Creative Suite 4 Design Premium

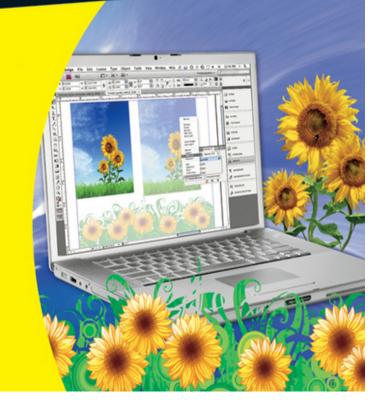
ALL-IN-ONE

DUMMIES



- Adobe Creative Suite 4 Basics
- InDesign CS4
- Illustrator CS4
- Photoshop[®] CS4
- · Acrobat 9.0
- Dreamweaver CS4
- Flash[®] CS4
- Fireworks CS4

Jennifer Smith
Christopher Smith
Fred Gerantabee



Adobe[®] Creative Suite[®] 4 Design Premium All-in-One For Dummies[®]

Table of Contents

Introduction

About This Book

Foolish Assumptions

Conventions Used in This Book

What You Don't Have to Read

How This Book Is Organized

Book I: Adobe Creative Suite 4 Basics

Book II: InDesign CS4

Book III: Illustrator CS4

Book IV: Photoshop CS4

Book V: Acrobat 9.0

Book VI: Dreamweaver CS4

Book VII: Flash CS4

Book VIII: Fireworks CS4

Icons Used in This Book

Where to Go from Here

Book I: Adobe Creative Suite 4 Basics

```
Book I: Chapter 1: Introducing Adobe Creative Suite 4
 Introducing InDesign CS4
 <u>Using Illustrator CS4</u>
 Getting Started with Photoshop CS4
 Working with Acrobat 9.0
 <u>Introducing Dreamweaver CS4</u>
 Moving into Flash CS4
 Welcoming you to Fireworks CS4
 Crossing the Adobe Bridge
 Integrating Software
Book I: Chapter 2: Using Common Menus and Commands
 <u>Discovering Common Menus</u>
 <u>Using Dialog Boxes</u>
 Encountering Alerts
 Using Common Menu Options
 About Contextual Menus
 Using Common Shortcuts
 Changing Your Preferences
Book I: Chapter 3: Exploring Common Panels
 <u>Understanding the Synchronized Workspace</u>
 <u>Using Panels in the Workspace</u>
    Moving panels
    Looking at common panels
Book I: Chapter 4: Using Common Extensions
 Looking at Common Extensions and Filters
    Plugging into InDesign
```

Adding on to Photoshop <u>Using Illustrator plug-ins</u> Adding on capabilities to Acrobat **Extending Dreamweaver Using Filters or Plug-Ins Book I: Chapter 5: Importing and Exporting** Discovering the Adobe Bridge Application Accessing the Bridge software Navigating in Adobe Bridge Managing color <u>Importing Files into a Document</u> <u>Placing content in InDesign</u> Adding content to a Photoshop file Placing files into Illustrator Adding to Acrobat <u>Importing into Dreamweaver</u> **Exporting Your Documents Exporting from InDesign Exporting content from Photoshop Exporting Illustrator files Exporting Acrobat content Exporting Dreamweaver content** Book I: Chapter 6: Handling Graphics, Paths, Text, and Fonts <u>Using Graphics in Your Documents</u>

Working with bitmap images

<u>Discovering vector graphics</u>

```
Working with Paths and Strokes
 Adding Text
    Using fonts
    Discovering types of fonts
    Using text and fonts on the Web
 The Fundamentals of Page Layout
    Layout for print
    Web page layout
Book I: Chapter 7: Using Color
 Looking at Color Modes and Channels
    Using RGB
    Working with CMYK
    Saving in grayscale
    Looking at color channels
 Choosing Colors
    <u>Using swatches</u>
    Mixing colors
 <u>Using Color on the Web</u>
Book I: Chapter 8: Printing Documents
 Choosing Printers
    <u>Using consumer printers</u>
    Looking at professional printers
 Buying a Printer
 Printing Your Work
    Choosing where and how to print
    Looking at paper
```

Saving files for a service provider

Printing at home

Book II: InDesign CS4

Book II: Chapter 1: What's New in InDesign CS4

Placing and Tracking Your Images Better than Before

Making Transforms Just Got Easier

Guiding You to a Better Place

Cleaning Up as You Go!

