introduction (2 days - £450)

7-8 Feb 11

18-19 Apr 11

6-7 Jun 11

15-16 Aug 11

Our Introduction to FileMaker Pro course assumes no prior knowledge of FileMaker or of databases in general. It gives users a thorough grounding in using FileMaker databases, setting up new database files, defining fields and creating layouts and reports.

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### Course Outline

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#### Database structure

Essential database concepts, Databases vs. database files, Creating a database file, Defining fields, Using field types, What are relationships, Efficiency of using relationships

#### Editing records

Creating and deleting records, Modifying records, Navigating through records, Navigating with shortcut keys, Using Auto Enter options, Using lists for data entry

#### Layouts and reports

How FileMaker uses layouts, Modifying the default layout, The layout environment, Changing layout options, Creating a letter layout, The Merge Field command, Using the field tool, Creating a label layout, Creating a report layout, FileMaker's layout parts, Layout set up, Layout order

#### Sorting and Finding

Using the Find command, Searching for multiple criteria, Finding ranges, Uses of the Found Set, Specifying sort criteria, Unsorting records, Exporting and importing records

#### Relationships

Overview of relationships, Defining relationships, Including related fields, Using lookups

## FileMaker Pro Advanced (1 day - £245)

9 Feb 11

20 Apr 11

8 Jun 11

17 Aug 11

**Our Advanced Filemaker Pro course concentrates on the creation of multi-file solutions and defining relationships. It also introduces ScriptMaker and the customisation of the user interface.**

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### Course Outline

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#### Database structure

Multi-file database solutions, Different types of relationships, Functions and calculations, If statements, nested If statements, Using global fields, Creating summary fields, Verifying data entry

#### Productivity

Complex find and sort criteria, Using scripts with Find and Sort, Auto enter and validation, When to use the lookup option, Creating a master password, Creating limited access passwords

#### Layouts and reports

Advanced drawing techniques, Layout mode shortcuts, Customising tab order, Field format options, Revision of layout parts, Using sub-summaries, Grand summary parts, Incorporating related fields, Using portals, Sorting records in a portal, Editing related records

#### Scripts and buttons

Creating a script, Overview of ScriptMaker, Attaching a script to a button, Using graphics as buttons, Invisible buttons, Non-printing buttons

## FileMaker Pro Scripting (2 days - £550)

10-11 Feb 11

9-10 Jun 11

18-19 Aug 11

27-28 Oct 11

**Our FileMaker Pro Scripting course shows how to add automation to your FileMaker Pro solutions using the ScriptMaker.**

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### Course Outline

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#### Basics

Script categories, Visible and hidden scripts, Benefits of modular design, Naming systems, Using comments, Updating script steps, Subdividing scripts, Importing scripts, Creating startup scripts, Creating exit scripts

#### Script steps

Control, Navigation, Sort/Find/Print, Editing, Fields, Records, Windows, Files , Spelling, Open Menu Item, Miscellaneous

#### Scripting structures

Controlling program flow, Pause, Exit, Halt and Resume, Conditional statements, Looping through records, Portal looping

#### Core techniques

Using global fields, Using set field, Constants and variables Importance of status functions, Error capture, Working with multiple files, Exchanging data between files, Using calculations

#### Advanced techniques

Creating time-bombed solutions, Basics of debugging, Identifying the source of errors, Using temporary fields, Cross platform issues

## Apple Macintosh Introduction (1 day - £245)

7 Feb 11

4 Apr 11

23 May 11

11 Jul 11

5 Sep 11

Designed for users new to the Apple Macintosh environment, this course introduces the key aspects of the Mac OS. It covers the organisation and retrieval of files and folders, , accessing the Internet and the use of Macintosh utilities and software.

### Course Outline

#### Introducing OS X

About OS X, Obtaining OS X, Installing OS X

#### The OS X environment

Aqua interface, Running OS 9 and OS X, Classic mode, Booting up in OS 9 and OS X, Background on UNIX, Shutting down, OS X Help

#### Up and running with OS X

Introducing the Dock, Setting Dock preferences, Accessing items, Dock menus, Trash, Adding and removing Dock items, System Preferences, Desktop items, Ejecting items, Organizing with Exposé

#### Finder

Working with the Finder, Finder folders, Finder views, Finder toolbar, Adding items to the Sidebar, Finder search, Creating aliases, Copying and moving items, Working with windows, Working with folders, Spring-loaded folders, Selecting items, Labelling items, Menus

#### iLife

iPhoto, iTunes, iMovie, iDVD, GarageBand

Getting productive with OS X

Address Book, iCal, iSync, Font Book, Preview, AppleWorks for OS X, OS X applications, OS X utilities, Printing, Creating PDF documents, Faxing documents

#### Internet and email

Getting connected, Safari, Mail, iChat, iChat AV, Sherlock

#### Using .Mac

Registering for .Mac, iDisk, Adding files to iDisk, Creating a local copy of iDisk, Sharing with iDisk, Mail, Address Book, Bookmarks, HomePage, iCards, Backup, Virex, iCal

## Apple Macintosh Advanced (1 day - £245)

8 Feb 11

5 Apr 11

24 May 11

12 Jul 11

6 Sep 11

**Our Advanced Macintosh OS X Tiger aims to get users familiar with the advanced features of the Macintosh OS X Tiger operating system. This course is suitable for experienced users wishing to customise their Mac environment, network several Macintosh computers and take full advantage of the Macintosh OS X Tiger features.**

### Course Outline

#### Aqua's Hidden Treasures

Preventing Window Overload with Column View, Unlocking Aqua's Best-Kept Secret: Services, Getting Info and What to Do with It, Finding Files with the Finder, Solving File Compatibility Problems with PDF, Accessing Your Mac's Multilingual Personality

#### Customizing Mac OS X

Putting More "Tool" in Your Toolbars, Enhancing the Look and Functionality of Your Windows, Automating the Finder with Scripts and Folder Actions, Tailoring the Desktop to Your Personality, Getting More from Aqua with Hidden Preferences, Doctoring Your Doc, Moving Beyond the Dock with File Launchers, Restoring "Missing" Classic Features to Mac OS X

#### Input and Control Techniques

Turbocharging Your Mouse, Boosting Your Keyboard Efficiency, Hands-Free Computing with Speech Recognition, Using a Tablet for Handwriting Recognition and More, Extending Your Reach with Universal Access

#### Networking & Communication

Communicating Wirelessly with Bluetooth, Keeping Out the Riff-Raff with a Firewall

#### E-Mail & Web Techniques

Customizing Apple's Mail Application, Using Rules to Keep Your In Box Manageable, Taming Web Searches with Sherlock 3, Web Browsing Secrets of the Rich and famous

#### Computing More with Less

Enhancing Your Inkjet Printer, Microsoft-Free Computing with Open-Source Software, Remote-Controlling Your Computer, Advanced Image Editing on the Cheap with the GIMP

#### iApps: The Digital Hub and Beyond

Making Smart iTunes Playlists Even Smarter, Publishing iPhoto Albums on the Web, Creating a Video Photo Album with iMovie, Designing a Custom iDVD Motion Menu Theme, Integrating iChat with Mail and Address Book, Using iCal to Manage Meeting Schedules, Keeping PDAs, Cell Phones, and iPods in Sync with iSync

#### Maintenance and Automation Techniques

Recovering from Crashes and Errors, Increasing Your Computer's Performance, Backing Up (and Restoring) Data Painlessly, Making a Bootable Clone of Your Hard Drive, Scheduling Activities to Happen Automatically

# AppleScript Introduction (3 days - £895)

9-11 Feb 11

6-8 Apr 11

25-27 May 11

13-15 Jul 11

7-9 Sep 11

**Designed for experienced users of Mac OS X who will not necessarily have any programming experience, this course gives the user practical guidance on how to start creating scripts.**

## Course Outline

### Basics

The Script Menu, Working with the Scripts You Have, Using Script Editor, The Script Editor Look, Script Formats, Setting Script Editor's Preferences, Building a Script from Scratch, Getting Started, Commanding Other Programs

### Manipulating Text

String Notation, Getting Text Back from Dialog Boxes, Linking Strings Together, Multiline Strings, Scripting TextEdit, Adding Word Count, Commanding Microsoft Word, Running Scripts from Text

### Controlling Files

File Path Boot Camp, Displaying Folders, Moving Files Around, Backing Up Files, Deleting Files, Picking a File from a Dialog Box, Saving Files

### Creating Lists

Common List Commands, Displaying Lists, The Ever-Useful every Keyword, List Processing, Joining Lists Together, Inputting Lists, Getting Lists from Other Programs

### Organizing and Editing Graphics

Scripting iPhoto, Controlling Photoshop, Image Events

### Playing Sound and Video

Scripting iTunes, Speaking and Listening, Scripting QuickTime

### Internet and Network Scripting

Internet Connect, Safari, Address Book, Mail, iChat Control, URL Access Scripting, Recalling Passwords

### Organizing Information in Databases

Record Notation, Making a Simple AppleScript Database, Getting File Information, Scripting FileMaker Pro

### Linking Scripts to Folders with Folder Actions

Enabling Folder Actions, Built-in Actions, Running Your Own Actions

### Testing and Debugging Scripts

First Line of Defense: The Compiler, Noting Important Events, Preventing Errors, Isolating and Handling Errors, The Xcode Debugger

### AppleScript Studio

What Is AppleScript Studio?, Making a Program

## MySQL Introduction (2 days - £550)

14-15 Feb 11

15-16 Feb 11

1-2 Aug 11

31 Oct-1 Nov 11

**Our two day course is aimed at experienced web developers who are probably already familiar with databases and are looking to use MySQL as a database server on a web site or intranet running compatible application software such as PHP.**

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### Course Outline

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#### Getting started

Overview of MySQL, Installation, Directories and files installed, The relational model, Normalisation , SQL overview

#### MySQL and SQL essentials

Column type overview, Numeric column type, String column type, Date and time, The MySQL Client program, Creating tables, Retrieving Data from tables, SQL SELECT FROM, SQL WHERE, SQL LIKE, AND and OR, Numerical operators, String operators, Wildcards , Introduction to MySQL Functions

#### Database manipulation

Creating advanced queries, SQL HAVING, SQL GROUP BY, Working with multiple tables, Types of join, SQL INSERT, SQL REPLACE, SQL UPDATE, SQL DELETE, Importing data, Working with indexes

#### Using functions

Overview of functions, Overview of operators , Conditional functions , String functions , Date and time functions

#### Administration

Overview of admin tasks, The mysqladmin utility, Repairing databases, The myisamchk utility, The myisampack utility, The mysqlhotcopy utility, The mysqlshow utility, Optimisation, Backup and Restore, Setting variables, Using MySQL with PHP

#### Security

Securing the database server, User privilege overview, Granting privileges, Revoking privileges, Making secure connections

## PowerPoint Introduction (1 day - £245)

21 Jan 11

11 Mar 11

20 May 11

22 Jul 11

30 Sep 11

9 Dec 11

**Our Introduction to PowerPoint course assumes no prior knowledge of the program and shows users how to create and preview basic but professional presentations which have a consistent look and feel throughout.**

### Course Outline

#### **First steps**

What can PowerPoint produce, Creating a blank presentation, From Design Template, From AutoContent Wizard, Adding basic slide content, Saving a presentation

#### **PowerPoint views**

Normal view, Outline view, The Slide tab, Slide view, The Slide pane, The Notes pane, Slide Sorter view, The Slide Show

#### **Editing slides**

Creating new slides, Overview of slide types, Duplicating slides, Reordering slides, Using Copy and Paste, Deleting slides, Hiding and showing slides

#### **Working with text**

Creating new slides, Overview of slide types, Duplicating slides, Reordering slides, Using Copy and Paste, Deleting slides, Checking your spelling

#### **Graphics**

Importing bitmapped images, Importing vector images, Editing vector images, Using Recolor images, Inserting clip art

#### **Outlining**

Adding content in outline mode, Changing the level of an item, Useful keyboard shortcuts, Collapsing and expanding text, Importing text into an outline, Exporting an outline

