

LEARNING MADE EASY



3rd Edition

Adobe®
Creative Cloud®
ALL-IN-ONE

for
dummies®
A Wiley Brand



6
Books
in one!

Jennifer Smith
Christopher Smith



Adobe® Creative Cloud®

ALL-IN-ONE

3rd Edition

by Jennifer Smith and Christopher Smith

for
dummies
A Wiley Brand

Adobe® Creative Cloud® All-in-One For Dummies®, 3rd Edition

Published by: **John Wiley & Sons, Inc.**, 111 River Street, Hoboken, NJ 07030-5774, www.wiley.com

Copyright © 2021 by John Wiley & Sons, Inc., Hoboken, New Jersey

Published simultaneously in Canada

No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, scanning or otherwise, except as permitted under Sections 107 or 108 of the 1976 United States Copyright Act, without the prior written permission of the Publisher. Requests to the Publisher for permission should be addressed to the Permissions Department, John Wiley & Sons, Inc., 111 River Street, Hoboken, NJ 07030, (201) 748-6011, fax (201) 748-6008, or online at www.wiley.com/go/permissions.

Trademarks: Wiley, For Dummies, the Dummies Man logo, Dummies.com, Making Everything Easier, and related trade dress are trademarks or registered trademarks of John Wiley & Sons, Inc. and may not be used without written permission. Adobe and Creative Cloud are trademarks or registered trademarks of Adobe Systems Incorporated. All other trademarks are the property of their respective owners. John Wiley & Sons, Inc. is not associated with any product or vendor mentioned in this book.

<p>LIMIT OF LIABILITY/DISCLAIMER OF WARRANTY: THE PUBLISHER AND THE AUTHOR MAKE NO REPRESENTATIONS OR WARRANTIES WITH RESPECT TO THE ACCURACY OR COMPLETENESS OF THE CONTENTS OF THIS WORK AND SPECIFICALLY</p>

DISCLAIM ALL WARRANTIES, INCLUDING WITHOUT LIMITATION WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE. NO WARRANTY MAY BE CREATED OR EXTENDED BY SALES OR PROMOTIONAL MATERIALS. THE ADVICE AND STRATEGIES CONTAINED HEREIN MAY NOT BE SUITABLE FOR EVERY SITUATION. THIS WORK IS SOLD WITH THE UNDERSTANDING THAT THE PUBLISHER IS NOT ENGAGED IN RENDERING LEGAL, ACCOUNTING, OR OTHER PROFESSIONAL SERVICES. IF PROFESSIONAL ASSISTANCE IS REQUIRED, THE SERVICES OF A COMPETENT PROFESSIONAL PERSON SHOULD BE SOUGHT. NEITHER THE PUBLISHER NOR THE AUTHOR SHALL BE LIABLE FOR DAMAGES ARISING HEREFROM. THE FACT THAT AN ORGANIZATION OR WEBSITE IS REFERRED TO IN THIS WORK AS A CITATION AND/OR A POTENTIAL SOURCE OF FURTHER INFORMATION DOES NOT MEAN THAT THE AUTHOR OR THE PUBLISHER ENDORSES THE INFORMATION THE ORGANIZATION OR WEBSITE MAY PROVIDE OR RECOMMENDATIONS IT MAY MAKE. FURTHER, READERS SHOULD BE AWARE THAT INTERNET WEBSITES LISTED IN THIS WORK MAY HAVE CHANGED OR DISAPPEARED BETWEEN WHEN THIS WORK WAS WRITTEN AND WHEN IT IS READ.

For general information on our other products and services, please contact our Customer Care Department within the U.S. at 877-762-2974, outside the U.S. at 317-572-3993, or fax 317-572-4002. For technical support, please visit <https://hub.wiley.com/community/support/dummies>.

Wiley publishes in a variety of print and electronic formats and by print-on-demand. Some material included with standard print versions of this book may not be included in e-books or in print-on-demand. If this book

refers to media such as a CD or DVD that is not included in the version you purchased, you may download this material at <http://booksupport.wiley.com>. For more information about Wiley products, visit www.wiley.com.

Library of Congress Control Number: 2021932167

ISBN 978-1-119-72414-8 (pbk); ISBN 978-1-119-72416-2 (ebk); ISBN 978-1-119-72415-5 (ebk)

Adobe® Creative Cloud® All-in-One For Dummies®

To view this book's Cheat Sheet, simply go to www.dummies.com and search for “Adobe Creative Cloud All-in-One For Dummies Cheat Sheet” in the Search box.