Selecting, Dropping, and Going with Multiple Placed Images

Improving Integration with Flash

Finding Even More Features

Book II: Chapter 2: Introducing InDesign CS4

Getting Started with InDesign CS4

Creating a new publication

Opening an existing publication

Looking at the document setup

Touring the Workspace

Tools

Menus

Panels

Contextual menus

Setting Up the Workspace

Showing and hiding grids and guides

Snapping to a grid or a guide

Using the new smart guides

```
Saving a custom workspace
 Working with Publications
    <u>Importing new content</u>
    Viewing content
    Saving your publication
Book II: Chapter 3: Drawing in InDesign
 Getting Started with Drawing
    Paths and shapes
    Points and segments
 Getting to Know the Tools of the Trade
    The Pencil tool
    The Pen tool
    Basic shapes and frame shapes
 Drawing Shapes
    <u>Creating a shape with exact dimensions</u>
    <u>Using the Polygon tool</u>
 Editing Basic Shapes
    Changing the size with the Transform panel
    Changing the size with the Free Transform tool
    Changing the stroke of a shape
    Changing the shear value
    Rotating a shape
 Drawing Freeform Paths
    <u>Using the Pencil tool</u>
    Using the Pen tool
 Editing Freeform Paths
```

```
Making Corner Effects
 <u>Using Fills</u>
    Creating basic fills
    Making transparent fills
    Looking at gradients
    Removing fills
 Adding Layers
Book II: Chapter 4: Working with Text and Text Frames
 <u>Understanding Text, Font, and Frames</u>
 <u>Creating and Using Text Frames</u>
    Creating text frames with the Type tool
    <u>Creating text frames with the Frame tool</u>
    Creating text frames from a shape
 Adding Text to Your Publication
    <u>Importing text</u>
    Controlling text flow
    Adding placeholder text
    Copying and pasting text
 Looking at Text Frame Options
    Changing text frame options
    <u>Using and modifying columns</u>
 Modifying and Connecting Text Frames on a Page
    Resizing and moving the text frame
    <u>Threading text frames</u>
    Adding a page jump number
 <u>Understanding Paragraph Settings</u>
```

```
<u>Indenting your text</u>
    <u>Text alignment and justification</u>
    Saving a paragraph style
 Editing Stories
    Using the story editor
    Checking for correct spelling
    <u>Using custom spelling dictionaries</u>
 <u>Using Tables</u>
    Creating tables
    Editing table settings
    Creating table styles
 Looking at Text on a Path
Book II: Chapter 5: Understanding Page Layout
 <u>Importing Images</u>
    Importing PDFs
    <u>Importing other InDesign documents</u>
 Linking and Embedding Images
 <u>Setting Image Quality and Display</u>
 Selecting Images
 Manipulating Text and Graphics in Layout
    Page orientation and size
    Margins, columns, and gutters
    Using guides and snapping
    <u>Locking objects and guides</u>
 Merging Text and Graphics
    Wrapping objects with text
```

```
Modifying a text wrap
 Working with Pages and the Pages Panel
    Selecting and moving pages
    Adding and deleting pages
    Numbering your pages
 <u>Using Master Spreads in Page Layout</u>
    Creating a master spread
    Applying, removing, and deleting master pages
Book II: Chapter 6: Clipping Paths, Transforming Objects, and Alignment
 Working with Transformations
    Looking at the Transform panel
    <u>Using the Free Transform tool</u>
    Rotating objects
    Scaling objects
    Shearing objects
    Reflecting objects
 Understanding Clipping Paths
 <u>Arranging Objects on the Page</u>
    Aligning objects
    Distributing objects
Book II: Chapter 7: Understanding Color and Printing
 Selecting Color with Color Controls
 Understanding Color Models
 <u>Using Color Swatches and Libraries</u>
    The Swatches panel
    Swatch libraries
```

```
Printing Your Work
     What's a bleed?
     About trapping
     <u>Taking your files to a service provider</u>
     Doing it yourself: Printing at home or in the office
Book II: Chapter 8: Exporting Your Work
 <u>Understanding File Formats</u>
 Exporting Publications
     Exporting PDF documents
     Exporting EPS files
     Exporting JPEG files
     Exporting the Flash CS4 XFL format
     Exporting text files
Book II: Chapter 9: Integrating InDesign
 <u>Using InDesign with Version Cue</u>
     <u>Setting up the Version Cue server</u>
     Setting up a project file
     Adding a user to the project
     Saving a file into a project
 <u>Integrating InDesign with Acrobat</u>
     <u>Creating a hyperlink</u>
     Adding a media file
     Exporting to Flash
 <u>Integrating InDesign with Photoshop</u>
     <u>Transparency support and clipping paths</u>
     Photoshop spot colors in InDesign
```