#### **The slide master**

What is the Slide Master?, What is the Title Master?, Formatting placeholders, Setting the slide background, Using a background image

#### **Notes and handouts**

Notes page view, The Notes Master, Handout options, Previewing handouts, The Handout Master

#### **Output**

Running a slide show, Creating a looping presentation, The Pack and Go Wizard, The PowerPoint Viewer, Printing presentations

## PowerPoint Advanced (1 day - £245)

28 Jan 11

27 May 11

29 Jul 11

7 Oct 11

16 Dec 11

**Our Advanced PowerPoint course shows users with some experience how to enhance presentations by adding and customising organisation charts and graphs, how to incorporate multimedia content into presentations and how to create presentations for web delivery.**

### Course Outline

#### Managing presentations

Using summary slides, Inserting slides from other presentations, Find and Replace, Hiding a slide, Showing a hidden slide during a presentation

#### Charts

About Microsoft Graph, About chart placeholders, Creating a new chart, Editing the datasheet, Importing Excel data, Overview of chart types, Formatting charts, Adding titles and labels

#### Tables

Inserting a new table, Drawing a new table, Adding rows and columns, Formatting a table, Selecting table elements, Merging and splitting cells, Rotating text in tables

Templates and Color Schemes

Saving a presentation as a template, Adding templates to the AutoContent Wizard, Modifying colour schemes, Deleting colour schemes, Importing colour schemes

#### Animation

Overview of animation, Preset vs custom animation, Animating text, Creating a custom motion path, Editing a motion path, Reversing a motion path, Setting animation timings, Previewing animations

#### Multimedia

Inserting video clips, Setting video options, Resizing video clips, Inserting animated GIFs, Adding sound to a presentation, Recording sound onto a slide, Playing a CD during a presentation, Importing Flash movies

#### Timings and transitions

Applying transitions to slides, Varying transitions between slides, Setting timings manually, Setting timings by rehearsing, Activating and de-activating timings during a slide show

#### Customised presentations

Creating a custom show, Adding and removing slides, Previewing a custom show, Presenting a custom show, Adding hyperlinks, Linking to a custom show

## Project Introduction (2 days - £450)

21-22 Feb 11

26-27 Apr 11

13-14 Jun 11

1-2 Aug 11

24-25 Oct 11

**This course is suitable for new users of Microsoft Project. It shows how to plan and manage projects using MS Project and introduces key project management concepts.**

### Course Outline

#### Project Management

Project Management, Special Note about PERT Charts and Network Diagrams, Microsoft Project, Project 2002 Standard Vs Project 2002 Professional, Microsoft Project Web Access, Understanding Project Management, MS Project Language, Terminology, Starting MS Project, MS Project- The Screen, Elements of the Default View, The Project Guide, Views and Tables, The Tracking Gantt View, MS Project - Menus, MS Project - The Toolbars, Loading and Viewing a Project, Project Management, The Stages of Project Management, Project 2002 - Operational Basics, Work Breakdown Structure (WBS)

#### Planning the Project

Defining the Project, Complete the Project Definition, Project Planning, Complete the Project Plan, Where to Begin with MS Project, The Calendar, Creating a New Base Calendar, Save the New Project File, Ending a Project Session, Task Entry and Task Linking, Project Guide Wizards, Entering Tasks, The Task Entry Form, Linking Tasks, The Outlining View, Defining the Summary Tasks, Starting and finishing tasks on time, Create deadlines and constraints for tasks, Other Methods of Adding Tasks, The Project and Task Baseline, The AutoCorrect Feature

#### Resource and Resource Entry

About Resources, The Resource Sheet, Entering Material Resources using the Project Guide, Multiple Calendars, Set Resource availability, Allocate Resources, Modifying Resource Allocation, View Resources, Editing Resource Information, Review Resource Usage, Inserting and Deleting your Resources, Planned Time Scale

#### Views and diagrams

Using and Customising Gantt Charts, Using Network Diagrams, Elements of the Network Diagram, Elements of the Network Diagram, Setting Network Diagram Views, The Network Diagram in a combination view, More about Tables, Applying Filters, Working with Tables and Filters, WBS Codes and Viewing a WBS, Custom WBS Codes, changing WBS Codes

#### Updating/Examining Projects

Updating Tasks with Task Views, Adding New Tasks on the fly, Tracking and Updating Tasks Effectively, Editing Task Details, Modifying Tasks Using the XP Smart Tag Feature, Using the Project Guide to set up Tracking, The Cost Factor, Cost Accrual Options, Examining the Cost Factor, Viewing Cost Totals for Resources and Tasks, Tracking Progress, The Interim Plan, The Gantt Chart and the Critical Path, Updating the Project, Viewing Progress, Updating Baselines and Interim Plans

#### Printing and Reporting

Page Setup and Gantt Settings, Printing Charts, Forms and Sheets, Reports Setup, Use the Project Guide to summarise and report, Print a view, What You Can Print, Reports by Report Type

## Project Advanced (1 day - £245)

23 Feb 11

28 Apr 11

15 Jun 11

3 Aug 11

26 Oct 11

**This course shows experienced users of Microsoft Project advanced features such as PERT analysis, macros and integration with Excel.**

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### Course Outline

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#### Multiple Projects and Resource Sharing

The Resource Pool, Practical; Create a Resource Pool, Updating the Resource Pool, Managing Resource Pool Assignments, Adding Sub Projects, Insert subprojects into a master project, Consolidating Projects, The Organizer, Compare Project Versions, Import Existing Resource Information into Project 2002

#### Managing the Project

Management Criteria, Managing Time, Examine an Existing Project, Managing Resources, Identifying Resource Over-allocations, Resolving Resource Over-allocations Manually, Resolving Over-allocations Using Resource Leveling

#### Advanced Analysis

Use the Course Development project., Modifying the Display (Shortcuts), Task Usage and Resource Usage views, Charting Data, Importing from Office XP Applications, Using 'Grouping', Columns and Totals in Reports

#### Templates and Wizards

Sample Templates, Use a Sample Template, Automatically Launching a Template, Exporting Data to HTML

#### Customisation

Custom Reports, Custom Tables, Adding Columns to Tables, Custom Filters, The Filter Definition dialog box, Assignment; Create an Interactive Filter, Custom Toolbars, Custom Menus, Using The Organizer to import/export views

# Visio Introduction (1 day - £245)

13 Jan 11	1 Mar 11	10 May 11	30 Jun 11	22 Aug 11
6 Oct 11	8 Dec 11			

**Our Introduction to Visio course assumes no prior knowledge of the program and gives users a good basic familiarity with the program interface, showing them how to use the drawing tools to create shapes, how to manipulate shapes and assign them attributes.**

## Course Outline

**First steps**

Starting Visio, Using stencils, Using toolbars, Using the shape explorer, Closing Visio

**Using Visio**

Basics, Opening a file, Moving between pages in a drawing, Adding, reordering, and deleting pages, Saving a Visio file, Closing a Visio file, Using print preview, Using page setup, Printing a drawing

**Creating a drawing**

Starting a drawing, Adding master shapes to a drawing, Selecting shapes, Zooming in and out in the drawing, Understanding shapes components

**Connecting shapes**

Using connectors, Connecting shapes automatically, Manipulating connectors, Using the connector tool, Using control handles, Adding connection points

**working with text**

Adding text to shapes, Creating text-only shapes, Editing existing text, Modifying a text block, Formatting text

**Working with shapes**

Using the drawing tools, Resizing shapes, Formatting shapes, Moving shapes, Copying shapes

**Manipulating shapes**

Rotating shapes, Aligning shapes, Distributing shapes, Creating and using guides  
 Altering shapes, Changing the stacking order of shapes, Grouping and ungrouping shapes, Changing double-click behaviour

## Visio Advanced (1 day - £245)

14 Jan 11	1 Mar 11	11 May 11	1 Jul 11	23 Aug 11
7 Oct 11	9 Dec 11			

Our Advanced Visio course shows users with some experience how to use more sophisticated features such as styles, templates, stencils, master shapes and background pages.

### Course Outline

#### Styles

Creating and modifying styles, Applying styles, Creating a template

Stencils and master shapes

Creating a stencil, Creating a master shape, Using the master drawing window, Protecting shapes and documents, Changing shape behaviour, Using automatic layout

#### Merging shapes

Using the union command, Using the subtract command, Using the fragment command, Using the combine command, Using the intersect command

#### Using background pages

Creating a background page, Assigning a background page, Displaying and modifying background and foreground pages

#### Working with layers

Understanding layers, Creating a layer, Assigning a shape to a layer, Displaying individual layers, Setting layer properties, Removing a layer

#### Pictures and objects

Inserting a picture, Inserting fields, Embedding an object, Linking an object

#### Working with shap sheets

Understanding the shap sheet, Changing shap sheet properties, Using the smartshape wizard

#### Using special features

Viewing custom properties of a shape, Adding a custom property to a shape, Using the property report wizard, Working with hyperlinks, Adding a hyperlink

## Word Introduction (2 days - £450)

19-20 Jan 11

9-10 Mar 11

18-19 May 11

20-21 Jul 11

28-29 Sep 11

7-8 Dec 11

**Our Introduction to Word course assumes no prior knowledge of the program and gives a thorough grounding in how Word works and the function of each of its key features.**

### Course Outline

#### Setting up a document

Setting margins, Selecting a paper size, Setting the page orientation, Previewing a document, Printing a document

#### Modifying a document

Selecting text, Selecting lines of text, Selecting a range of text, Inserting text, Replacing text, About the Clipboard, Using Cut, Copy and Paste, Drag and drop editing, Basic formatting, Using Click and Type, Automatically inserting the date, Useful keyboard shortcuts

#### Formatting text

Character formatting, Paragraph formatting, Aligning text, Changing line spacing, Inserting space between paragraphs, Inserting special characters, Useful keyboard shortcuts, Using the Format Painter

#### Checking and auto-enter

Using the Spell-Checker, Grammar checking, Using the Thesaurus, The Word Count feature, Using AutoCorrect, Using AutoText, Adding AutoText entries, Find and Replace

#### Tabs, indents and lists

Creating tabs, Tab alignment types, Using leader characters, Indenting paragraphs, Types of indentation, Creating a numbered list, Creating a bulleted list, Customising numbering, Customising bullets

#### Tables

Inserting a table, Selecting table elements, Formatting cells, Using AutoFormatting, Inserting rows and columns, Deleting rows and columns, Convert Text to Table

#### Mail merge

Creating a main document, Specifying a data source, Creating a data document, Inserting merge fields, Previewing merged documents, Personalising individual items, Creating form letters, Creating mailing labels

#### Inserting elements

Inserting page breaks, Inserting section breaks, Working with multiple columns, Headers and footers, Page numbering, Inserting graphics, Inserting clip art

## Word Advanced (1 day - £245)

26 Jan 11

25 May 11

27 Jul 11

5 Oct 11

14 Dec 11

Our Advanced Word course covers features relating to the creation and management of longer documents, customisation and techniques for increasing productivity.

### Course Outline

#### Long/complex documents

Using the Document Map, Working in outline view, Creating master documents, Creating subdocuments, The outlining toolbar, Controlling headers and footers, Sectioning documents

#### Table of contents, index, etc

Creating a table of contents, Creating a table of figures, Creating indexes, Adding footnotes, Using bookmarks, Using cross-references, Using captions

#### Style sheets and themes

Creating a style, Paragraph and character styles, Table and list styles, Applying styles, Moving styles between documents, Reveal formatting, Keeping track of formatting, Applying a theme, Setting a default theme, Removing a theme

#### Drawings and diagrams

Using the drawing toolbar, The drawing canvas, Adding text to drawings, Creating diagrams, Creating organisation charts, Aligning and distributing objects, Inserting WordArt, Using autoshapes, Creating flow charts

#### Templates

How templates work, The Normal template, Global templates, Creating a template, Attaching a template, Modifying a template

#### Document security

Password protection overview, Password to open, Password to modify, Read-only recommended, Automatic backup, Versioning a document, Editing document versions

#### Customisation

Customising toolbars, Creating a new toolbar, Customising menus, Deleting menu items, Rename a menu, Rename a menu item, Customising keyboard shortcuts, Restoring default settings

## Word VBA (1 day - £295)

27 Jan 11

26 May 11

28 Jul 11

6 Oct 11

15 Dec 11

Our Word VBA Programming course shows experienced users how to automate Word workflows with the creation of macros using Microsoft's Visual Basic for Applications (VBA).