Table of Contents

[Cover](#)

[Title Page](#)

[Copyright](#)

[Introduction](#)

[Why Is It Important?](#)

[About This Book](#)

[Foolish Assumptions](#)

[Icons Used in This Book](#)

[Beyond the Book](#)

[Where to Go from Here](#)

[**Book 1: Getting Started with the Creative Cloud Suite**](#)

[**Chapter 1: The Creative Cloud**](#)

[Applications Covered in This Book](#)

Chapter 2: Creative Cloud Application Management

[Downloading Your First App](#)

Chapter 3: Creative Cloud Extras for You

[Launching the Creative Cloud App](#)

[Apps](#)

[Categories](#)

[Managing Your Fonts](#)

[Resource Links](#)

[Your Work](#)

[Discovering Design Opportunities with New Fonts](#)

[Finding Images with Adobe Stock](#)

[Promoting Yourself with Behance](#)

[Creating a Cover](#)

[Bonus! Adobe Portfolio](#)

[It's Not Just Apps!](#)

Chapter 4: Using Common Menus and Commands

[Discovering Common Menus](#)

[Using Dialog Boxes](#)

[Encountering Alerts](#)

[Discovering Common Menu Options](#)

[About Contextual Menus](#)

[Using Common Keyboard Shortcuts](#)

[Changing Your Preferences](#)

Chapter 5: Exploring Common Panels

[Understanding the Common Workspace](#)

[Using Panels in the Workspace](#)

Book 2: Adobe Bridge

Chapter 1: Organizing and Managing Your Files with Adobe Bridge

[Getting to Know the Adobe Bridge Workspace](#)

Chapter 2: Taking Advantage of Metadata in Adobe Bridge

- [Locating Your Files](#)
- [Using Keywords](#)
- [Creating a Metadata Template](#)
- [Searching for Files Using Adobe Bridge](#)
- [Saving a Collection](#)

Chapter 3: Using Automation Tools in Adobe Bridge

- [Getting Files from Your Camera](#)
- [Automation Tools in Adobe Bridge](#)

Book 3: Photoshop CC

Chapter 1: Getting into Photoshop CC Basics

- [The Start Screen](#)
- [The New Document Window](#)
- [Sample Images Can Help You Investigate More Features](#)
- [Opening an Image](#)
- [Getting to Know the Tools](#)
- [Navigating the Work Area](#)
- [Choosing Your Screen Mode](#)
- [Getting Started with Basic Tasks in Photoshop CC](#)

Chapter 2: Messing with Mode Matters

- [Working with Bitmap Images](#)
- [Choosing the Correct Photoshop Mode](#)

Chapter 3: Making Selective Changes

- [Getting to Know the Selection Tools](#)
- [Manipulating Selections with Refine Selection](#)
- [Selecting the Subject](#)
- [Saving Selections](#)

Chapter 4: Using the Photoshop Pen Tool

- [Selecting the Right Pen Tool for the Task](#)

[Using a Path as a Selection](#)

[Creating Curved Paths](#)

[Clipping Paths](#)

[Using Shape Layers](#)

Chapter 5: Creating Images in the Right Resolution for Print and the Web

[Creating Images for Print](#)

[Determining the Resolution for Web Images](#)

[Applying the Unsharp Mask Filter to an Image](#)

Chapter 6: Creating a Good Image

[Reading a Histogram](#)

[Creating a Good Tone Curve](#)

[Editing an Adjustment Layer](#)

[Testing a Printer](#)

Chapter 7: Working with Painting and Retouching Tools

[Using the Swatches Panel](#)

[Choosing Foreground and Background Colors](#)

[The Painting and Retouching Tools](#)

[Blending Modes](#)

[Saving Presets](#)

Chapter 8: Using Layers

[Creating and Working with Layers](#)

[Duplicating a Layer](#)

[Selecting a Layer](#)

[Creating a Text Layer](#)

[Using Layer Masks](#)

[Organizing Your Layers](#)

[Filter Capabilities in the Layers Panel](#)

[Merging and Flattening Images](#)

Chapter 9: Going Beyond the Basics with Layers

[Using Layer Styles](#)

[Smart, Really Smart! Smart Objects](#)

[Finding Tools and Features That Are Hidden](#)

[Using the Frame Tool](#)

[Working with Artboards in Photoshop](#)

[Experimenting with 3D Files](#)

[Preserving Corrective Perspective with the Vanishing Point Feature](#)

Chapter 10: Saving Photoshop Images for Print and the Web

[Backing Up with a Save](#)

[Choosing a File Format for Saving](#)

[Saving Images for the Web](#)

[Saving Settings](#)

Book 4: InDesign CC

Chapter 1: Introducing InDesign CC

[Getting Started with InDesign CC](#)

[Touring the Workspace](#)

[Setting Up the Workspace](#)

[Working with Documents](#)

Chapter 2: Working with Text and Text Frames

[Understanding Text, Font, and Frames](#)

[Creating and Using Text Frames](#)

[Adding Text to Your Publication](#)

[Looking at Text Frame Options](#)

[Modifying and Connecting Text Frames on a Page](#)

[Understanding Paragraph Settings](#)

[Editing Stories](#)

[Using Tables](#)

[Looking at Text on a Path](#)

Chapter 3: Understanding Page Layout

[Importing Images](#)

[Linking and Embedding Images](#)

[Setting Image Quality and Display](#)

[Selecting Images](#)

[Manipulating Text and Graphics in a Layout](#)

[Merging Text and Graphics](#)

[Working with Pages and the Pages Panel](#)

[Using Master Spreads in Page Layout](#)

Chapter 4: Drawing in InDesign

[Getting Started with Drawing](#)

[Getting to Know the Tools of the Trade](#)

[Drawing Shapes](#)

[Editing Basic Shapes](#)

[Drawing Freeform Paths](#)