Integrating InDesign with Illustrator

Integrating InDesign with InCopy

Importing InCopy stories

Updating InCopy stories

Integrating InDesign with Dreamweaver

Book III: Illustrator CS4

Book III: Chapter 1: What's New in Illustrator CS4

Finally! Multiple Artboards

Creating a document with multiple artboards

Printing a document with multiple artboards

Fun with the New Blob Brush Tool

<u>Improving Appearances with the Appearance Panel</u>

Book III: Chapter 2: Discovering Illustrator CS4

Deciding When to Use Illustrator CS4

Opening an Existing Document

Creating a New Document

Taking a Look at the Document Window

Becoming Familiar with the Tools

Checking Out the Panels

Changing Views

Navigating the Work Area with Zoom Controls

Book III: Chapter 3: Using the Selection Tools

Getting to Know the Selection Tools

Anchor points

Bounding boxes

```
Selection tools
 Working with Selections
     Creating a selection
     Selecting an anchor point
     Using a marquee to select an object
     Selecting multiple objects
     Saving a selection
 Grouping and Ungrouping
     Creating a group
     <u>Using the Isolation mode</u>
 Manipulating Selected Objects
Book III: Chapter 4: Creating Basic Shapes
 The Basic Shape Tools
     <u>Creating rectangles and ellipses</u>
     <u>Using the Rounded Rectangle tool</u>
     <u>Using the Polygon tool</u>
     <u>Using the Star tool</u>
 Resizing Shapes
 Tips for Creating Shapes
     <u>Creating advanced shapes</u>
     <u>Using the Pathfinders</u>
Book III: Chapter 5: Using the Pen Tool and Placing Images
 Pen Tool Fundamentals
     Creating a straight line
     <u>Creating a constrained straight line</u>
     <u>Creating a curve</u>
```

```
Reconnecting to an existing path
    Controlling the curves
    Creating a corner point
 The Hidden Pen Tools
    Additional tools to help you make paths
    <u>Using the Eraser tool</u>
 Tracing Artwork
    <u>Creating a template layer</u>
    <u>Using Live Trace</u>
 Other Things You Should Know about Placing Images
 <u>Using Photoshop Layer Comps</u>
Book III: Chapter 6: Using Type in Illustrator
 Working with Type
    Creating text areas
    <u>Creating a line of text</u>
    Flowing text into an area
    Dealing with text overflow
    <u>Creating columns of text with the Area Type tool</u>
    Threading text into shapes
    Wrapping text
    Outlining text
    Putting text on a path, in a closed shape, or on the path of a shape
 Assigning Font Styles
 <u>Using the Character Panel</u>
 Using the Control Panel
 <u>Using the Paragraph Panel</u>
```

```
<u>Alignment</u>
    <u>Indents</u>
 Text Utilities: Your Key to Efficiency
    Find and Replace
    Spell checker
    The Hyphenation feature
    The Find Font feature
    The Change Case feature
    <u>Text styles</u>
Book III: Chapter 7: Organizing Your Illustrations
 Setting Ruler Increments
 Using Guides
    Creating a ruler guide
    Creating a custom guide
 <u>Using the Transform Panel for Placement</u>
 Changing the Ruler Origin
 Thinking about Object Arrangement
 Hiding Objects
 Locking Objects
 <u>Creating a Clipping Mask</u>
Book III: Chapter 8: Using Layers
 <u>Creating New Layers</u>
 Using Layers for Selections
 <u>Changing the Layer Stacking Order</u>
 Moving and Cloning Objects
 Hiding Layers
```

```
Locking Layers
Book III: Chapter 9: Livening Up Illustrations with Color
 Choosing a Color Mode
 <u>Using the Swatches Panel</u>
 Applying Color to the Fill and Stroke
 Changing the Width and Type of a Stroke
 <u>Using the Color Panel</u>
 Saving Colors
    Building and using custom libraries
    <u>Using the Color Guide and color groups</u>
    Adding Pantone colors
 Editing Colors
 Building and Editing Patterns
 Working with Gradients
 Copying Color Attributes
 The Live Trace Feature
 The Live Paint Feature
Book III: Chapter 10: Using the Transform and Distortions Tools
 Working with Transformations
    <u>Transforming an object</u>
    <u>Using the Transform tools</u>
 Creating Distortions
    The Liquify tools
    <u>Using the Envelope Distort command</u>
Book III: Chapter 11: Working with Transparency and Special Effects Tools
 The Mesh Tool
```

```
The Blend Tool
 The Symbol Sprayer Tool
 <u>Transparency</u>
    Blend modes
    Opacity masks
Book III: Chapter 12: Using Filters and Effects
 Working with Effects
    <u>Understanding the Appearance panel</u>
    Applying an effect
    Adding a Drop Shadow effect
 Saving Graphic Styles
 <u>Creating 3D Artwork</u>
 Adding Multiple Fills and Strokes
Book III: Chapter 13: Using Your Illustrator Images
 Saving and Exporting Illustrator Files
    The native Adobe Illustrator file format
    Saving Illustrator files back to previous versions
    The EPS file format
    The PDF file format
 Saving Your Artwork for the Web
 Flattening Transparency
    Flattening a file
    <u>Using the Flattener Preview panel</u>
 Printing from Illustrator
```