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### Course Outline

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#### Macros

Overview of macros, Recording a new macro, Inserting extra steps, Deleting steps, Attaching a macro to a button, Customising a button

VBA Editor overview

The user interface, Toolbars and menus, The Project Explorer, The Object browser, The Properties window

#### VBA essentials

Modular programming, Creating sub routines, Handling arguments, Creating functions, Functions that return a value, Adding comments

#### Storing data

Declaring variables, Overview of data types, Storing text, Storing numbers, Storing dates

#### Programming structures

Overview of control structures, Using conditional expressions, Logical operators, Using looping structures, Breaking out of a loop

#### Word objects

Word documents, The active document, Opening windows, The Range object, The Selection object, Manipulating text





## Acrobat Introduction (1 day - £245)

14 Feb 11	24 Mar 11	3 May 11	16 Jun 11	1 Aug 11	8 Sep 11
10 Oct 11	24 Nov 11				

**Our Introduction to Acrobat course assumes no prior knowledge of the Acrobat suite and teaches users how to generate PDF files from packages such as Microsoft Word and add basic enhancements to the PDF file using the main Acrobat program.**

### Course Outline

#### **Acrobat components**

What is Adobe Acrobat, Overview of Reader, Overview of Distiller, Overview of Acrobat 4, What can Acrobat produce

#### **Creating a PDF file**

Creating a PDF in MS Word, Acrobat Distiller vs. PDFWriter, Distiller's preset job options, Creating a PDF in PowerPoint, Using Open as PDF

#### **Acrobat 5 basics**

The Acrobat work area, Moving through documents, Zooming in and out, Changing screen modes, Searching a PDF document, Setting Acrobat preferences

#### **Navigation controls**

Using thumbnails, Using bookmarks, Using articles for navigation, Page actions, Using links and buttons

#### **Editing PDF files**

Selecting and modifying text, Selecting and moving graphics, Moving pages around, Deleting and inserting pages, Cropping pages

#### **Comments**

Adding text comments, Adding graphical comments, Highlighting and marking, Exporting and importing comments, Reviewing comments

#### **Distributing PDFs**

Emailing from Acrobat, Optimising files, Specifying how documents open, Using full-screen mode, Adding password protection, Embedding searchable information, Checking spelling

## Acrobat Advanced (1 day - £245)

15 Feb 11	1 Apr 11	4 May 11	17 Jun 11	2 Aug 11	9 Sep 11
11 Oct 11	25 Nov 11				

Our Advanced Acrobat course includes such topics as the creation of customised job options in Acrobat Distiller, the use of Acrobat Catalog and the creation of interactive forms.

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### Course Outline

#### Acrobat Distiller

Different ways of using Distiller, Setting Distiller job options, Resolution and compression options, Choosing settings for fonts, Security and encryption, Creating postscript files, Setting up watched folders

#### Acrobat tools and security

Using PDF consultant, Acrobat digital signatures, Acrobat Self-Sign, Comparing documents, Capturing web pages, Batch processing PDF files

#### Multimedia

Acrobat and multimedia, Inserting a movie, Inserting sound, Playback options

#### Forms

Creating and formatting fields, Using the grid, Using the Info palette, Formatting text fields, Defining calculation fields, Drop-down lists, Radio buttons, Adding submit and reset buttons, Creating rollover effects, Replicating a button on all pages

#### Indexes

Benefits of indexes, Using acrobat Catalog, Defining and building an index, Automatically updating indexes, Searching in Acrobat 5, Selecting indexes, Browsing search results

# Acrobat Forms and JavaScript (3 days - £895)

16-18 Feb 11

3-5 Aug 11

12-14 Oct 11

**This course is for experienced Acrobat users who intend to use on-line forms on their website or intranet. It shows how to enhance Acrobat forms by JavaScript programming. (No previous JavaScript experience is necessary.)**

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## Course Outline

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### Basics

Overview of Acrobat forms, Benefits of using Acrobat forms, Benefits offered by JavaScript, Designing forms, Adding form controls, Using calculated fields, Using hidden fields, Form validation, Form submission, FDF data

### Acrobat JavaScript basics

Uses of JavaScript, Acrobat's implementation of JavaScript, Acrobat objects, Using the script editor, using a separate editor

### JavaScript language syntax

Using comments, using variables, using code blocks, defining functions, calling functions, passing parameters, looping structures, conditional statements

### Writing scripts

Using JavaScript for navigation, Obtaining field values, setting field values, showing and hiding fields, calculating field values, making field values conditional

### Making fields dynamic

Providing help via scripts, Changing field in response to user actions  
Creating form fields via scripts, Creating text fields, Creating check boxes, Creating combo boxes, setting field attributes

### Windows and dialogues

Display alert boxes, Requesting information

### Server interaction

Submitting a form to a cgi script, using the ubiquitous formmail script, using an ASP script

### Database interaction

The ADBC object, The connection object, The statement object, writing to a database, reading from a dataabase, Using Dreamweaver with Acrobat, merging a form with a data source

## Fireworks Introduction (2 days - £450)

5-6 Jan 11

29-30 Mar 11

13-14 Jun 11

30-31 Aug 11

2-3 Nov 11

Our Introduction to Fireworks course assumes no prior knowledge of web graphics or of Fireworks and shows users how to create and optimise graphics and animations.

### Course Outline

#### Fundamentals

Fireworks' role in web site creation, The Fireworks Interface, The Fireworks tools, Panels and inspectors, Using context menus, Creating a new document, Viewing documents, Fireworks' use of symbols

#### Text handling

Using the text editor, Applying attributes and effects, Manipulating text blocks, Typographic controls, Converting text to paths, Transforming text, Attaching text to a path

#### Working with graphics

Bitmaps and vectors compared, Drawing lines and shapes, Drawing curves, Setting stroke and fill attributes, Transforming objects, Bitmaps and image edit mode, Using Live Effects, Using the selection tools, Optimising and exporting, Working with layers, Adjusting layer opacity, Layer blend modes

#### Hotspots and slices

Creating hotspots and image maps, Assigning URLs to hotspots, Slicing an image, Rectangular and polygonal, Naming slices, Adding interactivity to slices, Mixing GIF and JPEG formats, Exporting slices

#### Buttons

Fireworks' button states, Creating buttons, Assigning URLs, Using symbols, Exporting buttons

#### Animation

How animated GIFs work, Organising frames, Working with layers, Using tweening, Setting playback options, Optimising and exporting

## Fireworks Advanced (1 day - £245)

7 Jan 11

31 Mar 11

15 Jun 11

1 Sep 11

**Our Advanced Fireworks course demonstrates the creation of complete web site designs using slices, JavaScript rollovers and pop-up menus.**

### Course Outline

#### **Vectors**

Vectors and bitmaps, Switching modes , Creating geometric shapes , Constraining shapes , Creating polygons and stars, Creating paths , Using the pen tool , Manipulating points and curves , Reshaping vector graphics, Splitting and combining vectors

#### **Bitmaps**

Adjusting brightness and contrast, Making tonal adjustments, Using the Levels filter, Using Curves to adjust images, Adjusting colour tones, Hue and saturation , Blurring and sharpening, Using Photoshop filters

#### **Special effects**

Creating bevelled edges, Embossing objects, Creating drop shadows, Glowing effects, Modifying live effects, Creating custom live effects , Saving live effects as styles, Using filters as live effects, Masking images, Bitmap and vector masks, Using text as a mask

#### **Hotspots and slices**

Modifying hotspots, Changing hotspot shapes, Creating slices based on an object, Converting vector paths to slices, Creating text slices, Recolouring slice objects, Recolouring slice guides, Assigning custom names, Customising the auto-naming style, Spacer images and tables, Updating individual slice object

#### **Buttons and nav bars**

The Down state, The Over While Down state, Modifying button text, Creating navigation bars, Nested symbols, Modifying nav bar button graphics

#### **Rollovers and menus**

Simple rollover behavior, Using drag-and-drop behaviors, Swap Image rollovers, Creating disjoint rollovers, Creating pop-up menus, Pop-up menu wizard, Menu fonts, colours and styles, Editing menu content, Position menu objects, Exporting pop-up menus

## Illustrator Introduction (2 days - £450)

17-18 Jan 11	28 Feb-1 Mar 11	11-12 Apr 11	31 May-1 Jun 11	1-2 Jun 11
11-12 Jul 11	8-9 Aug 11	24-25 Aug 11	3-4 Oct 11	21-22 Nov 11

**Our Introduction to Illustrator gives comprehensive coverage of the tools and techniques needed to create basic illustrations and graphics for use in publications or on web sites.**

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### Course Outline

#### **Basics**

Overview of features, The Illustrator approach to drawing, Setting stroke and fill attributes, Printing documents, Creating basic geometrical shapes, Drawing straight paths, Drawing curved paths, The freehand tool, The autotrace tool, Selecting and arranging objects, Editing objects

#### **Text handling**

Entering and editing text, Text labels and text boxes, Entering text along a path, Entering text within a path, Creating and editing text outlines

#### **Drawing techniques**

Creating your own patterns, Measuring and constraining, Guide objects and crop marks, Hiding and locking objects, The transformation tools, The use of compound paths, The use of masking objects, The blend tool, Working with layers, Overview of Illustrator filters

#### **Setting object attributes**

Defining colours, Saving colours as swatches, Spot and process colours, Setting stroke attributes, Adding arrows, Setting fill attributes, Creating gradients, Applying gradients

#### **Manipulating objects**

Making selections, Saving selections, Moving objects, Duplicating objects, Aligning objects, Changing the stacking order, Grouping and ungrouping, Locking and hiding

#### **Graphs**

Creating a graph, The graph types, Importing data

## Illustrator Advanced (1 day - £245)

19 Jan 11	28 Feb 11	13 Apr 11	1 Jun 11	13 Jul 11	10 Aug 11
26 Aug 11	5 Oct 11	23 Nov 11			

**Our Advanced Illustrator course shows experienced Illustrator users how to include special effects and other advanced features in graphics and illustrations for publication and for the web.**

### Course Outline

#### **Drawing techniques**

Mastering the pen tool, Creating paths with the paintbrush tool, Using calligraphic mode, Using variable width mode, Radial symmetry and its uses, Creating blends and tiles, Effective use of layers, Creating custom views

#### **Special effects**

Masking techniques, Transparency effects, Blending modes, Using the blend tool, Creating a blend within text, Mastering compound paths, 3-D simulation through shading, Isometric representation of objects, Understanding filter operations, Using pathfinder operations, Creating text effects, Applying envelopes, Customising graph design

#### **Creating reusable resources**

Using symbols, Defining symbols, Redefining symbols, Appearance attributes, Styles and effects, Creating actions, Editing actions, Batch processing

#### **Page layout**

Illustrator and page layout, Importing text, Linking text boxes, Mixing text and graphics, Text wrap

#### **Web**

Creating web designs, Creating slices, Defining hyperlinks, Creating image maps, Pixel preview mode, Creating Flash movies

#### **Output**

Printing and output options, Preparing graphics for separation, Optimising graphics for the web, Exporting navigation buttons, Exporting slices

## InDesign Introduction (2 days - £450)

10-11 Jan 11	21-22 Feb 11	4-5 Apr 11	9-10 May 11	6-7 Jun 11	1-2 Aug 11
19-20 Sep 11	24-25 Oct 11	28-29 Nov 11			

