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Adobe InDesign CC on Demand Steve Johnson 2013 A guide to the desktop publishing and page layout program covers such topics as working with text, placing graphics, applying and managing color, working with tables, creating an interactive document, and working with other Adobe programs.

Adobe Illustrator CC on Demand Steve Johnson 2013 A guide to operating the graphics program covers such topics as working with objects, color, fills, layers, type, and graphics; manipulating artwork; drawing and painting; designing for the web; and applying different graphic styles.

Absolute Beginner's Guide to Microsoft Office 2003 Jim Boyce 2003 Describes the functions of all the Microsoft Office programs, including Excel, Outlook, PowerPoint, and Access.

Office 2007: The Missing Manual Chris Grover 2007-04-27 Quickly learn the most useful features of Microsoft Office 2007 with our easy to read four-in-one guide. This fast-paced book gives you the basics of Word, Excel, PowerPoint and Access so you can start using the new versions of these major Office applications right away. Unlike every previous version, Office 2007 offers a completely redesigned user interface for each program. Microsoft has replaced the familiar menus with a new tabbed toolbar (or "ribbon"), and added other features such as "live preview" that lets you see exactly what each option will look like in the document before you choose it. This is good news for longtime users who never knew about some amazing Office features because they were hidden among cluttered and outdated menus. Adapting to the new format is going to be a shock -- especially if you're a longtime user. That's where Office 2007: The Missing Manual comes in. Rather than present a lot of arcane detail, this quick & friendly primer teaches you how to work with the most-used Office features, with four separate sections covering the four programs. The book offers a walkthrough of Microsoft's redesigned Office user interface before taking you through the basics of creating text documents, spreadsheets, presentations, and databases with: Clear explanations Step-by-step instructions Lots of illustrations Plenty of friendly advice It's a great way to master all 4 programs without having to stock up on a shelf-load of different books. This book has everything you need to get you up to speed fast. Office 2007: The Missing Manual is truly the book that should have been in the box.

Mastering Word Made Easy TeachUcomp 2007-05

Real World Adobe Illustrator CS3 Mordy Golding 2007-07-26 Real World Adobe Illustrat or CS3 is the definitive reference to Adobe's industry-standard vector graphics software. With an easy, engaging style, author Mordy Golding takes readers through all of the features of the program, explaining not only how to use the multitude of features but also why and when to use them. This edition has been thoroughly updated for Illustrator CS3, including insightful techniques on using the new Live Color environment and its tools, a new Isolation mode for working on complex artwork, and new tools for drawing, erasing, modifying, and cropping graphic. New

integration features with Flash CS3 are also covered in depth; for example, readers learn how symbols can be defined as movie clips for use in Flash. Now that Illustrator and Flash are both part of several bundled offerings of the Creative Suite, this coverage is a key part of the entire uninterrupted workflow from initial concept to final execution. Along with tips, sidebars, and expert commentary, there are also numerous illustrations and screen shots included to offer readers the most complete coverage on this extraordinary application. Designers from all fields--illustrators, animators, package designers, graphic designers, web designers, and more--will find Real World Adobe Illustrator CS3 their one-stop guide to creating powerful designs in Illustrator

Word 2007 Chris Grover 2007 Updated to incorporate the latest features, tools, and functions of the new version of the popular word processing software, a detailed manual explains all the basics, as well as how to create sophisticated page layouts, insert forms and tables, use graphics, and create book-length documents with outlines and Master Documents. Original. (All Users)

Album Moxie Khara Plicanic 2013-07-25 Fresh, clean, and SIMPLE. Album Moxie makes designing photo albums a breeze. For a lot of photographers, album design is synonymous with headache. The hours (and hours!) spent designing are usually followed by weeks (or even months) of revisions, making for a painful experience for everyone involved. But it doesn't have to be that way! This book will show you how to combine the right tools with a simple strategy, making it possible (even easy) to design basic albums in seconds, and custom wedding or portrait albums in an hour--or less. By the time you finish the book, you'll have a beautiful, finished design that's ready to be ordered! Overhauling the entire approach to traditional album design and marketing, Album Moxie shows how albums can be as good for your workflow as they are for your bottom line--all while adding value for your clients. This fun, spunky, and no-nonsense book: Provides a simplified approach for photographers looking to create and market wedding and portrait albums Walks through the entire album process, from choosing a vendor to exporting production-ready files Guides readers step by step through the design, retouching, and exporting of an actual 20-page album Covers all the necessary tools, including the basics of the one tool that design professionals know and love--Adobe InDesign