[Editing Freeform Paths](#)

[Modifying Frame Corners](#)

[Using Fills](#)

[Adding Layers](#)

[Creating QR Codes](#)

Chapter 5: Understanding Color

[Selecting Color with Color Controls](#)

[Understanding Color Models](#)

[Using Color Swatches and Libraries](#)

Chapter 6: Clipping Paths, Alignment, and Object Transformation

[Working with Transformations](#)

[Understanding Clipping Paths](#)

[Arranging Objects on the Page](#)

Chapter 7: Exporting to PDF and Printing

[Preflight: Preparing Your Documents for Printing](#)

[Packaging Your Documents](#)

[Understanding File Formats](#)

[Exporting Publications](#)

[Printing Your Work](#)

Chapter 8: Creating Digital Documents Using EPUB and Publish Online

[Choosing the Right Digital Format](#)

[Planning Layouts for Digital Distribution](#)

[Adapting Print Documents to Share Digitally](#)

[Exporting Digital Books as EPUB](#)

Book 5: Illustrator CC

Chapter 1: Discovering Illustrator CC

[Deciding When to Use Illustrator CC](#)

[Creating a New Document](#)

[Try a Template](#)

[Opening an Existing Document](#)

[Taking a Look at the Document Window](#)

[Navigating the Work Area with Zoom Controls](#)

[Taking Advantage of Artboards](#)

[Checking Out the Panels](#)

[Getting to Know Your Workspace](#)

[Becoming Familiar with the Tools](#)

[Changing Views](#)

Chapter 2: Using the Selection Tools

[Getting to Know the Selection Tools](#)

[Working with Selections](#)

[Grouping and Ungrouping](#)

[Manipulating Selected Objects](#)

Chapter 3: Creating Basic Shapes and Beyond

[The Basic Shape Tools](#)

[Resizing Shapes](#)

[Tips for Creating Shapes](#)

Chapter 4: Using the Pen Tool and Integrating Images

[Pen Tool Fundamentals](#)

[Additional Pen Tools](#)

[Tracing Artwork](#)

[Other Details You Should Know about Placing Images](#)

Chapter 5: Using Type in Illustrator

[Working with Type](#)

[Assigning Font Styles](#)

[Using the Character Panel](#)

[Using the Paragraph Panel](#)

[Text Utilities: Your Key to Efficiency](#)

Chapter 6: Organizing Your Illustrations

[Setting Ruler Increments](#)

[Using Guides](#)

[Using the Properties Panel for Placement](#)

[Changing the Ruler Origin](#)

[What You Need to Know about Object Arrangement](#)

[Hiding Objects](#)

[Locking Objects](#)

[Creating a Clipping Mask](#)

[Creating a Mask of Illustrator Objects Using the Blend Tool](#)

[Creating a Clipping Path Using the Draw Inside Button](#)

Chapter 7: Using Layers

[Creating New Layers](#)

[Using Layers for Selections](#)

[Changing the Layer Stacking Order](#)

[Moving and Cloning Objects](#)

[Hiding Layers](#)

[Locking Layers](#)

Chapter 8: Livening Up Illustrations with Color

[Choosing a Document Profile](#)
[Using the Swatches Panel](#)
[Applying Color to the Fill and Stroke](#)
[Changing the Width and Type of a Stroke](#)
[Adding Arrowheads](#)
[Using the Color Panel](#)
[Saving Colors](#)
[Editing or Applying Colors](#)
[Editing Colors](#)
[Building and Editing Patterns](#)
[Advanced Pattern Editing](#)
[Working with Gradients](#)
[Copying Color Attributes](#)
[Painting Made Easy: The Live Paint Feature](#)

Chapter 9: Using the Transform and Distortion Tools

[Working with Transformations](#)
[Creating Distortions](#)

Chapter 10: Working with Transparency and Special Effects Tools

[The Mesh Tool](#)
[The Blend Tool](#)
[The Symbol Sprayer Tool](#)
[Transparency](#)

Chapter 11: Using Filters and Effects

[Working with Effects](#)
[Saving Graphic Styles](#)
[Creating 3D Artwork](#)
[Adding Multiple Fills and Strokes](#)
[Using the Perspective Grid](#)

Chapter 12: Using Your Illustrator Images

[Saving and Exporting Illustrator Files](#)

[Saving Your Artwork for the Web](#)

[Saving Multiple Assets out of Illustrator](#)

[Flattening Transparency](#)

[Printing from Illustrator](#)

Book 6: Adobe XD

Chapter 1: Introducing the XD Workspace

[Understanding the Modern User Interface](#)

[Relating Objects to the Property Inspector](#)

[A Little Bit about Artboards](#)

[Keyboard Shortcuts for Navigating the Workspace](#)

[Design View versus Prototype Mode](#)

Chapter 2: Working with Artboards

[Starting Your Document and Adding an Artboard](#)

[Creating New Artboards](#)

[Resizing an Artboard](#)

[Adding a New Artboard](#)

[Using the Layers Panel](#)

[Adding Objects to Your Artboards](#)

[Arranging Artboards in Your Pasteboard Area](#)

[Aligning and Distributing Your Artboards](#)