**Our Introduction to InDesign gives a thorough grounding in how the program approaches page layout tasks and the use of the tools and palettes. By the end of this course, delegates should feel confident about using InDesign to create brochures, newsletters and other short publications.**

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### Course Outline

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#### Basics

Creating and saving a document, The InDesign approach to page -layout, Overview of features, InDesign compared to QuarkXPress, Exploring the interface, Overview of tools, Overview of palettes, Navigating through documents, Zooming in and out, Print Preview and Print

#### Working with text

Text frames, Importing text, Character formatting, Paragraph formatting, Indentation of text, Working with tabs , Find and replace and Spell-checker, Running text around an image, Creating threads

#### Styles

Benefits of using styles, Creating character styles, Creating paragraph styles, Setting parent and child styles, Applying styles, Importing styles

#### Working with graphics

Graphic frames, Overview of graphic formats, Importing graphics, Resizing graphics, Cropping graphics, Using the Links palette, Using in-line graphics

#### Tables

Creating tables, Formatting tables, Imported tab delimited text, Importing Word tables, Importing Excel tables, Filling alternating rows or columns

#### Page layout

Setting margins, Using a layout grid, Creating custom guides, Multi-columns layouts, Using frame-based columns, Using page-based columns

## InDesign Advanced (1 day - £245)

12 Jan 11	23 Feb 11	6 Apr 11	11 May 11	8 Jun 11	3 Aug 11
21 Sep 11	26 Oct 11	30 Nov 11			

**Our Advanced InDesign course shows experienced InDesign users how to create more complex page layouts, work with longer documents and use eye-catching special effects.**

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### Course Outline

#### Master pages

How master pages work, Creating master pages, Applying master pages, Setting page numbering, Using hierarchical master pages

#### Working with text

Working with layers, Moving items between layers, Setting layer options, Changing the stacking order, Using layers with master pages, Automatic layout adjustment, Setting options for layout adjustment, Using clipping paths

#### Typography

Typographic shortcuts, Using the Single Line Composer, Using the Paragraph Composer, Highlighting composition problems, Creating hanging punctuation, Manual kerning, Using optical kerning, Inserting special characters, Creating drop caps, Hyphenation and justification

#### Longer documents

Creating a table of contents, Creating an index, Using the Book palette, Creating a book list, Synchronising styles and colours, Printing a book list, Exporting a book list as PDF, Page numbering across books

#### Drawing

Using the drawing tools, Creating freehand shapes, Creating bezier curves, Manipulating shapes, Using the Transform palette, Aligning objects, Using the eye-dropper tool

#### Special effects

Placing text on a path, Creating drop shadows, Working with transparency, Exporting transparency, Blend modes, Feathering, Creating multi-colour gradients, Converting text to paths

## InDesign and XML (2 days - £550)

13-14 Jan 11	24-25 Feb 11	7-8 Apr 11	12-13 May 11	9-10 Jun 11	4-5 Aug 11
22-23 Sep 11	27-28 Oct 11	1-2 Dec 11			

This course is aimed at those already familiar with both basic and advanced InDesign features. It introduces XML and explains how it can be integrated into InDesign publishing workflows.

### Course Outline

#### Fundamentals

About markup languages, What is XML?, XML and SGML, How mark-up languages work, Representation of document structure, Multi-platform publishing, Modelling content with XML

#### XML essentials

XML elements, The root element, Creating XML tags, Parent and child elements, Entities, PCData, and CData, Element attributes, White space, Adding comments, Well-formed XML documents, DTDs, Overview of XML validation, XML parsers

#### Creating DTDs

Internal and external DTDs,

Element declaration, Attribute declaration, Declaring internal entities, Declaring external entities

#### XML schemas

XML Schema, Need for Schemas, Comparison of DTD and Schema, Schema elements and attributes, Namespaces, Uniform Resource Identifier (URI), XML Schema Examples

#### InDesign XML basics

Summary of XML features, Typical workflows, Using the Tags window, Creating and editing tags, Applying tags to text frames, Applying tags to image frames, Applying tags to inline frames, Importing tags, Show Tag Markers, XML and InDesign tables, XML and images, , Importing XML

Importing XML files, Tagging preset options, Mapping tags to style, Manually formatting XML, Embedding style names in XML files, Creating repeating elements

#### Using DTDs

Industry-standard DTDs, Importing DTDs, Validating documents with DTDs

#### Exporting XML

Tagging items for XML export, Selecting elements for export, Setting export options

## InDesign Scripting (3 days - £895)

17-19 Jan 11	19-21 Jan 11	28 Feb-2 Mar 11	11-13 Apr 11	18-20 May 11	27-29 Jun 11
8-10 Aug 11	26-28 Sep 11	31 Oct-2 Nov 11	12-14 Dec 11		

**Our InDesign Scripting course shows users how to automate InDesign page layout tasks using JavaScript. The course is aimed at experienced users of InDesign CS5 and assumes little or no programming experience.**

### Course Outline

#### Scripting Basics

Introduction to scripting , What is scripting?, Why use scripting?, What about macros?, Making script files readable, Commenting the script, Continuing long lines in JavaScript, Objects and classes, Object references, Values, Variables, Variable names, Assigning values to variables, Array variables, Converting values from one type to another, Finding the value type of a variable, Operators, Methods, Control structures, Conditional statements, Loops, Subroutines and handlers

#### Getting Started with InDesign Scripting

Measurements and positioning, Coordinates, Measurement units, The InDesign document object model, Looking at the InDesign object model, Using palettes to manage scripts, Using the Scripts palette, Using the Script Label palette, Testing and troubleshooting, JavaScript debugging

#### Using ExtendScript Tools and Features

The ExtendScript Toolkit, Configuring the Toolkit window, Selecting a debugging target, Selecting scripts, Tracking data, The JavaScript console, The call stack, The Script Editor, Debugging in the Toolkit

#### Basic document management

Creating a new document, Opening a document, Closing a document, Saving a document

#### Basic page layout

Defining page size and document length, Defining bleed and slug areas, Setting page margins and columns, Changing the pasteboard's appearance

#### Using guides and grids

Defining guides, Setting grid preferences, Snapping to guides and grids, Changing measurement units and ruler

#### Defining and applying document presets

Creating a preset by copying values, Creating a preset using new values, Using a preset, Setting up master spreads

#### Setting text-formatting defaults

Setting application text defaults, Setting the active document's defaults, Using text defaults, Adding XMP metadata, Creating a document template

#### Printing a document

Printing using page ranges, Setting print preferences, Using printer presets, Creating printer presets from printing preferences

## InDesign Automation Using XML and JavaScript (5 days - £1,095)

6-10 Dec 11	10-14 Jan 11	14-18 Mar 11	23-27 May 11	4-8 Jul 11	19-23 Sep 11
21-25 Nov 11					

**This one week course provides comprehensive coverage of using JavaScript to automate InDesign especially via the creation of XML workflows. Delegates will learn how to create JavaScript solutions with user-friendly interfaces which import and process XML, create and populate documents and much more.**

### Course Outline

#### Basics

The Scripts panel, The ExtendScript Toolkit, Code Collapse, Organizing your scripts, Planning your scripts, Setting standards, Making scripts scalable, Writing scripts for your own use only, Writing scripts for other people

#### Scripting essentials

Comments, Variable data types, Declaring and initializing variables, Expressions and operators, The InDesign object model, The Object Model viewer, Essential object syntax, Creating new elements, Referencing objects, Targeting currently active objects, Counting objects, Properties and values, Enumerations, Object methods, JavaScript dialog windows, Array variables, JavaScript objects, What is an object?, InDesign and JavaScript objects

#### Conditional statements and looping

If else statements, Switch statements, For loops, Using a for loop to test whether a document is open, Looping in reverse, Break and continue, While loops, Avoiding endless loops, Looping through an array with a for loop, Looping through a JavaScript object, Using a for...in loop, Looping through InDesign object collections

#### Creating dialogs

Dialog controls, Layout controls, Text controls, Creating static labels and text boxes, Placing dialog objects inside variables, Self-validating text controls, Controls which offer the user a choice, Button controls, Referring to controls, Displaying a dialog, The canCancel property, Creating radiobutton and checkbox controls

#### ScriptUI Dialogs

The Window object, Tabbed panels, panels and groups, The add() method, Creation properties, StaticText and EditText controls, DropDownList, ListBox and TreeView controls, ProgressBar control, Button controls, Creating callback functions, OnClick and onChange events, The onClose event, Changing control properties dynamically

#### Working with Files and Documents

Difference between a file and a document, Creating a new document, Opening a document, Letting the user choose a file, Testing whether a document is already open, Saving a document, Closing a document, Reading from a text file, Writing to a text file, Working with folders, Reading all files in a folder

#### Document Layout

Document and default Preferences, View Preferences, RulerOrigin, DocumentPreferences, Page attributes, Bleed and slug, Margin Preferences, Margin settings, Column settings, View Preferences

## Working with text

Understanding text objects, Placing text, Finding and replacing text, Clearing Find/Change preferences

## Working with Images

InDesign image objects, Images as page items, Images as graphic objects, The image object, EPS, Images as links, LinkMetadata, Identifying problems with images, Finding stretched images, Using actualPpi effectivePpi, imageTypeName, Embedded unlinked images

## Working with Page Items

PageItems and allPageItems, Gauging the type of page items, Using constructor.name, Using the contentType property, Using the ID property, Identifying anchored objects, Creating a document explorer

## XML Essentials

What is XML?, Structure of an XML document, Elements and attributes, Entity references, CDATA sections, Comments, Processing instructions, XML validation, Well-formedness and schema validation, DTDs versus XML schemas

## XML InDesign Essentials

Overview, Importing XML, Creating tags, Matching tags to styles, Using inline objects, Working with images, Navigating XML structure

## Working with DTDs

Using an internal and external DTDs, Declaring elements and attributes, Specifying the occurrence of child elements, Attribute data types, Defining entities, Validating an XML document against a DTD, Using DTDs in InDesign, Importing tags from a DTD

## XSLT Essentials

Linking an XML document to a stylesheet, The structure of an XSLT document, The stylesheet element, The template element, Using XPath expressions, Using <xsl:apply-templates>, Using <xsl:copy>, The <xsl:value-of> element, The <xsl:copy-of> element, Using <xsl:element> and <xsl:attribute>, Creating an XSLT stylesheet in Dreamweaver, Applying the XSLT stylesheet in InDesign

## XSLT Processing-Control Elements

<xsl:if>, <xsl:choose>, <xsl:when> and <xsl:otherwise>, The <xsl:for-each> element, The <xsl:sort> element

## XML Import

Setting XML import preferences, Importing XML, XML import maps, Working with the XmlStory object, Creating styles, Mapping tags to styles, Working with Tables, Using the ValidationError object

## DocBook

Importing DocBook documents, Understanding DocBook elements, Navigating the XML structure, Working with CALS tables

## XML Rules

The rules of XML rules, XML rules compared to XSLT, The XML-rules programming model, Modifying XML elements, Converting XML elements to attributes, Converting attributes to elements, Working with tables

## XML Export

Creating tags, Mapping styles to tags, Setting image options, Setting table options, XML export maps, Exporting XML, Exporting XHTML documents

## Photoshop Introduction (2 days - £450)

2-3 Feb 11	21-22 Mar 11	10-11 May 11	27-28 Jun 11	15-16 Aug 11	26-27 Sep 11
31 Oct-1 Nov 11	19-20 Dec 11				

**Our Introduction to Photoshop and ImageReady covers essential Photoshop concepts, tools and techniques as well as the creation of animations using ImageReady.**

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### Course Outline

#### Basics

Basic Photoshop concepts, Paint versus Draw, Ways of acquiring images, RAM and hard disk requirements, Overview of Photoshop tools, Viewing documents, Background and foreground colours, How text works in Photoshop

#### Selection

Rectangular and elliptical marquee, Using the lasso tool, How the magic wand works, Defining a feather edge, Subtracting and adding, Essential keyboard commands, Moving and exporting a selection, Saving and reloading a selection, Transforming and editing