iWork: The Missing Manual Jessica Thornsby 2014-03-18 Apple's iWork is more versatile than ever now that there are versions for Mac, iOS, and even iCloud. The only thing iWork doesn't include is its own how-to guide. That's where this friendly, jargon-free Missing Manual comes in. With complete instructions and helpful examples, you'll quickly learn how to create stunning documents, slideshows, and spreadsheets with iWork's Pages, Keynote, and Numbers. The important stuff you need to know: Create elegant files in minutes. Save tons of time by using iWork's collection of prebuilt templates and themes. Craft a variety of documents. Use Pages to design attractive newsletters, catalogs, brochures, flyers, and posters. Build eye-popping

presentations. Turn Keynote's themes and easy-to-use cinematic effects into beautiful custom slideshows. Organize and clearly convey information. Jazz up your Numbers spreadsheets with charts, images, and videos. Always have your work on hand. Store your files in iCloud and have them sync automatically to your Mac and iOS devices. Work anywhere, any time. Use the web-based iWork for iCloud to create projects on any computer—even a PC. Versions covered: This edition covers Pages for Mac 5.1, Keynote for Mac 6.1, Numbers for Mac 3.1, version 2.1 of each iOS app, and iWork for iCloud.

ePublishing with InDesign CS6 Pariah S. Burke 2012-11-28 Here's the designer's guide to creating excellent e-books with InDesign Creative professionals are designing more and more e-books and e-zines as digital publishing increasingly gains market share. This book pulls together a wide range of essential information to help them maximize the versatility of InDesign for e-publishing. If you need to know how to build, deploy, and manage digital publications using InDesign, here's your guide to the process, from understanding the platforms and devices and how best to design for them to creating media-rich content for multiple formats using a variety of technologies. Designers are seeking to sharpen their skills to compete in today's e-publishing market, and this book is packed with necessary information about creating and adapting content for e-publication Explains how to plan a new digital publication, convert a print publication to digital, add multimedia and interactivity, and publish and distribute the finished product Covers platforms, devices, and formats; creating media-rich content; designing for different devices; and managing digital publications Examines Adobe's Digital Publishing System, CSS, HTML5, and other commercial vehicles available for e-publishing on multiple platforms, including iPad, Kindle, NOOK, and other tablets and e-readers ePublishing with InDesign is a valuable tool for designers seeking to boost their skills and create cutting-edge e-publications.

Adobe Creative Suite 5 Design Premium All-in-One For Dummies Jennifer Smith 2010-06-04 The perennial Adobe Creative Suite bestseller—fully updated for Adobe CS5 Featuring eight books in one, this All-in-One For Dummies guide covers the key features and tools that you need to know in order to understand how to use each individual program within the Adobe Creative Suite—InDesign, Illustrator, Photoshop, Acrobat, Dreamweaver, Fireworks, and Flash—to its fullest potential. Within the nearly 1,000 pages, you'll find creative inspiration as well as tips and techniques to sharpen your productivity. Dedicates a minibook to each of the programs within the latest version of Adobe Creative Suite 5—InDesign, Illustrator, Photoshop, Acrobat, Dreamweaver, Fireworks, Flash—as well as a minibook devoted to Creative Suite basics Serves as a one-stop learning opportunity for each product inside the Design Premium Suite Walks you through creating print and web-based marketing or advertising materials or other publications Adobe Creative Suite 5 Design Premium All-in-One For Dummies is a premium resource on all Adobe Creative Suite 5 can do for you.

Sams Teach Yourself Adobe Illustrator 10 in 24 Hours Peter Bauer 2001 In just 24 lessons of one hour or less, you will get up to speed on the basics of creating and editing computer graphics with Adobe Illustrator. Using a straightforward, step-by-step approach, each lesson builds upon the previous one, allowing you to learn the fundamentals of Illustrator from the ground up.