[Adding Scrolling Capability to an Artboard](#)

[Adding Guides to Your Artboard](#)

Chapter 3: Creating Your User Interface (UI) with Shapes, Paths, and Custom Shapes

[Working with the Basic Shapes](#)

[Using a Shape to Create a Button](#)

[Changing the Direction and Angle of Your Gradient](#)

[Using the Pen Tool](#)

[Editing shapes](#)

[Creating Custom Shapes](#)

Chapter 4: Building Your UI

[Layers and the Objects They Contain](#)

[Transforming Objects](#)

[Aligning and Distributing](#)

Chapter 5: Working with Text in Your XD Project

[Using the Text Tool](#)

[Adjusting Text Properties](#)

[Saving Your Properties as an Asset](#)

[Using the Spellchecker](#)

[Importing Text](#)

[Using the Repeat Grid Feature](#)

Chapter 6: Working with Imagery in XD

[Importing Artwork into Your Prototype](#)

[Working with Images in XD](#)

[Importing Vector Images into XD](#)

[Exporting Selected Artwork from XD](#)

Chapter 7: Creating Design Libraries

[Saving Reusable Objects as Components](#)

[Saving Character Styles](#)

[Discovering Libraries](#)

[Taking Advantage of UI Kits](#)

Chapter 8: Adding Interactivity to Your XD Project

[Entering Prototype Mode](#)

[Creating a Drag Trigger](#)

[Creating an Overlay](#)

[Adding States and Rollovers](#)

Chapter 9: Sharing Your XD Project

[Viewing Your App/Website on Your Desktop](#)

[Creating a Movie for Your User Story](#)

[Using the Device Preview Feature](#)

[Sharing Your XD File with Others](#)

Index

[About the Authors](#)

[Connect with Dummies](#)

[End User License Agreement](#)

List of Tables

Book 1 Chapter 1

[TABLE 1-1 Creative Cloud Applications](#)

Book 1 Chapter 4

[TABLE 4-1 Common Keyboard Shortcuts](#)

Book 3 Chapter 1

[TABLE 1-1 Photoshop CC Tools](#)

[TABLE 1-2 Zooming and Navigation Keyboard Shortcuts](#)

Book 3 Chapter 7

[TABLE 7-1 Brush Keyboard Shortcuts](#)

Book 3 Chapter 8

[TABLE 8-1 Helpful Typesetting Key Commands](#)

Book 4 Chapter 7

[TABLE 7-1 File Formats](#)

Book 4 Chapter 8

[TABLE 8-1 File Formats for Digital Distribution](#)

Book 5 Chapter 1

[TABLE 1-1 Magnification Keyboard Shortcuts](#)

[TABLE 1-2 Zoom Keyboard Shortcuts](#)

[TABLE 1-3 Illustrator CC Tools](#)

[TABLE 1-4 Illustrator CC Tools](#)

Book 5 Chapter 3

[TABLE 3-1 Automatically Changing Measurement Increments](#)

[TABLE 3-2 Shape Modes](#)

[TABLE 3-3 The Pathfinders](#)

Book 5 Chapter 4

[TABLE 4-1 The Hidden Pen Tools](#)

Book 5 Chapter 5

[TABLE 5-1 Keyboard Shortcuts for Type](#)

Book 5 Chapter 8

[TABLE 8-1 Color Keyboard Shortcuts](#)

Book 5 Chapter 9

[TABLE 9-1 Width Tool Keyboard Shortcuts](#)

[TABLE 9-2 The Liquify Tools](#)

Book 5 Chapter 10

[TABLE 10-1 The Symbol Tools](#)

Book 5 Chapter 12

[TABLE 12-1 Available File Formats via Export](#)

Book 6 Chapter 1

[TABLE 1-1 Keyboard Shortcuts for Navigating the Workspace](#)

List of Illustrations

Book 1 Chapter 2

[FIGURE 2-1: The Creative Cloud is not just the name of the suite of tools; it's...](#)

[FIGURE 2-2: The status of your applications appears in the Creative Cloud app.](#)

[FIGURE 2-3: Check for updates in the Creative Cloud app.](#)

Book 1 Chapter 3

[FIGURE 3-1: You can find many extras right in the Creative Cloud pane.](#)

[FIGURE 3-2: Keep track of the status of your applications and updates by select...](#)

[FIGURE 3-3: Click on Your Work to access files that are saved in the Adobe Clou...](#)

[FIGURE 3-4: Your Work links contain your libraries and cloud documents. These a...](#)

[FIGURE 3-5: The Libraries panel is accessible from the Window menu in most Adob...](#)

[FIGURE 3-6: After your library is created, you can add elements such as images,...](#)

[FIGURE 3-7: Organize library elements by type to find colors, images, styles, a...](#)

[FIGURE 3-8: Click on Show Cloud Documents in order to see and manage the docume...](#)

[FIGURE 3-9: Your Sync settings and the location of your Creative Cloud folder.](#)

[FIGURE 3-10: You can manage your cloud files in the Creative Cloud app.](#)

[FIGURE 3-11: You can share your cloud documents with others.](#)

[FIGURE 3-12: When you select Manage Fonts, you can activate, deactivate, and pr...](#)