#### Using the paint tools

Brushes and brush modes, How text works in Photoshop, The advantages of using layering, Transforming and distorting, Blurring and sharpening an image, Special effect filters, Converting the image type, Adding and deleting channels, Channels, selection and effects

#### Retouching and duplication

Colour correction techniques, Adjusting brightness and contrast, Colorizing grayscale images, Achieving subtlety when retouching, Removing unwanted detail, Correcting a damaged image, Defining and applying patterns, Global and selective reversion

#### Animation

Layers and animation, Using the animation palette, The Tween command, Previewing animations, Exporting animations

## Photoshop Advanced (1 day - £245)

4 Feb 11	23 Mar 11	12 May 11	29 Jun 11	17 Aug 11	28 Sep 11
2 Nov 11	21 Dec 11				

**Our Advanced Photoshop course shows experienced Photoshop users the finer points of image retouching and correction, special effects and the creation of web effects, image maps and slices in ImageReady.**

### Course Outline

#### Combining images

Creating montages, Saving feathered borders, Using gradients on a selection mask, Working with multiple layers, Overlaying images, Ways of combining images, Creating layer masks, Creating clipping groups

#### Working with paths

Creating and saving paths, Working with bezier curves, Adding and deleting points, Converting paths to selection, Using clipping paths, Exporting paths to illustrator

#### Filters and special effects

Tips on using filters, Blurring and sharpening, The 3-D Transform filter, Creating multimedia backgrounds, Creating seamless tiles, Using the Extract filter, Using the Liquify filter

#### Adjustments

Automatic adjustments, Using adjustments layers, Using the Levels command, Using the Curves command, Hue Saturation, Channel Mixer, Gradient Map

#### Buttons and rollovers

Techniques for creating buttons, Specifying different button states, Optimising and exporting GIFs, Creating rollover effects, Adding animation to rollovers, Using rollover styles, Creating web photo galleries

#### Slices

Overview of slices, Using the slice tool, Creating layer-based slices, Modifying slices, Naming slices, Image and No Image slices, Assigning URLs, Optimising and exporting slices

#### Image maps

Creating tool-based image maps, Creating layer-based image maps, Assigning attributes to image maps

# Photoshop and Illustrator Scripting (3 days - £895)

12-14 Jan 11

2-4 Mar 11

11-13 May 11

13-15 Jul 11

21-23 Sep 11

30 Nov-2 Dec 11

**Our Photoshop and Illustrator Scripting course shows users how to automate workflows by creating scripts using the JavaScript programming language. The course assumes little or no prior programming experience but requires a good knowledge of Photoshop and Illustrator features.**

## Course Outline

### An Introduction to Scripting

Scripting with Photoshop and Illustrator, Install Scripting Support for Photoshop, Run a Sample Script in Photoshop and Illustrator, Storing Scripts

### Programming with Javascript

Understanding JavaScript Syntax, Understanding Programming Style, Declare Variables, Using Operators, Increment and Decrement a Variable, Control Program Flow Using Conditionals, Using Arrays, Using While Loops, Using For Loops, Create a Function, Pass Parameters to a Function, Return a Value from a Function, Using Objects, Properties, and Methods, Retrieve a Range of Characters from a String, Convert a String into an Array, Communicate with the User, Add Comments

### Working with Documents

Understanding the Adobe Scripting Object Model, Understanding Coordinate Systems in Photoshop and Illustrator, Set the Ruler Units in Photoshop, Create a New Document in Photoshop, Create a New Document in Illustrator, Reference the Active Document in Photoshop and Illustrator, Switch Between Open Documents, Manipulate a Document in Photoshop, Using the Document Meta-Data in Photoshop, Work with Selections in Photoshop, Work with the Clipboard in Photoshop

### Working with Layers

Create a New Art Layer in Photoshop, Create a New Layer Set in Photoshop, Manipulate Layers in Photoshop, Duplicate a Layer in Photoshop, Apply a Filter to a Layer in Photoshop, Create a New Layer in Illustrator, Retrieve a List of Visible Layers in Photoshop and Illustrator

### Working with Path Items in Illustrator

Create Path Items, Create Ellipses, Create Rectangles, Create Stars and Polygons, Define and Apply Color Values, Manipulate Path Items, Work with Selections, Create Groups, Create and Place Symbols, Create Gradients, Edit a Gradient's Stop Points, Working with Compound Paths, Create Clipping Masks

### Text in Photoshop

Create a Text Layer, Retrieve the Name of a Font, Set the Font of a Text Item, Change the Color of a Text Item, Create a Drop Shadow Effect

### Text in Illustrator

Add Text to a Document, Create Path and Area Text, Manipulate Part of a Text Item, Retrieve a List of Available Fonts, Set the Font of a Text Item, Flow Text Between Paths, Wrap Text Around Other Objects, Set Paragraph Options

### Working with the File System In Photoshop and Illustrator

Understanding the File System, Open or Create a File and Folder, Save the Active

Document in Photoshop and Illustrator, Retrieve a Listing of Files in a Folder, Read a File, Write Data to a File, Place a File in Illustrator

### **Working with Variables And Datasets in Illustrator**

Understanding Variables and Datasets in Illustrator, Create a Text String Variable, Create Visibility and Linked File Variables, Create a New Dataset, Export and Import Variable Libraries, Edit a Variable Library by Hand

### **Exporting And Printing**

Save a Document as PDF and EPS from Illustrator, Create an Illustrator Export Object, Save a JPEG from Photoshop, Print a Document from Illustrator, Print a Document from Photoshop

### **Batch Processing in Photoshop and Illustrator**

Using Modular Scripting Techniques, Batch Process Open Documents, Batch Process a Directory Tree, Remove Unused Symbols, Swatches, and Styles in Illustrator, Create Patterns Using Math in Illustrator, Create a Report of All Fonts in an Illustrator Document, Create a Report of All Linked Files in an Illustrator Document Export Files from Datasets in Illustrator, Create Mailing Labels from a Text File in Illustrator, Export All Visible Layers in Photoshop, Change Every Font in a Photoshop Document, Create an HTML Gallery in Photoshop, Resize All Images in a Folder with Photoshop, Record Scripts for Photoshop with the Scripting Listener Plug-in, Make Scripting Listener Code into Functions for Photoshop, Using JavaScript with Photoshop Actions

### **Debugging Scripts in Photoshop and Illustrator**

Detect and Handle Errors, Enable the JavaScript Debugger in Photoshop, Enable the JavaScript Debugger in Illustrator, Using the Debugger, Using Try-Catch Statements

## QuarkXPress Introduction (2 days - £450)

31 Jan-1 Feb 11	3-4 Mar 11	29-30 Mar 11	23-24 May 11	13-14 Jun 11	25-26 Jul 11
5-6 Sep 11	10-11 Oct 11	14-15 Nov 11	19-20 Dec 11		

**Our Introduction to QuarkXPress covers essential QuarkXPress concepts, tools and techniques.**

### Course Outline

#### Overview

Creating and saving a document, Overview of features, The 'box' concept of page -layout, Measurements and Colours, Page set-up and printing, Print Preview and Print, Using the help menu

#### Text handling

The XPress text box, Changing the style of text, Using style sheets, Tabs and indentation, Cut, Copy and Paste , Find and replace, Spell-checker , Automatic and manual text chains, Drop caps

#### Page layout

The document layout palette, Importing text and graphics, Modifying text and graphics boxes, Frame and runaround options, Step and repeat, Group and Lock, Creating and applying colours, Editing imported graphics, Embedding objects, Using master pages, Automatic page numbering, Creating sections in a document, Defaults and preferences

#### Style sheets

Paragraph and character styles, Defining a style by example, Creating paragraph style, Setting character attributes, Setting paragraph attributes  
Rules and tabs, Linking styles, Setting keyboard shortcuts, Creating character styles, Applying styles, Updating styles

#### Colours

Defining new colours, Document vs default colours, RGB vs CMYK colours, Spot vs process colours, Defining Pantone colours, Setting the fill colour, Applying colour to text

#### Tables

Creating tables, Formatting table cells, Adding images to tables, Inserting rows and columns, Setting gridlines , Convert Text to Table

#### Typography

Kerning and tracking, Leading and baseline shift, Horizontal scale, Keyboard shortcuts, Text rotation, Vertical justification, Using the baseline grid

## QuarkXPress Advanced (1 day - £245)

2 Feb 11	9 Mar 11	31 Mar 11	25 May 11	15 Jun 11	27 Jul 11
7 Sep 11	12 Oct 11	16 Nov 11	21 Dec 11		

**Our Advanced QuarkXPress course shows experienced QuarkXPress users how to use the power features of the program when creating longer and more complex layouts and publications.**

### Course Outline

#### **Typography**

Using typographic shortcuts, Default and document style sheets, Setting kerning defaults, Setting tracking defaults, Hyphenation and justification, Solving layout problems, Exporting text to other packages

#### **Page layout**

Forcing text into a specified shape, Handling complex layouts, Customising text wrap, Options for linking text blocks, Creating complex forms and tables, Uses of the Constrain command, Copying pages in thumbnail view

#### **Document handling**

Monitoring and editing font usage, Monitoring imported graphics, Modifying imported graphics, Customising halftone screens, Advanced text box linkage

#### **Master Pages**

How master pages work in Quark, Editing the default master, Double and single page masters, Using an automatic text box, Creating master page items, Renaming master pages, Adding page numbers, Working with multiple masters, Duplicating masters

#### **Working with long documents**

Defining a list, Setting list options, Using the List palette, Generating a list, Creating a table of contents, Marking text for Index inclusion, Creating an index, Creating and using books, Creating a library, Adding items to a library, Labelling library items, Inserting library items, Creating templates

#### **Special effects**

Placing text on a path, Customising shapes, Customising clipping and runaround, Creating typographic effects, Converting text into picture boxes, Creating dual coloured letters, Using anchored text and graphics, Creating custom bullets



# Flash ActionScript Level 1 (3 days - £895)

2-4 Feb 11

9-11 Mar 11

25-27 May 11

6-8 Jul 11

17-19 Aug 11

5-7 Oct 11

**This course covers all key aspects of ActionScript programming. It is suitable for experienced users of Flash who are interested in using ActionScript to create sophisticated web and presentation solutions.**

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## Course Outline

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### Fundamental concepts

ActionScript syntax conventions, Similarity with JavaScript, About object-oriented scripting, Attaching ActionScript code, Events that trigger ActionScript, Placing code in an external file, Adding comments, The use of variables

### Programming structure

Using built-in functions, Creating your own functions, Function arguments, Returning values from functions, Logical structures, If Else statements, Using arithmetic operators, Using logical operators, While loops, Do... While loops, For loops, Local and global variables, Creating arrays, Manipulating array

### Movie Clips

Movie clip events, Specifying targets, Duplicating movie clips, Removing movie clips, Controlling movie clip properties, Creating smart clips, Creating interfaces for smart clips, Drag and drop movie clips, Collision detection

### Animation and interactivity

Animating with ActionScript, Letting users control animations, Creating hierarchical menus, Interactive sliding controls, Creating custom windows, Custom cursors

### Forms

How forms work in Flash, Creating form fields, Making fields dynamic, Submitting variables from a form, Validating user input

### Server interaction

Communicating with a server, Inputting data from a database, Checking if data has loaded, Creating a search form, Displaying search results, Password validation

### ActionScript objects

Overview of objects, The Sound object, The Colour object, The Date object, The Math object, The TextField object, The Format object

## Flash ActionScript Level 2 (3 days - £895)

21-23 Feb 11

29-31 Mar 11

13-15 Jun 11

30 Aug-1 Sep 11

17-19 Oct 11

This course is designed for experienced ActionScript programmers who wish to use class based development to create Flash applications.