Real World Adobe InDesign CS2 Olav Martin Kvern 2006 You've mastered page design and can easily work your Quark magic. Now you are ready to take the plunge and switch to Adobe InDesign CS2 and you need to learn and start successfully using the award-winning software, immediately! Real World Adobe InDesign CS2 has all the industrial-strength techniques and time-saving tips you

need to start laying out, proofing, and printing pages with InDesign CS2, without missing a beat or a deadline! You'll find everything you need here to master InDesign's advanced page layout tools, manage color, snippets, use the Bridge effectively, and more. You'll also find complete coverage of InDesign CS2's new features: Object Styles, Photoshop and Adobe PDF layer support, using InCopy, Smarter text handling, flexible XML support, and much more. Written by pros for design pros, this book has all the real-world, industrial-strength InDesign CS2 techniques that will make all the difference in your fast-paced production environment!

The Book Book Lily Splane 2003-07 In "The Book Book" readers will learn how to make book planning, typesetting, layout, and prepress production accessible to and easy for anyone with computer experience.

Adobe InDesign Creative Cloud Revealed Chris Botello 2014-08-01 Graphic design professionals and design students alike have embraced Adobe InDesign as the industry standard for page layout software—and they're mastering it with ADOBE INDESIGN CREATIVE CLOUD. A thorough, in-depth exploration of the latest release, this highly visual book covers all the fundamental concepts, starting with the workspace and proceeding logically and intuitively to more advanced topics. Chock full of new lessons covering new features, this edition retains its step-by-step tutorials and user-friendly design, resulting in a resource that is comprehensive, clear, and effective. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

InDesign CS5 For Dummies Galen Gruman 2010-05-11 Get up to speed on the latest features and enhancements to InDesign CS5 As the industry standard in professional layout and design, InDesign delivers powerful publishing solutions for magazine, newspaper, and other publishing fields. This introductory book is an easy-to-understand reference for anyone migrating from another software application or those with little-to-no desktop publishing experience. You'll explore InDesign basics and examine the enhancements to InDesign CS5, while you also discover how pages work, build templates, create frames and shapes, manage styles, and much more. InDesign is proving to be an increasingly popular layout and design application; InDesign CS5 includes new functionality and enhanced tools Teaches all the basics for first-time users, including how to open and save your work, arrange objects, work with color, edit text, manage styles, finesse character details, add special type, import and size graphics, set paths, work with tabs, create indices, and more Demonstrates how to calibrate colors, export PDF files, fine-tune paragraph details, create frames and shapes, manipulate objects, and work with automated text InDesign CS5 For Dummies offers a straightforward but fun approach to discovering how to get the most from your desktop publishing experience when using InDesign.

Word 2007 for Starters Chris Grover 2007 Incorporating the latest features of the new version of the word processing software, a condensed manual intended for beginners explains the basic tools that can be used for creating page layouts, inserting forms and tables, and including graphics.

Microsoft Dynamics GP For Dummies Renato Bellu 2008-10-13 If you're accountable for accounting in a mid-level business, Microsoft Dynamics GP accounting software can be your best friend. Microsoft Dynamics GP For Dummies improves the friendship by highlighting the most useful and practical features, dispelling the most common misconceptions, and letting you in on the best tips and tricks — all in plain English! Microsoft Dynamics GP For Dummies shows you how to set up and use this modular accounting program. You'll learn to customize Dynamics Great Plains, get around the program, create a company, build an effective chart of accounts,

and maintain a general ledger. You'll find out how to: Create invoices and bill your customers, manage receipts, and easily match payments to invoices Set up vendors quickly and easily Customize GP fit your business perfectly and make the home page more efficient Work with the modules you'll use most often in the Purchasing, Sales, Inventory, and Financial series Safeguard your database and set up a disaster recovery plan containing all the right steps Use Professional Services Tools and utilities to find and fix data discrepancies Get inventory under control Close your books at year end and use shortcuts to easily print reports from all the data you've collected Save keystrokes with Quick Journal and batch frequency Leverage the interoperability between Dynamics GP and Microsoft Office applications Make upgrading hassle-free Microsoft Dynamics GP For Dummies helps you make this sometimes-complex program do your bidding, which might account for your rising popularity in the office! Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

InDesign Production Cookbook Alistair Dabbs 2005

Presents step-by-step instructions and advice on using Adobe InDesign CS2, covering such topics as formatting tables, building multi-page documents, creating indexes and table of contents, and working with photographs.