Book IV: Photoshop CS4

```
Book IV: Chapter 1: Exploring New Features in Photoshop CS4
 An Improved Workspace Helps You Find the Tools You Need
 <u>Adjustments Panel</u>
 Make Your Layers Go 3D!
 Kuler System Comes to Photoshop
 ConnectNow
Book IV: Chapter 2: Getting Into Photoshop CS4 Basics
 Getting to Know the Tools
 Navigating the Work Area
    Docking and saving panels
    Taking advantage of new workspace features
    Zooming in to get a better look
 Choosing Your Screen Mode
 Getting Started with Basic Tasks in Photoshop CS4
    Opening an image
    Creating a new file
    Cropping an image
    Saving images
Book IV: Chapter 3: Messing with Mode Matters
 Working with Bitmap Images
 Choosing the Correct Photoshop Mode
    <u>Bitmap</u>
    <u>Grayscale</u>
    <u>Duotone</u>
    Index color
    RGB
```

```
CMYK
    Lab color
    Multichannel
    Bit depth
Book IV: Chapter 4: Creating a Selection
 Getting to Know the Selection Tools
    The Marquee tool
    The Lasso tool
    The Quick Selection tool
    The Magic Wand tool
    Painting with the Quick Mask tool
 Manipulating Selections with Refine Selection
    Transforming selections
    <u>Feathering</u>
    More fun with selections
 Saving Selections
 <u>Using the Improved Vanishing Point Feature</u>
Book IV: Chapter 5: Using the Photoshop Pen Tool
 <u>Using Shape Layers</u>
    <u>Creating and using a custom shape</u>
    Changing the color of the shape
    Editing a shape
    Removing a shape layer
 <u>Using a Path as a Selection</u>
 Clipping Paths
```

Book IV: Chapter 6: Thinking about Resolution Basics

```
Creating Images for Print
    The resolution formula
    Changing the resolution
 <u>Determining the Resolution for Web Images</u>
 Applying the Unsharp Mask Filter to an Image
Book IV: Chapter 7: Creating a Good Image
 Reading a Histogram
    Breaking into key types
    Setting up the correction
 <u>Creating a Good Tone Curve</u>
    Finding and setting the highlight and the shadow
    Setting the highlight and shadow values
    Adjusting the midtone
    Finding a neutral
 Editing an Adjustment Layer
 <u>Testing a Printer</u>
Book IV: Chapter 8: Working with Painting and Retouching Tools
 <u>Using the Swatches Panel</u>
 Choosing Foreground and Background Colors
 The Painting and Retouching Tools
    Changing the brush
    The Spot Healing Brush tool
    The Healing Brush tool
    The Patch tool
    The Red Eye tool
    The Brush tool
```

```
The Clone Stamp tool
     The History Brush tool
     The Eraser tool
     The Gradient tool
 Blending Modes
     Painting with color
     Filling selections
 Saving Presets
Book IV: Chapter 9: Using Layers
 <u>Creating and Working with Layers</u>
     <u>Duplicating a layer</u>
     Selecting a layer
     Controlling the visibility of a layer
    Rearranging the stacking order
 <u>Creating a Text Layer</u>
     Warping text
     Fine-tuning text
 <u>Using Layer Masks</u>
     Creating a layer mask from a selection
     <u>Creating a vector mask from a pen path</u>
 Organizing Your Layers
     Activating multiple layers simultaneously
     Auto-Align Layers tool
     <u>Layer groups</u>
     <u>Duplicating a layer group</u>
 <u>Using Layer Styles</u>
```

```
<u>Applying a style</u>
    <u>Creating and saving a style</u>
    Thinking about opacity versus fill
 Smart, Really Smart! Smart Objects
 Experimenting with 3D Files
 Merging and Flattening the Image
    <u>Merging</u>
    <u>Flattening</u>
Book IV: Chapter 10: Saving Photoshop Images for Print and the Web
 Choosing a File Format for Saving
    Wonderful and easy Photoshop PSD
    Photoshop EPS
    Photoshop PDF
    TIFF
    DCS
 Saving for the Web and Devices
    GIF
    JPEG
    PNG
    WBMP
    Matte
 Saving Settings
```