### Course Outlines

#### Flash OOP

What Is an Object, Why Objects, OOP Versus Procedural, Understanding Classes, Anatomy of a Class, Built-In Classes, Dynamic Classes, Object Composition & Inheritance, Class Hierarchy of Built-In Objects, Implementing Inheritance, Polymorphism

#### Properties and methods

Variable-to-Property Analogy, Properties in the Real World, Properties of Flash Object, Strong Datatypes for Properties, Private Property, Static Properties, Role of Methods in ActionScript, Methods in Real-World Coding, Private Attribute for Methods, Using Static Methods

#### Flash UI Components

Interfaces and Inheritance, Why Use Interfaces?, Creating Interfaces, Implementing Interfaces, Multiple Interfaces, Extending Interfaces

#### Handling external data

loadVariables and LoadVars, FlashVars and the Query String, Shared Object, LocalConnection Object

#### XML

What Is XML?, Write Once Read Anywhere, XML Object, XMLSocket Class, XML Connector

#### Web services

Web Services Standards, Current State of Web Services Technology, Web Services in Flash, Connecting to Web Services in Flash

#### Flash Communication Server

Understanding FCS, For What Is FCS Used?, How Does FCS Work?, Developing FCS Applications, OOP Nature of FCS

#### Debugging applications

Using DataTyping, Using the Trace Function, Building a Dump Class, Exception Handling

## ASP.NET AJAX (3 days - £895)

31 May-2 Jun  
11

1-3 Jun 11

1-3 Jun 11

**This 3 day course will show experienced ASP.NET developers how to leverage ASP.NET AJAX to create more impactful and richer web applications.**

### Course Outlines

#### ASP.NET AJAX basics

What is Ajax?, ASP.NET AJAX architecture, ASP.NET AJAX Prerequisites and Installation, ASP.NET AJAX Structure and Architecture, The ScriptManager Control

#### The Microsoft Ajax Library

A quick overview of the library, The Application model, Working with the DOM, Making development with JavaScript easier

#### JavaScript for Ajax developers

Working with objects, Working with JSON, Classes in JavaScript, Understanding inheritance, Understanding interfaces and enumerations, Using type reflection, Working with events, Ajax server extensions, Ajax for ASP.NET developers, Enhancing an existing ASP.NET site, ScriptManager: the brains of an Ajax page, Partial-page updates

#### Making asynchronous network calls

Working with ASP.NET Web Services, The asynchronous communication layer, Consuming external Web Services, Using ASP.NET application services

#### Partial-page rendering with UpdatePanels

With great power comes great responsibility, Getting to know the UpdatePanel, Triggers, Advanced techniques, Live GridView filter

#### Under the hood of the UpdatePanel

The PageRequestManager: the unsung hero, A client-side event viewer, UpdatePanel cookbook, Caveats and limitations, ASP.NET AJAX client components

The client component model, Working with client components, Behaviors, Controls

#### Building Ajax-enabled controls

Script descriptors, Introduction to Ajax-enabled controls, Extenders, Script controls

Developing with the Ajax Control Toolkit

A world of extenders, The Ajax Control Toolkit API, Animations

#### XML Script

XML Script basics, Actions, Bindings

#### Dragging and dropping

The drag-and-drop engine, A drag-and-drop shopping cart,

## CSS Introduction (1 day - £295)

17 Feb 11

7 Apr 11

5 May 11

30 Jun 11

11 Aug 11

29 Sep 11

Our Introduction to CSS provides a detailed explanation of the syntax and mechanics of creating CSS style sheets. This course is suitable for web site developers with a good basic knowledge of HTML.

### Course Outlines

#### Basics

CSS and HTML, What is a style?, What is a style sheet?, Overview of CSS syntax, Embedding style sheets, Linking to style sheets, Importing style sheets, Using inline styles

#### Structure and syntax

Selector, property and value, Multiple properties, Use of quotation marks, The cascading effect, Cascading order, Rules in conflict, Grouping, Rules of inheritance

#### Font attributes

Setting colours, Specifying fonts, Creating font lists, Specifying font sizes, Em and percentage, Absolute sizes

#### Background attributes

Background colours, Background images, Controlling repetition, Controlling attachment

#### Block attributes

Setting margins, Specifying padding, Border attributes, Using the DIV element

#### Controlling lists

Bullet type, Bullet image, Nested bullet lists, Working with numbered lists

#### Links

The Anchor pseudo class, Setting rollover appearance, suppressing underline

#### Page layout

Benefits of CSS design, Content and design, CSS design and search engines, The CSS box model, Absolute positioning, Relative position, Z-Index and overlapping, Two column layout, Three column layout, The Float property, The Clear property

## Dreamweaver Introduction (2 days - £450)

17-18 Jan 11	21-22 Feb 11	14-15 Mar 11	11-12 Apr 11	16-17 May 11	20-21 Jun 11
18-19 Jul 11	22-23 Aug 11	19-20 Sep 11	17-18 Oct 11	21-22 Nov 11	12-13 Dec 11

Our Introduction to Dreamweaver course assumes no prior knowledge of HTML or Dreamweaver and shows users how to create basic web sites using Dreamweaver's powerful yet friendly interface.

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### Course Outlines

## Dreamweaver Intermediate (1 day - £245)

19 Jan 11	23 Feb 11	16 Mar 11	13 Apr 11	18 May 11	22 Jun 11
20 Jul 11	24 Aug 11	21 Sep 11	19 Oct 11	23 Nov 11	14 Dec 11

**Our 1 day Dreamweaver Intermediate course covers the advanced use of templates, site management, JavaScript behaviors and animation.**

### Course Outlines

#### Advanced templates

Creating repeating regions, Creating repeating tables, Alternating background colours, Creating nested templates, Editable regions in nested templates, Creating optional regions, Overview of template expressions, The expression object model, Using conditional statements

#### Site management

Site preferences, Check In and Check Out, Using design notes, File View Columns, Cloaking and uncloaking sites, Creating site reports, Synchronising local and remote sites, Testing a site, Repairing broken links, Search and Replace HTML code, Searching specific tags, Saving searches, Using regular expressions

#### Behaviors

Attaching a behavior to the entire document, Attaching a behavior to an object, Modifying a behavior, Swap image, Browser detection, Plug-in detection, Messages and pop-up windows, Show/Hide layers

#### Timelines and animation

Using the timeline inspector, Adding layers to the timeline, Selecting and inserting keyframes, Changing layer properties over time, Defining and modifying layer movement, Reusing an animation, Adding Timeline behaviors

## Dreamweaver Advanced (2 days - £550)

20-21 Jan 11	24-25 Feb 11	17-18 Mar 11	14-15 Apr 11	19-20 May 11
23-24 Jun 11	21-22 Jul 11	25-26 Aug 11	22-23 Sep 11	20-21 Oct 11

**Our Advanced Dreamweaver courses offer tuition on utilising Dreamweaver CS5's server side scripting tools using PHP and MySQL.**

### Course Outline

#### Basic concepts

Background to PHP, Installation and configuration, Embedding PHP tags, Adding comments, Using the Print function

#### PHP scripting

Using variables, Dynamic variables, Data types, Defining arrays, Associative arrays, Manipulating arrays, Operators and expressions, If statements, Switch statements, The While statement, The For statement, Defining functions, Passing arguments

#### Working with forms

Forms overview, Capturing user input, Get and Post differences, Working with global variables, Handling file uploads

#### Databases

Establishing a connection, Setting up queries, Using SQL commands, Displaying results, Adding records, Modifying records, Deleting records

#### Managing state

Overview of strategies, Using hidden fields, Creating query strings, Reading and setting cookies, Setting expiry dates, Deleting cookies, Overview of session functions, Using session variables, Tracking the session ID

#### Dynamic data

Formatting dynamic text, Making images dynamic, Making form, Creating repeating regions, Creating navigation controls, Tracking record numbers

#### Server behaviors

Linking to a detail page, Exchanging values between pages, Creating Insert pages, Creating Delete pages, Creating Update pages, Search pages, Using pop-up menus in searches, Results list pages, Sorting information

## Flash Introduction (2 days - £450)

31 Jan-1 Feb 11	3-4 Mar 11	18-19 Apr 11	23-24 May 11	4-5 Jul 11
15-16 Aug 11	3-4 Oct 11	14-15 Nov 11		

**Our Introduction to Flash course gives users a thorough introduction to this unique environment and also shows users how to add basic interactivity to their projects using ActionScript.**

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### Course Outline

#### Basics

The Flash environment, Setting movie attributes, Previewing and testing, Using the toolbar, Using the timeline, Moving the playhead, Creating scenes, Creating labels and comments

#### Animation

Overview of animation techniques, About tweened animation, Creating symbols, Editing symbols, Creating motions tweens, Creating key frames, Extending still images, Setting the frame rate, Creating a movie clip, Shape tweening

#### Drawing

Drawing shapes and lines, Tool modifiers, Selecting shapes, Modifying shapes, Changing colours, Creating gradient fills, Changing gradient direction, Using the ink bottle tool

#### Interactivity

Working with multiple scenes, Creating buttons, Editing button states, Creating rollover effects, Setting button actions, Setting frame actions

#### Output

Available output options, Testing movie download time, Publish settings, Creating an SWF file, Adding a Flash movie to a web page

# HTML Introduction (2 days - £450)

15-16 Feb 11

5-6 Apr 11

3-4 May 11

28-29 Jun 11

9-10 Aug 11

27-28 Sep 11

**Our Introduction to HTML course assumes no prior knowledge of HTML or web development and provides delegates with a thorough grounding in the use of HTML elements, page layout, text display, tables, frames and forms.**

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## Course Outline

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### Getting started

What is HTML, Web site structure, Naming files, Default pages, Web page structure, Using text editors, Using WYSIWYG editors

### The basic HTML document

Writing HTML, Sections of a document, HTML elements, Opening and closing tags, Elements, attributes and values, The use of quotation marks

### HTML elements

Inserting text, Paragraphs and line breaks, Inserting graphics, Creating links, Absolute and relative links, Creating anchor within a pages, Setting default colours, The importance of tables

### Working with text

Limitations of HTML text, Formatting paragraphs, Using the Font tag, Defining the font face, Setting text size, Setting the colour of text

### Working with graphics

Understanding JPEGs and GIFs, Linking to graphics, Specifying dimensions, Using low Source images, Hiding image borders, Creating Alt labels, Creating image maps

### Tables

The versatility of HTML tables, Visible and invisible tables, Table rows and cells, Setting internal spacing, Backgrounds and borders, Internal alignment, Using tables for page layout, Absolute and relative dimensions

### Forms

Overview of forms, How forms are processed, Action and Method, Creating text fields, Radio button buttons, Check boxes, Pop-up menus, Using graphic buttons

### Page layout

Creating bulleted lists, Creating numbered lists, Creating customised lists, Wrapping text around an image, Aligning content

## JavaScript Introduction (3 days - £895)

24-26 Jan 11

29-31 Mar 11

13-15 Jun 11

30 Aug-1 Sep 11

**Our 3 day Introduction to JavaScript course assumes no prior knowledge of web development or programming and shows delegates how to use JavaScript for special effects, form validation and to add interactivity to web pages.**

### Course Outline

#### Basic Concepts

What is JavaScript, Uses of JavaScript, Adding code to an HTML page, Creating a simple script

#### Syntax essentials

Case sensitivity, Use of semi-colons, Adding comments, White space, Strings and variables, The use of functions, Naming conventions, Reserved words

#### Programming structures

Declaring variables, Assigning values to variables, Arithmetic operators, Comparison operators, If - else statements, Switch statements, For loops, While loops, Declaring functions, Calling functions

#### Built-in functions

Using arrays, Pop-up message boxes , Alert boxes, Confirm boxes, Prompt boxes, Capturing user input

#### Objects, DOM and events

Properties and methods, Creating objects, The String object, The Date object, The document object model, The navigator object, The document object, What are events, Creating event handlers, Mouse events, Events used with forms, onLoad and onUnload, Navigator and IE differences

#### Browser detection

Practical uses of detection, Navigator object properties, Detecting the browser, Detecting the version, Detecting the platform, Using browser information

#### Rollover effects

Naming images, Swapping images on rollover, Restoring the original image, Swapping more than one image, Preloading images