InDesign CS5 for Macintosh and Windows Sandee Cohen

2010-08-13 Adobe InDesign CS5 for Macintosh and Windows: Visual QuickStart Guide highlights the important new features, as well as covering the ones readers have relied on in previous versions of InDesign. Complete coverage of InDesign CS5's new features includes: tools for interactive documents, including the new animation panel; simplified object selection; multiple page sizes; track text changes; new layers panel, live captions; production enhancements, and print to digital capability. Using the task-based, visual approach that readers count on in the Visual QuickStart Guides, this volume introduces readers to all aspects of InDesign CS5. Users will learn how to create and automate documents, import and style text and objects, manage long documents, export files for a wide variety of purposes, and much more. Note from the publisher: FREE Adobe InDesign CS5.5 updates are available for this title. Simply register your product at www.peachpit.com/register and you will receive the updates when they become available.

InDesign CS3 for Macintosh and Windows Sandee Cohen

2007-10-08 Visual QuickStart Guide—the quick and easy way to learn! Users of Adobe InDesign will be impressed with the power, ease of use, and integration found in the new InDesign CS3, Adobe's page-design component of Creative Suite 3. Users will also find more robust file-placing capabilities, new Find features, and great new text and transparency effects, among other exciting features. Adobe InDesign CS3 for Macintosh and Windows: Visual QuickStart Guide will highlight the important new features, as well as covering the ones readers have relied on in previous versions of InDesign. Using the task-based, visual approach that readers count on in the Visual QuickStart Guides, this volume introduces readers to all aspects of InDesign CS3. Users will learn how to create and automate documents, import and style text and objects, manage long documents, export files for a wide variety of purposes, and Easy visual approach uses pictures to guide you through InDesign and show you what to do. Concise steps and explanations let you get up and running in no time. Page for page, the best content and value around.much more.

Adobe Illustrator CC Classroom in a Book (2014 Release)

Brian Wood 2014-10-30 Contains fifteen lessons that cover the basics of Adobe Illustrator CC, including creating and editing shapes, adjusting color, painting with patterns, drawing with pen and pencil tools, working with symbols, using brushes, and applying

effects.

Adobe InDesign Interactive Digital Publishing Ted Padova

2017-01-25 Expand your skills for laying out and formatting documents and eBooks deployed for screen viewing on computers, tablets, and smart phones. The book covers how to add interactivity to reflowable and fixed layout eBooks, interactive PDF documents, and take advantage of Adobe's new Publish Online (Preview). Tips, techniques, and workarounds offer you a comprehensive view at adding interactivity to any kind of document and deploy them on social media and web sites. Learn essential skills for composing documents in Adobe InDesign, how to work with styles, format text and graphics, work with rich media, create multi-state objects, hyperlinks, and animations. What You'll Learn: Set up documents for interactive digital publishing Create Animations in InDesign Build and work with Multi-State Objects Construct video masks and work with rich mediabr/liliHost interactive documents on Facebook and other social media sites/li/uldivWho This Book Is For/divdivbr/divdivGraphic designers, book designers, and publishersbr

Beginning Scribus Robert White 2015-11-24 Beginning

Scribus is the book you wish you'd read when you downloaded Scribus for the first time. Scribus is an award-winning page-layout program used by newspaper designers, magazine designers and those who want to do proper page layout but not pay for an expensive solution. It is free and Open Source, providing a useful alternative for those who cannot afford or choose not to use Adobe InDesign or QuarkXpress. Beginning Scribus provides you with the skills you will need in order to use this program productively. It demonstrates the techniques used by printers and publishers in order to create a range of layouts and effects, and it shows you how you can use these techniques to design everything from a flyer to a three-fold brochure. Using the latest Scribus release, Beginning Scribus takes you through the process of designing a magazine from start to finish and teaches you some of the tricks of professional page layout and design. The book also provides a definitive guide to desktop publishing using free, open source tools, such as GIMP for photo manipulation.

