

Adobe																	
Adobe Illustrator																	
Create: ad, wall, graphic, or image	Layout & Photographic Shoots	Drawing	Troubleshoot errors	Color correction	Image clip / overlay	Cropping	Resize elements or ad	Mask elements	create custom brushes	live trace	Custom Gradient blends	Distort & warp text or objects	Create custom color separations	Convert to custom PDF	convert to proof file	convert to web	Prep to press

Adobe Photoshop																	
Create: ad, wall, graphic, or image	Layout & Photographic Shoots	Drawing or paint	Troubleshoot layers	Color correction	Clip paths	Cropping	Resize elements or ad	Mask elements	Custom cloning	batch process images	Write or import actions	Create custom Channels	Custom textures and fills	Export to TV	convert to proof file	convert to web	convert for layout

Adobe InDesign																	
Create: ad, wall, graphic, or image	Layout & Photographic Shoots	Drawing	Troubleshoot errors	Color correction	Image clip / overlay	Cropping	Resize elements or ad	Mask elements	create custom brushes	Import data and images	Import PDF into pages	Utilize custom scripts	Create custom color separations	Convert to PDF from data	convert to proof file	convert to web	Prep to press

Adobe Acrobat Pro																
Create image files, Photographic shoots and OCR scanned text	Use to troubleshoot color or text	Excellent spell check	Determine native programs	Create Professional printing press documents	Install custom plug-ins	Custom Plug-in Quite Imposing	Impose pages to book form with custom gutters, page numbers, and edges	Impose different page sizes within the Acrobat document on the fly	Custom Plug-in Pitstop Pro	Correct color, text, font, page sizes and more within the Acrobat document on the fly						

Create, update, maintain & gather images, photos, & file libraries on systems, server backups or drives for future or preservation for each client for over 20 years

MS Suite Use and knowledge of the MS repair tool, if the enterprise version is corrupted

EXCEL													
Data import, export & storage	Prep data in text editors, including some RegEx	Use formulas to engage data	Clean data to export	Use of V-lookups for ranges	Confirm duplicates	Sort data columns for export or visualizing	Some VBA & macro use	Apply Add-ins	Use data to import into Word	Link data or images	Use Smart Art	Use Graphs	Use or create Templates

Use the client's proprietary file system, currently in use, while continually backing up assets.

WORD													
Custom page layouts	Custom master pages	import & update data documents	Import & resize graphics	Reformat paragraph content	Create custom lists	Format custom tables	Some macro use	link document data	Make secure documents	Link data or images	Use Smart Art	Use Graphs	Use or create Templates

Learn & use client's proprietary management software to flow documents thru from client approval for each printed/electronic piece.