#### Form validation

The form object, Form elements, Preventing empty fields, Checking for email addresses, Counting digits, Checking for numeric values, Restricting the range of values

#### Pop-up windows

Elements of windows, Opening a window, Closing a window, Specifying window attributes

## PHP Introduction (3 days - £895)

9-11 Feb 11	11-13 Apr 11	31 May-2 Jun 11	1-3 Jun 11	1-3 Jun 11
6-8 Jul 11	30 Aug-1 Sep 11	10-12 Oct 11	7-9 Dec 11	

**This in-depth course is designed to thoroughly familiarise developers with the PHP scripting and development environment.**

### Course Outline

#### Getting started

Background to PHP, Installation and configuration, Embedding PHP tags, Adding comments, Using the Print function

#### PHP scripting

Using variables, Dynamic variables, Data types, Defining arrays, Associative arrays, Manipulating arrays, Operators and expressions, If statements, Switch statements, The While statement, The For statement, Defining functions, Passing arguments

#### Working with forms

Forms overview, Capturing user input, Get and Post differences, Working with global variables, Handling file uploads

#### Accessing databases

Establishing a connection, Setting up queries, Using SQL commands, Displaying results, Adding records, Modifying records, Deleting records

#### State management

Overview of strategies, Using hidden fields, Creating query strings, Reading and setting cookies, Setting expiry dates, Deleting cookies, Overview of session functions, Using session variables, Tracking the session ID

#### Manipulating files

Creating and deleting files, Getting info about a file, Checking file existence, Reading from a file, Writing and appending, Creating directories, Manipulating directories

#### Manipulating data

Formatting strings, Manipulating strings, Searching strings, Regular expression functions, Replacing patterns in strings, Splitting strings, Formatting dates, Converting data types

#### Working with objects

PHP objects defined, Creating a class, Setting properties, Creating methods, How inheritance works, Overriding parent class methods, Reinstating parent class methods

#### Errors and debugging

Overview of PHP errors, Logging errors, Typical scripting errors, Debugging strategies, Using Print statements, The Debug function

## PHP Advanced (3 days - £895)

14-16 Feb 11

27-29 Apr 11

6-8 Jun 11

11-13 Jul 11

19-21 Sep 11

31 Oct-2 Nov 11

This in-depth course is designed to thoroughly familiarise developers with the PHP scripting and development environment.

### Course Outline

#### Advanced PHP Programming

Code Structure and Documentation, Function Recursion and Static Variables, References and Functions, PERL-Compatible Regular Expressions

#### Basic oo Programming

Defining a Class, Creating an Object, Creating Constructors, Object Inheritance, Using Class Functions Without Instances, Serializing Objects, Destroying Objects

#### Developing Web Applications

Catching Exceptions, Using PEAR's HTML\_QuickForm, Modularizing a Web Site, Error Logging and Reporting, Browser Detection

#### Database Concepts

Database Design and Normalization, Storing Sessions in a Database, Storing BLOBs in a Database, Using Prepared Statements, Database Encryption, Working with Bound Variables

#### Security

Validating Forms, Validating Forms with JavaScript, Encryption with Mcrypt, HTTP Authentication, Web Server Security, Shared Server Security, Incorporating Captcha with PEAR, Using PEAR Auth

#### Advanced OO Programming

Inheritance, Access Control, Polymorphism, Encapsulation, Overloading

#### E-Commerce

Creating the Database, Administration, Showing the Products Online, Writing a Shopping Cart, Handling Commercial Transactions

#### Image Generation

Creating a Simple Image, Using TrueType Fonts, Creating a Database-Driven Graph, Saving and Building on Existing Images

#### Creating PDFs

Creating a Simple PDF, Adding Text to PDFs, Drawing Shapes, Using Images, Creating Multiple-Page PDFs

#### XML and PHP

What is XML?, XML Syntax, Document Type Definitions, Parsing XML With PHP, XML Error Handling

# XML/XSLT Introduction (3 days - £895)

5-7 Jan 11

14-16 Mar 11

4-6 Jul 11

15-17 Aug 11

12-14 Sep 11

21-23 Nov 11

This in-depth course is designed to thoroughly familiarise web developers with the structure of XML and the transformation and display of XML data using XSL.

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## Course Outline

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### Basics

What is XML, XML and HTML, XML and web development , Creating XML tags, XML elements, The root element, Parent and child elements, Entities, PCData, and CData, Element attributes, White space, Adding comments, Well-formed XML documents

### The XML DOM

What is the XML DOM, The Node Interface Model, Parsing the DOM, Parse errors, Manipulating XML elements, XML DOM Objects

### DTDs

Overview of XML validation, XML parsers, Creating DTDs, Internal and external DTDs, Element declaration, Attribute declaration, Declaring internal entities, Declaring external entities

### Schemas

When to use XML schema, Schemas and DTDs compared, Schema element and attributes, Declaring simple elements, Declaring attributes, Defining complex elements, Complex empty elements, Complex text-only elements, Mixed complex elements, String, date, numeric data types

### Namespaces

Overview of namespaces, The Namespace attribute, Uniform Resource Identifiers, Defining default namespaces

### Extending XML

Overview of XSL, XSLT and XPath, The transformation process, Declaring an XSL style sheet, XSL templates, XSLT elements, XPath syntax, XPath expressions, XPath functions, Node functions, Numeric functions , String functions

### SOAP

Introduction to SOAP, SOAP elements, The Envelope element, The Header element, The Body element, SOAP namespaces, SOAP attributes

## XSLT/XPath Intermediate (2 days - £675)

11-12 Apr 11

4-5 Jul 11

19-20 Sep 11

19-20 Dec 11

This is a practical, hands-on course for developers with experience of XML wishing to focus on the use of XSLT and XPath.

### Course Outline

#### Duplication& Iteration

The <xsl:copy-of> Instruction Element, The <xsl:copy> Instruction Element, The <xsl:for-each> Instruction Element, The <xsl:sort> Element, The <xsl:if> Instruction Element, The <xsl:choose> Instruction Element, The <xsl:number> Instruction Element

#### Controlling Output

The Output Method, Outputting XML, Outputting HTML, Outputting Text, Using a QName Output Method, Media Types

#### XPath

The XPath Data Model, Location Paths, Attribute Value Templates, XPath Datatypes, The XPath View of an XML Document

#### XPath and XSLT functions

Boolean Functions, Node-Set Functions, Number Functions, String Functions

#### Templates

Template Priority, Calling a Named Template, Using Templates with Parameters, Modes, Built-in Template Rules

#### Using Variables and Parameters

Defining Variables and Parameters, Using Variables, Using Parameters, Invoking Templates with Parameters, Using Result Tree Fragments

#### Using Keys

A Simple Key, More Than One Key, Using a Parameter with Keys, Cross-Referencing with Keys, Grouping with Keys

#### Working with Multiple Documents

Including Stylesheets, Importing Stylesheets, Using the document() Function

#### Creating Links and Cross-References

Generating Links with the id() Function, Generating Links with the key() Function, Generating Links in Unstructured Documents,

## XSLT Advanced (1 day - £350)

9 Feb 11	6 Jul 11	21 Sep 11	21 Dec 11	

This is a practical, hands-on course for developers with experience of XML wishing to gain an insight into the advanced features of XSLT.

### Course Outline

#### XSLT 2.0 and XPath 2.0

New XSLT 2.0 Features, New XPath 2.0 Features, Multiple Result Trees, Using Regular Expressions, Grouping in XSLT 2.0, Extension Functions, Coping with XPath 2.0's Extended Type System, Exploiting XPath 2.0's Extended Type System

#### Exploiting XSLT 2.0

Convert Simple Named Templates to XSLT Functions, Prefer for-each-group over Muenchian Method of Grouping, Modularizing and Modes, Using Types for Safety and Precision, Avoiding 1.0 to 2.0 Porting Pitfalls, Emulating Object-Oriented Reuse and Design Patterns, Processing Unstructured Text with Regular Expressions, Solving Difficult Serialization Problems with Character Maps, Outputting Multiple Documents, Handling String Literals Containing Quote Characters, Understanding the New Capabilities of Old XSLT 1.0 Features

#### XML to Text

Dealing with Whitespace, Exporting XML to Delimited Data, Creating a Columnar Report, Displaying a Hierarchy, Numbering Textual Output, Wrapping Text to a Specified Width and Alignment

#### XML to XML

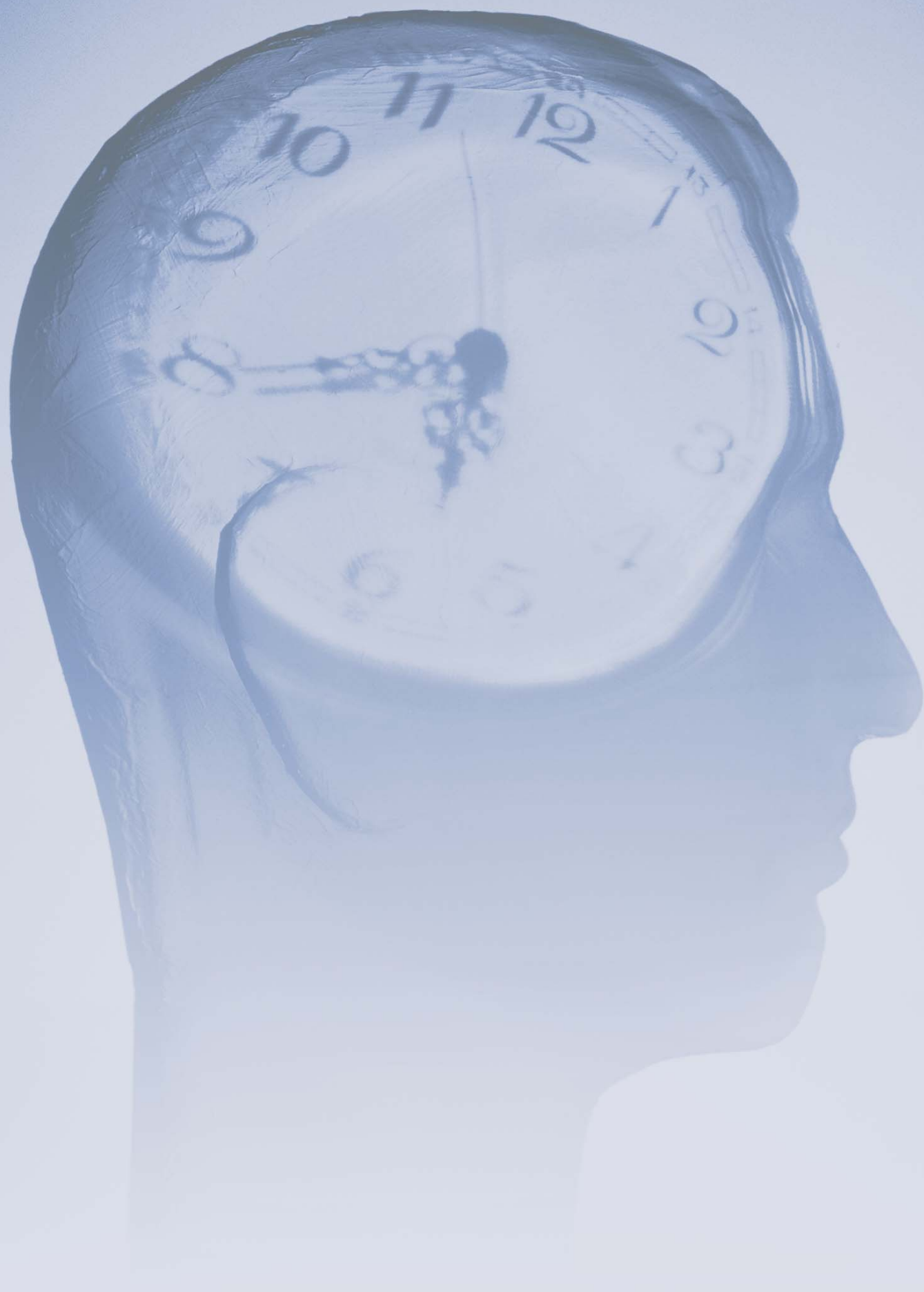
Converting Attributes to Elements, Converting Elements to Attributes, Renaming Elements or Attributes, Merging Documents with Identical Schema, Merging Documents with Unlike Schema, Splitting Documents, Flattening an XML Hierarchy, Deepening an XML Hierarchy, Reorganizing an XML Hierarchy