[FIGURE 3-13: Search and use Adobe Stock right in the Libraries panels.](#)

[FIGURE 3-14: Create a new project and add files you wish to share with others.](#)

[FIGURE 3-15: Add text and other elements to your project by using the menu item...](#)

[FIGURE 3-16: Create a cover for your image.](#)

[FIGURE 3-17: Choose from a selection of different layouts to start your portfol...](#)

[FIGURE 3-18: Get help from the community by searching existing issues, or post ...](#)

Book 1 Chapter 4

[FIGURE 4-1: Menus in Photoshop let you choose and control different options.](#)

[FIGURE 4-2: Using a dialog box to change filter settings.](#)

[FIGURE 4-3: A simple choice: OK or cancel.](#)

[FIGURE 4-4: Choosing a menu option with an ellipsis opens a submenu.](#)

[FIGURE 4-5: Open a contextual menu by right-clicking on a selected object.](#)

[FIGURE 4-6: Shortcuts are shown next to their associated commands.](#)

[FIGURE 4-7: Adobe Illustrator preferences. Click an item on the left to navigat...](#)

[FIGURE 4-8: Change all color settings at one time using Adobe Bridge.](#)

Book 1 Chapter 5

[FIGURE 5-1: Click the arrows at the top of the Tools panel to show tools in two...](#)

[FIGURE 5-2: Click an icon to collapse or expand the panel.](#)

[FIGURE 5-3: Displaying the panel menu.](#)

[FIGURE 5-4: To move a panel, drag it by its tab to another panel.](#)

Book 2 Chapter 1

[FIGURE 1-1: The Adobe Bridge workspace.](#)

[FIGURE 1-2: You can visually see the contents of a folder using Adobe Bridge.](#)

[FIGURE 1-3: A visual display of images in a folder.](#)

[FIGURE 1-4: Change your workspace in the Application bar. The Metadata view was...](#)

[FIGURE 1-5: Change your view to bring out additional details. View content as d...](#)

[FIGURE 1-6: Use the Path bar to navigate back through your folders.](#)

[FIGURE 1-7: You can create new folders right in Adobe Bridge.](#)

[FIGURE 1-8: Move images from one folder to another in Adobe Bridge.](#)

[FIGURE 1-9: Click and drag a folder into the Favorites panel.](#)

[FIGURE 1-10: The Application bar.](#)

Book 2 Chapter 2

[FIGURE 2-1: The contents of the Hockey folder which is inside the Book02_Bridge...](#)

[FIGURE 2-2: Scroll through the Metadata panel on the right side of the Bridge w...](#)

[FIGURE 2-3: The description added to the image's metadata.](#)

[FIGURE 2-4: Click the New Keyword button to add your own unique keyword to the ...](#)

[FIGURE 2-5: Select a file and check the information you want to save into a met...](#)

[FIGURE 2-6: Choose the metadata template you want to use to add metadata to an ...](#)

[FIGURE 2-7: Search your folders using the tools built right into Adobe Bridge.](#)

[FIGURE 2-8: Cancel the search results by clicking on the X in the Content pane.](#)

[FIGURE 2-9: You can select File Types from the Filter panel to locate them easi...](#)

[FIGURE 2-10: Create a collection to keep selected Pictures easily accessible.](#)

Book 2 Chapter 3

[FIGURE 3-1: Download your photos quickly using the Photo Downloader available i...](#)

[FIGURE 3-2: The Advanced view allows you to select your images.](#)

[FIGURE 3-3: You can change multiple files names simultaneously in Adobe Bridge.](#)

[FIGURE 3-4: Resize and export files in other formats quickly using the Export f...](#)

[FIGURE 3-5: The Contact Sheet II dialog box offers size and resolution options.](#)

[FIGURE 3-6: The resulting contact sheet.](#)

Book 3 Chapter 1

[FIGURE 1-1: The Start screen in Adobe Photoshop appears as a default.](#)

[FIGURE 1-2: The updated New Document dialog box has many options from which to ...](#)

[FIGURE 1-3: The Photoshop CC workspace includes the Tools panel.](#)

[FIGURE 1-4: Some popular tools may be hidden; click and hold on the arrow in th...](#)

[FIGURE 1-5: As a default, you are in the Essentials workspace.](#)

[FIGURE 1-6: Choose among a variety of workspaces.](#)

[FIGURE 1-7: Closing a panel that you do not use frequently.](#)

[FIGURE 1-8: Turn panels into icons.](#)

[FIGURE 1-9: Change your screen mode.](#)

[FIGURE 1-10: Select the Crop tool preset before you click and drag.](#)

[FIGURE 1-11: Use of the Rule of Thirds overlay in the Crop tool.](#)

[FIGURE 1-12: Select from a multitude of overlays to use as guides, or turn the ...](#)

[FIGURE 1-13: Add a new empty layer to your image.](#)

[FIGURE 1-14: Select the Frame tool, and the select the shape you want to use fr...](#)

[FIGURE 1-15: Make sure to convert a Background layer to a regular layer by doub...](#)

[FIGURE 1-16: A frame allows you to mask an image into a shape.](#)

Book 3 Chapter 2

[FIGURE 2-1: You can see the grid that makes up the pixel resolution of an image...](#)