Book V: Acrobat 9.0

Book V: Chapter 1: Discovering Essential Acrobat Information

Working with PDF Files

```
Knowing When to Use Adobe PDF Files
 <u>Introducing the Adobe Acrobat Workspace and Tools</u>
    Changing page magnification
    Toolbars
    Viewing modes
    Additional viewing options
    Navigation panels
Book V: Chapter 2: Creating PDF Files
 Creating PDF Files from Microsoft Office
    PDF conversion options
    PDF conversion options from Microsoft Word and Excel
    Converting PowerPoint files to PDF
 <u>Creating PDF Files from Adobe Creative Suite Applications</u>
    Converting Photoshop and Illustrator files to PDF
    Converting InDesign documents to PDF
 Converting Other Electronic Documents to PDF
 Creating PDF Files from Paper Documents and the Web
    Converting paper documents to PDF
    Converting Web pages to PDFs
Book V: Chapter 3: Adding Interactivity to PDF Files
 Adding Bookmarks to Ease PDF Navigation
    Creating bookmarks that link to a page
    Creating bookmarks that link to external files
    <u>Using bookmarks</u>
    Editing bookmarks
 Adding Interactive Links
```

```
Adding Buttons to Simplify Your PDF Files
Book V: Chapter 4: Editing and Extracting Text and Graphics
 Editing Text
    Using the TouchUp Text tool to manipulate text
    <u>Using the TouchUp Object tool to edit graphics</u>
 Exporting Text and Graphics
    Exporting text with Select, Copy, and Paste
    Exporting text with Save As
    Snapshot tool
Book V: Chapter 5: Using Commenting and Annotation Tools
 Creating Comments with the Comment & Markup Toolbar
    The Sticky Note tool
    The Text Edits tool
    The Stamp tool
    The Highlight Text, Underline Text, and Cross Out Text tools
    The Attach File tools
    The drawing tools
    The Text Box tool
    The Callout tool
    The Pencil tool
 Managing Comments
    Viewing comments
    Changing a comment's review status
    Replying to a comment
    Collapsing or hiding comments
    Sharing comments
```