#### Querying XML

Performing Set Operations on Node Sets, Performing Set Operations on Node Sets Using Value Semantics, Determining Set Equality by Value, Performing Structure-Preserving Queries, Joins, Implementing the W3C XML Query-UseCases in XSLT

#### XML to HTML

Using XSLT as a Styling Language, Creating Hyperlinked Documents, Creating HTML Tables, Creating Frames, Creating Data-Driven Stylesheets, Creating a Self-Contained HTML Transformation, Populating a Form



## Access 1 Week Special (5 days - £1,095)

10-14 Jan 11

28 Feb-4 Mar 11

9-13 May 11

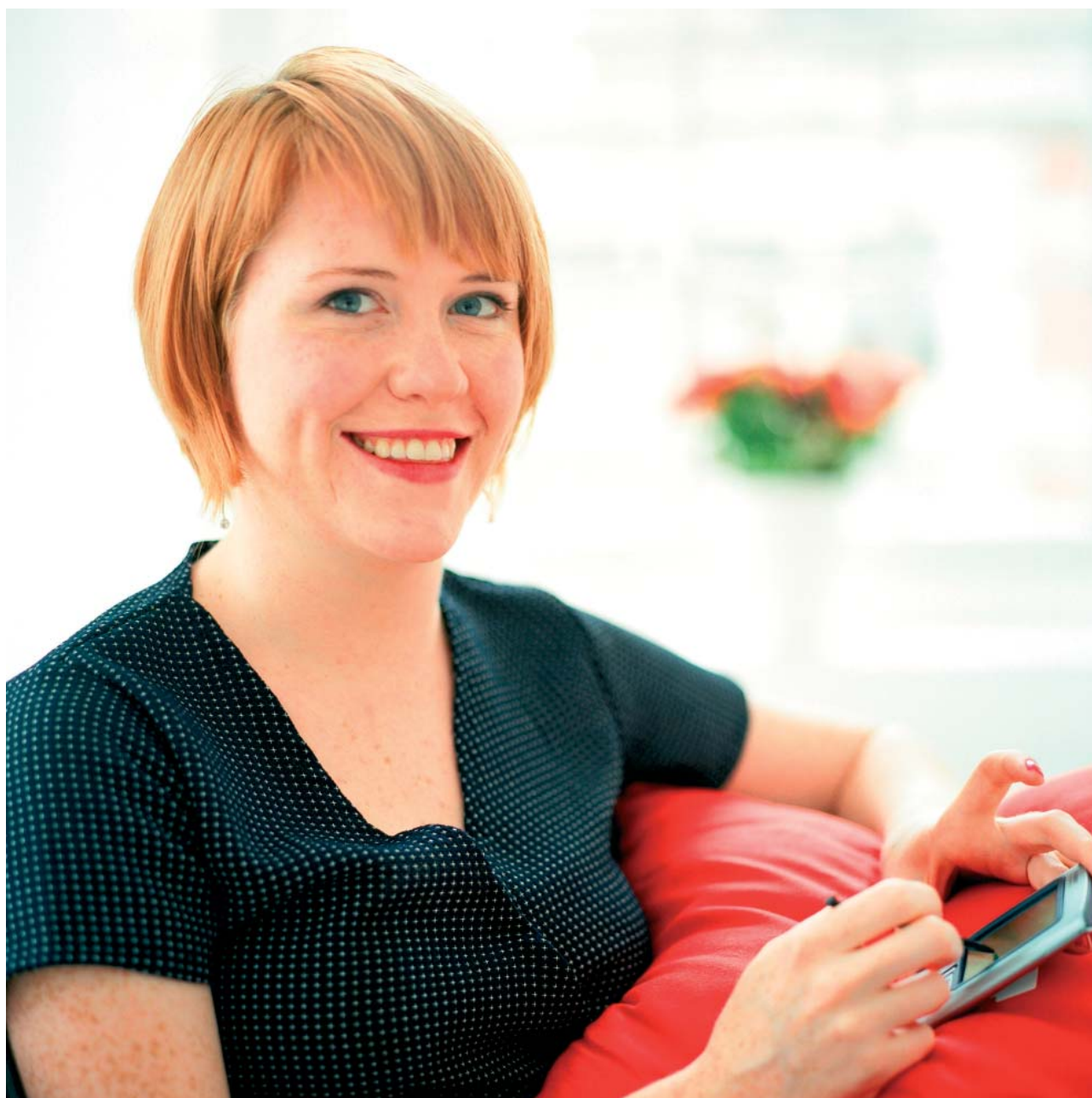
11-15 Jul 11

12-16 Sep 11

17-21 Oct 11

**This course will give anyone who needs to design relational database solutions in Microsoft Access a thorough grounding in the basics of the program before moving on to programming and customisation. The course comprises:**

- MS Access Intro (2 days)
- MS Access Advanced (1 day)
- MS Access Programming (2 days)



## Acrobat 1 Week Special (5 days - £995)

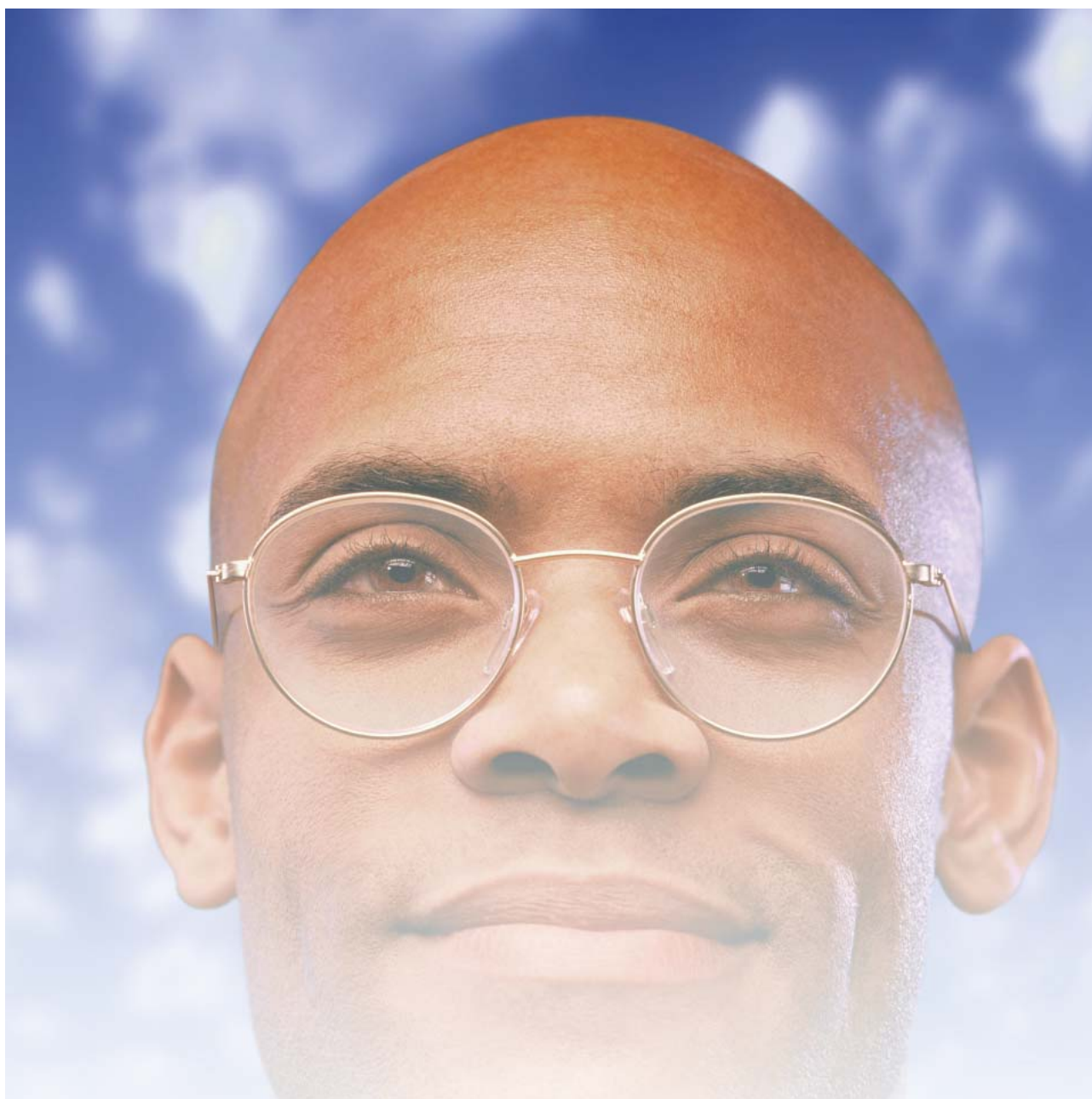
14-18 Feb 11

1-5 Aug 11

10-14 Oct 11

This course is designed for power users of Acrobat who plan to make use of most of its features particularly online forms. The course comprises:

- Acrobat Introduction (1 day)
- Acrobat Advanced (1 day)
- Acrobat forms and JavaScript (3 days)



## Dreamweaver 1 Week Special (5 days - £995)

17-21 Jan 11	21-25 Feb 11	14-18 Mar 11	11-15 Apr 11	16-20 May 11
20-24 Jun 11	18-22 Jul 11	22-26 Aug 11	19-23 Sep 11	17-21 Oct 11

Dreamweaver has a very wide range of applications. This one week special shows delegates how to use Dreamweaver to create both basic and dynamic web pages. The course comprises:

- Dreamweaver Intro (2 days)
- Dreamweaver Intermediate (1 day)
- Dreamweaver Advanced (2 days)



## Excel VBA 1 Week Special (5 days - £1,095)

24-28 Jan 11

4-8 Apr 11

27 Jun-1 Jul 11

5-9 Sep 11

28 Nov-2 Dec 11

Our Excel VBA Intensive 1 Week Training Course is for anyone about to embark on live projects involving the creation of Excel macros and VBA applications. The course aims to equip delegates with the range of skills necessary to start tackling live VBA projects with confidence. The course comprises:

- Excel VBA Level 1 (1 day)
- Excel VBA Level 2 (2 days)
- Excel VBA Level 3 (2 days)



## Flash 1 Week Special (5 days - £995)

31 Jan-4 Feb 11	7-11 Mar 11	23-27 May 11	4-8 Jul 11	15-19 Aug 11
3-7 Oct 11	14-18 Nov 11			

The Flash special moves quickly through the presentation and animation features of Flash before concentrating on creating sophisticated projects controlled with ActionScripting. The course comprises:

- Flash Intro (2 days)
- Flash ActionScript (3 days)



## FileMaker Pro 1 Week Special (5 days - £995)

7-11 Feb 11

6-10 Jun 11

15-19 Aug 11

24-28 Oct 11

**Ideal for those who need to develop databases in FileMaker Pro but have no previous experience. This course will take you to a level where you can start designing relational database solutions. The course comprises:**

- **FileMaker Pro Intro (2 days)**
- **FileMaker Pro Advanced (1 day)**
- **FileMaker Pro Scripting (2 days)**



## InDesign One Week Special (5 days - £995)

10-14 Jan 11	21-25 Feb 11	4-8 Apr 11	9-13 May 11	6-10 Jun 11
1-5 Aug 11	19-23 Sep 11	24-28 Oct 11	28 Nov-2 Dec 11	

This course is designed for new users of Adobe InDesign who need to learn as much about the program as quickly as possible. The course comprises:

- InDesign Introduction (2 days)
- InDesign Advanced (1 day)
- InDesign and XML (2 days)





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