[FIGURE 2-2: Bitmap versus vector.](#)

[FIGURE 2-3: Grayscale supports 256 shades of gray.](#)

[FIGURE 2-4: Click the white swatch to open the Color Picker dialog box and then...](#)

[FIGURE 2-5: In the Color Library dialog box, type a Pantone number in quickly, ...](#)

[FIGURE 2-6: Save your duotone by clicking the Preset Options button.](#)

[FIGURE 2-7: Index color uses a limited number of colors to create an image.](#)

[FIGURE 2-8: RGB creates the image from red, green, and blue.](#)

Book 3 Chapter 3

[FIGURE 3-1: Change to other Marquee tools by clicking on the arrow in the Tools...](#)

[FIGURE 3-2: You can add to a selection by holding down the Shift key.](#)

[FIGURE 3-3: The Float icon is used on the left, and the Move icon is used on th...](#)

[FIGURE 3-4: Click and drag a rectangular selection with the Object Selection to...](#)

[FIGURE 3-5: Use the Quick Selection tool to paint your selection.](#)

[FIGURE 3-6: When the Quick Selection tool is active, you have additional select...](#)

[FIGURE 3-7: Change the color of the Quick Mask.](#)

[FIGURE 3-8: Start with a selection and then press Q.](#)

[FIGURE 3-9: Painting with black in the Quick Mask mode masks out the area and d...](#)

[FIGURE 3-10: Click and drag a rectangular marquee selection over the monitor.](#)

[FIGURE 3-11: Ctrl- or Command-click and drag each corner to match the inside of...](#)

[FIGURE 3-12: The hue change affects only the inside of the selection.](#)

[FIGURE 3-13: No feathering applied to the selection \(left\); feathering applied ...](#)

[FIGURE 3-14: Change how you view the image in the Select and Mask mode.](#)

[FIGURE 3-15: Click and drag the Feather slide to soften the edges of your selec...](#)

[FIGURE 3-16: A curve correction was applied to make this section lighter.](#)

[FIGURE 3-17: The selection used for a mask.](#)

[FIGURE 3-18: Use the Magic Wand tool to select the white background in the imag...](#)

[FIGURE 3-19: Refining the edge of a selection.](#)

[FIGURE 3-20: Use the Refine Radius tool to make difficult selections, like fur,...](#)

[FIGURE 3-21: Select either the Object, Quick or Magic Wand selection tool and t...](#)

Book 3 Chapter 4

[FIGURE 4-1: Select the mode of the Pen tool from the Options bar.](#)

[FIGURE 4-2: Using the Pen tool, click from one segment to another; close it at ...](#)

[FIGURE 4-3: The Paths panel and its options.](#)

[FIGURE 4-4: Click and drag to make curved paths.](#)

[FIGURE 4-5: Select the hidden Direct Selection tool.](#)

[FIGURE 4-6: Edit your path with the Direct Selection tool.](#)

[FIGURE 4-7: Clipping paths enable you to create silhouettes in other applicatio...](#)

[FIGURE 4-8: Convert your work path to a saved path.](#)

[FIGURE 4-9: Creating a saved path that supports transparency the easy way, with...](#)

[FIGURE 4-10: The Vector Shape tools.](#)

[FIGURE 4-11: You can switch to the Vector shape tool with the Options bar.](#)

[FIGURE 4-12: A custom wave shape integrated with an image in Photoshop.](#)

[FIGURE 4-13: A Shape drop-down list appears on the Options bar.](#)

[FIGURE 4-14: Experiment with blending modes and opacity changes on shape layers...](#)

[FIGURE 4-15: You can apply non-destructive changes to the fill, stroke, and mor...](#)

[FIGURE 4-16: Changing the fill in a shape.](#)

[FIGURE 4-17: Double-click on the layer thumbnail to choose a fill color from th...](#)

[FIGURE 4-18: Choose the type of stroke that you would like to apply.](#)

[FIGURE 4-19: Stroke- and shape-related properties in the Properties panel.](#)

[FIGURE 4-20: You can use Layer styles in order to add a stroke to a custom shap...](#)

[FIGURE 4-21: Use the Layer Styles feature in order to apply properties for the ...](#)

[FIGURE 4-22: Drag the shape path to the Create New Path icon.](#)

Book 3 Chapter 5

[FIGURE 5-1: The Image Size dialog box.](#)

[FIGURE 5-2: The dot pattern used to print images is referred to as lpi \(lines p...](#)

[FIGURE 5-3: The Image Size dialog box, before and after deselecting Resample an...](#)

[FIGURE 5-4: The image with \(left\) and without \(right\) unsharp masking applied.](#)

Book 3 Chapter 6

[FIGURE 6-1: A histogram showing smooth transitions from one color to another.](#)

[FIGURE 6-2: A histogram showing a lack of smoothness in the gradation of color.](#)

[FIGURE 6-3: Tonal information is broken up.](#)

[FIGURE 6-4: A high key image is a light image.](#)

[FIGURE 6-5: A low key image is a dark image.](#)

[FIGURE 6-6: A typical image with a full range of values is a mid key image.](#)