Summarizing comments

Enabling commenting in Adobe Reader

Book V: Chapter 6: Securing Your PDF Files

<u>Understanding Password Security</u>

<u>Applying Password Security to Your PDF Documents</u>

Limiting Editing and Printing

Book VI: Dreamweaver CS4

Book VI: Chapter 1: Getting Familiar with New Features in Dreamweaver

All New CS4 Interface

<u>Improved Property Inspector Panel</u>

Photoshop Smart Objects

Browser Compatibility Check and the CSS Advisor

Live View

Code Navigator

New Spry Widgets

Related Documents

Improved CSS Capabilities

Book VI: Chapter 2: Introducing Dreamweaver CS4

Getting to Know the New Workspace Setup

The Insert panel

The Document toolbar

Using the panel groups

Saving your workspace

Creating a Site

Checking Out the Property Inspector

Previewing Your Page in a Browser or with Live View

Previewing your page using Live View

<u>Understanding Dreamweaver Preferences</u>

Book VI: Chapter 3: Creating a Web Site

Web Site Basics

Starting a New Site

<u>Creating a New Page for Your Site</u>

Adding an Image to Your Page

Naming Files

Managing Your Web Site Files

Delving into HTML Basics

Book VI: Chapter 4: Working with Images

<u>Creating Images for the Web</u>

Putting Images on a Page

<u>Inserting an image</u>

<u>Dragging and dropping an image</u>

Getting to Know the Property Inspector

Placing Photoshop Files

Photoshop Smart Objects

<u>Updating Photoshop Smart Objects</u>

Aligning an Image

Adding Space around the Image

<u>Using an Image as a Background</u>

<u>Creating Rollovers</u>

Inserting Media Content

Book VI: Chapter 5: Putting Text on the Page

```
Adding Text
    Formatting text
    <u>Using the Property inspector to style text</u>
    Spell checking your text
 Understanding Cascading Style Sheets
    <u>Using CSS for text</u>
    Creating a new tag style
    Creating a new class style
Book VI: Chapter 6: Linking It Together
 The Basics of Linking
 Implementing Internal Links
    <u>Using the Hyperlink dialog box to create a link</u>
    <u>Using the Property inspector to create a link</u>
    Creating hyperlinks with Point to File
 Creating Anchors
    Linking to an anchor manually
    Linking to anchors with Point to File
 <u>Linking to Pages and Files Outside Your Web Site</u>
 Linking to E-Mail
 <u>Linking to a PDF File</u>
 Resolving Link Errors
Book VI: Chapter 7: Creating Tables
 Working with Tables
    Editing your table's attributes
    Adding and deleting rows and columns
    Spanning or merging cells
```

Selecting a Table and a Cell

Changing the Color of Table Cells

Adding and Importing Content

Importing CSV and tab-delimited files

Setting alignment for table cells

Book VI: Chapter 8: Creating CSS Layouts

<u>Using CSS Starter Pages</u>

Modifying a New Layout

Creating AP Divs

<u>Creating Relatively Positioned DIVs</u>

Using Behaviors with Boxes

Book VI: Chapter 9: Publishing Your Web Site

Clean Up after Yourself!

Running Site Reports

Checking CSS Compatibility

Getting Connected

<u>Your Web site — live!</u>

Synchronizing your site

Improving Your Site

Book VII: Flash CS4

Book VII: Chapter 1: Getting Started in Flash CS4

Creating Your First Flash Document

Getting Familiar with the Workspace

The Tools panel

The Timeline

The Motion Editor

The Property inspector

<u>Panels (right side)</u>

<u>Creating and Saving Workspaces</u>

Saving and Opening Documents

Getting to Know Flash Player 10

Talking about Layers

Importing Files

Exporting Files from Flash

<u>Publishing Your Final Movie</u>

Book VII: Chapter 2: Drawing in Flash CS4

Drawing Shapes and Lines

<u>Drawing basic shapes with the shape tools</u>

<u>Merging shapes</u>

<u>Creating perfect lines with the Line tool</u>

<u>Creating lines and curves with the Pen tool</u>

<u>Drawing freehand with the Pencil tool</u>

<u>Selecting and Editing Shapes</u>

Modifying fill and stroke colors

Merge versus Object Drawing mode

<u>Splicing and Tweaking Shapes and Lines</u>

Tweaking a shape with the Selection and Subselection tools

Editing a shape with the Lasso tool

Modifying artwork created with the Pen and Pencil tools

Transforming Artwork and Shapes

<u>Using the Transform tool</u>

```
<u>Using the Transform panel</u>
    Skewing your artwork
 Working with Type
    <u>Transforming type</u>
    Distorting and modifying character shapes
 Creating Colors and Gradients
    Creating and adding colors from the Color panel
    <u>Creating gradients</u>
    Applying and transforming gradients
 Working with the Paintbrush Tool
Book VII: Chapter 3: Symbols and Animation
 <u>Visiting the Library</u>
 <u>Creating and Modifying Graphic Symbols</u>
    Adding symbols to the stage
    Modifying symbols
    Sorting symbols
    Duplicating symbols
 Painting with Symbols
    The Spray Brush tool
    The Deco tool
 <u>Understanding Frames and Keyframes</u>
 <u>Creating Animation with Motion and Shape Tweens</u>
    <u>Creating a motion tween</u>
    Resizing tween spans
    <u>Using the new Motion Editor panel</u>
    <u>Creating a shape tween</u>
```