[FIGURE 6-7: The image is murky before defining a highlight and shadow.](#)

[FIGURE 6-8: The tonal values are opened after highlight and shadow have been se...](#)

[FIGURE 6-9: Access the Curves panel with the Create New Fill or Adjustment Laye...](#)

[FIGURE 6-10: View the curve using light or pigment. If following the example yo...](#)

[FIGURE 6-11: The critical tools on the Curves panel.](#)

[FIGURE 6-12: Alt- or Option-click on the Shadow slider and then drag slightly t...](#)

[FIGURE 6-13: Alt- or Option-click on the Highlight slider and drag towards the ...](#)

[FIGURE 6-14: When you Shift-click on the image you create a color sampler that ...](#)

[FIGURE 6-15: Click and drag up on the tone curve to adjust the midtones and thr...](#)

[FIGURE 6-16: Using the Set Gray Point tool, you can click on a gray in your ima...](#)

[FIGURE 6-17: Paint on the adjustment layer mask.](#)

Book 3 Chapter 7

[FIGURE 7-1: Choose Window?⇒?Swatches, and then click the panel menu to access a...](#)

[FIGURE 7-2: Use the Color Picker or enter numeric values to select a color in t...](#)

[FIGURE 7-3: The painting and retouching tools have hidden tools available as we...](#)

[FIGURE 7-4: The Brushes Preset picker.](#)

[FIGURE 7-5: The inside border was created with a brush set to a hardness of 100...](#)

[FIGURE 7-6: Using the Spot Healing Brush tool with the Content-Aware option ena...](#)

[FIGURE 7-7: Use the Content-Aware feature in the Fill dialog box.](#)

[FIGURE 7-8: Position the cursor over the area that you want to use as a source ...](#)

[FIGURE 7-9: Additional options are available for painting in the Brush Settings...](#)

[FIGURE 7-10: A crosshair over the source shows your clone source.](#)

[FIGURE 7-11: Additional options in the Clone Source panel. In this example, the...](#)

[FIGURE 7-12: The History panel helps you see and select different states in you...](#)

[FIGURE 7-13: Create a new layer and then, using the Gradient tool, click and dr...](#)

[FIGURE 7-14: Change the blending mode of the new layer you created and added a ...](#)

[FIGURE 7-15: Click on the Gradient in the Options bar in order to open up the G...](#)

[FIGURE 7-16: Assigning varying amounts of opacity using the stops on top of the...](#)

[FIGURE 7-17: Save your brush properties as a new brush preset.](#)

Book 3 Chapter 8

[FIGURE 8-1: Click and drag the double-arrows up on the hue slider until you see...](#)

[FIGURE 8-2: The circle overlaps the square.](#)

[FIGURE 8-3: The Text tool options.](#)

[FIGURE 8-4: Use the Object Selection tool to surround the Fish and make a selec...](#)

[FIGURE 8-5: Use the Free Transform feature in order to scale and rotate your ne...](#)

[FIGURE 8-6: Create a pen path around the starfish and then click on the Add lay...](#)

[FIGURE 8-7: Clean up your selection using the Direct Selection tool and by pain...](#)

[FIGURE 8-8: Align multiple layers simultaneously with the Move tool.](#)

[FIGURE 8-9: Select the layers that you want to group together and then choose N...](#)

Book 3 Chapter 9

[FIGURE 9-1: Click on the fx button at the bottom of the Layers panel to add a s...](#)

[FIGURE 9-2: Two styles applied to the same layer.](#)

[FIGURE 9-3: You can easily save combinations of styles so that you can apply th...](#)

[FIGURE 9-4: A text layer with styles applied and the fill reduced to 0 percent.](#)

[FIGURE 9-5: Cover the filter effects by painting on the Filter Effects thumbnai...](#)

[FIGURE 9-6: Find hidden tools and feature using the Search tool right in Adobe ...](#)

[FIGURE 9-7: Click and drag using the Frame tool in order to mask out the rest o...](#)

[FIGURE 9-8: Add an artboard to your existing image.](#)

[FIGURE 9-9: Add a text layer to your artboard.](#)

[FIGURE 9-10: Name your artboards to help you identify them more easily.](#)

[FIGURE 9-11: Add a blank artboard by clicking on the plus sign icon.](#)

[FIGURE 9-12: Reposition the content on one artboard without interfering with co...](#)

[FIGURE 9-13: Two artboards with the text layer cloned to the second layer and t...](#)

[FIGURE 9-14: An icon in the layer indicates that this layer is now a 3D layer.](#)

[FIGURE 9-15: Click and drag with the Rotate the 3D Object tool to reposition th...](#)

[FIGURE 9-16: Create a perspective plane. Adjust it until it is blue, indicating...](#)

[FIGURE 9-17: The stone is cloned in perspective using the Stamp tool.](#)

Book 3 Chapter 10

[FIGURE 10-1: You can set up Photoshop to automatically save your files.](#)

[FIGURE 10-2: A PNG-24 file with varying amounts of transparency.](#)

[FIGURE 10-3: You can set up preferences for your Quick Export.](#)

[FIGURE 10-4: Images with smooth transitions from one color to another are good ...](#)

[FIGURE 10-5: An image with lots of solid color makes a good GIF.](#)

[FIGURE 10-6: Choose from presets, or create your own custom settings.](#)

[FIGURE 10-7: Customize colors by using the color table in the Save for Web wind...](#)

[FIGURE 10-8: Add extensions to the end of the layers' names. After generating a...](#)

Book 4 Chapter 1

[FIGURE 1-1: A sample page layout created using InDesign CC.](#)

[FIGURE 1-2: Setting up a new document with InDesign.](#)

[FIGURE 1-3: The InDesign default workspace.](#)

[FIGURE 1-4: The Tools panel contains tools for creating, selecting, and editing...](#)

[FIGURE 1-5: The Control and Properties panel, when the Type tool is active.](#)

[FIGURE 1-6: The Control panel, when a frame is selected using the Selection too...](#)

[FIGURE 1-7: Use the Pages panel to add, delete, and move pages, as well as crea...](#)

[FIGURE 1-8: Click and drag one shape around another to see the interaction with...](#)

[FIGURE 1-9: Know when your object is at the exact center of the page when a gui...](#)

Book 4 Chapter 2

[FIGURE 2-1: Using the Type tool, drag to create a text frame.](#)

[FIGURE 2-2: The text frame, filled with placeholder text.](#)

[FIGURE 2-3: Resize a text frame by dragging its handles.](#)

[FIGURE 2-4: Threaded text between two linked text frames.](#)

[FIGURE 2-5: Two frames on the page; the first contains text.](#)

[FIGURE 2-6: Slightly overlap the two text frames when creating a page jump, so ...](#)

[FIGURE 2-7: The Paragraph panel.](#)

[FIGURE 2-8: You can see text and tables in the story editor.](#)

Book 4 Chapter 3

[FIGURE 3-1: Choose pages to import in the Place InDesign Document dialog box.](#)

[FIGURE 3-2: The Links panel keeps track of all images used in your documents.](#)

[FIGURE 3-3: From left to right: Fast Display, Typical Display, and High Quality...](#)

[FIGURE 3-4: The original image in a graphic frame \(top\); inside a resized frame...](#)

[FIGURE 3-5: Column guides, margin guides, and ruler guides help create a layout...](#)

[FIGURE 3-6: You can wrap text around images in InDesign in several ways.](#)

[FIGURE 3-7: You can wrap text around an image with a transparent background.](#)

[FIGURE 3-8: The Pages panel with page previews.](#)

Book 4 Chapter 4

[FIGURE 4-1: Different kinds of paths and strokes created in InDesign.](#)

[FIGURE 4-2: You can create many shapes with the basic shape tools.](#)

[FIGURE 4-3: Points are joined by line segments.](#)

[FIGURE 4-4: Change the star number of sides and inset percentage to create diff...](#)

[FIGURE 4-5: A selected shape with the bounding box visible.](#)

[FIGURE 4-6: Overlap the shapes, change their fill and then choose a Pathfinder ...](#)

[FIGURE 4-7: This freeform drawing was created with the Pencil tool.](#)

[FIGURE 4-8: Choose to fill using swatches, the Color Picker, or with a gradient...](#)

[FIGURE 4-9: You can apply transparency to the entire object, the fill, stroke, ...](#)

[FIGURE 4-10: An example of a linear gradient.](#)

[FIGURE 4-11: The New Gradient Swatch dialog box.](#)

Book 4 Chapter 5

[FIGURE 5-1: Choose a color from the swatch library to add it to the Swatches pa...](#)

Book 4 Chapter 6

[FIGURE 6-1: Both the Transform and Properties panel make it easy to resize, rot...](#)

[FIGURE 6-2: The Properties panel has the tools you need for resizing your image...](#)

[FIGURE 6-3: Different cursors indicate options for using the Transform tool.](#)

[FIGURE 6-4: Change your display performance if you are worried about the resolu...](#)

[FIGURE 6-5: The original image is on the left, and the sheared image is on the ...](#)

[FIGURE 6-6: Place multiple images by holding down Ctrl+Shift \(Windows\) or ⌘?? +...](#)

[FIGURE 6-7: Images are aligned and distributed automatically when placed.](#)

Book 4 Chapter 7

[FIGURE 7-1: The Relink icon.](#)

[FIGURE 7-2: Choose the export options to export a file in the PDF format.](#)

Book 4 Chapter 8

[FIGURE 8-1: Create a Liquid Layout.](#)

[FIGURE 8-2: Create an alternate layout.](#)

[FIGURE 8-3: The Reflowable Layout Export options.](#)

[FIGURE 8-4: The Fixed Layout Export options.](#)

[FIGURE 8-5: The Publish Your Document Online options.](#)

Book 5 Chapter 1

[FIGURE 1-1: The initial start screen in Illustrator allows you to see recent fi...](#)

[FIGURE 1-2: The New Document interface offers options for different types of fi...](#)

[FIGURE 1-3: The legacy New Document window.](#)

[FIGURE 1-4: The Illustrator work area.](#)

[FIGURE 1-5: Add multiple artboards right from the start. A document created usi...](#)

[FIGURE 1-6: The Artboard panel helps to keep your artboards organized, and you ...](#)