CorelDraw 10 for Windows Phyllis Davis 2001-11 Simple,

step-by-step instructions provide fast-track learning solutions. This guide details the powerful new features included in CorelDRAW's latest version. Handy page tabs offer easy access to specific tasks.

The Design Collection Revealed Creative Cloud Chris

Botello 2014-09-04 THE DESIGN COLLECTION REVEALED CREATIVE CLOUD provides comprehensive step-by-step instruction and in-depth explanation for three of today's most widely used design and layout programs: Adobe InDesign Creative Cloud, Adobe Photoshop Creative Cloud, and Adobe Illustrator Creative Cloud. Your students will gain practical experience with the software as they work through end-of-chapter learning projects and step-by-step tutorials. An integration chapter demonstrates how to move from one application to the other. Full-color illustrations and a user-friendly design combine to create a robust learning experience that reveals how to master the latest features of Adobe's popular design suite. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Adobe InDesign Creative Cloud Revealed, 2nd Edition

Chris Botello 2022-05-06 Adobe InDesign Creative Cloud Revealed, 2nd Edition encourages students to use both imagery and data to create curated spreads and high impact layouts to make large amounts of information consumable and attractive. The REVEALED Series extends step-by-step software instruction to creative problem-solving for real-world impact with more projects than any other Adobe curriculum. Through our exclusive partnership with National Geographic, students create

unique and meaningful projects inspired by National Geographic storytellers with a focus on how design principles create meaningful compositions, layouts, and infographics, all while meeting most recent Adobe Professional Certification requirements. This updated series includes professional examples of photographs, infographics, and visually impactful layouts from National Geographic Magazine. Students will connect concepts with real-world projects with featured interviews National Geographic Explorers, Designers and Creatives for a revered, professional perspective. Flexible for a variety of digital devices, these texts include instruction for iPad users as well as desktop/mac machines. Important Notice: Media content referenced within the product description or the product text may not be available in the eBook version.

InDesign CC Sandee Cohen 2014 A guide to the desktop publishing and page layout program discusses working with text, placing graphics, applying and managing color, working with tables, creating an interactive document, and working with other Adobe programs.

Adobe Creative Suite All-in-One Desk Reference For Dummies Jennifer Smith 2004-04-15 If you're responsible for producing quality printed materials or creating great-looking Web pages for your business or organization, Adobe's new Creative Suite has just what you need. This complete set of integrated graphics, design, and Web page creation tools will help you produce professional quality brochures, flyers, and newsletters as well as dynamic Web pages—as soon as you get familiar with all the parts! Well, relax. Adobe Creative Suite All-In-One Desk Reference For Dummies® has you—and all those programs—covered. Five minibooks walk you through setting up and using the tools, while the sixth shows you how they all work together. And this single volume will remain a handy reference long after you gain proficiency with the entire suite: InDesign for page layout Illustrator for creating art and graphics Photoshop, the world's favorite image editing program Acrobat, to share files across different operating systems and develop interactive forms GoLive for building innovative Web pages Even if you plan to use only one or two of these elements now, Adobe Creative Suite All-In-One Desk Reference For Dummies® is an outstanding resource. Find out what you need to know today, and when you're ready to tackle the next tool, just turn to that minibook and away you go. These are only a few of the skills you'll discover: Create a professional-looking page with InDesign, import Photoshop and Illustrator graphics to enliven it, and preserve it in a PDF file Design a logo for your business with Illustrator and give it 3D effects Save Illustrator files in a variety of Web-compatible formats, including GIF, HTML, and even Macromedia® Flash SWF Correct photo color and edit your images in Photoshop Plan an entire Web site for maximum impact, then save hours of work by using GoLive's templates, components, and libraries Use Acrobat to create PDFs that include MP3 audio, video or SWF files Whether your goal is to design newsletters, a full-size book, an e-commerce Web site, or just about anything else, Adobe's Creative Suite plus Adobe Creative Suite All-In-One Desk Reference For Dummies® will help you get the job done.

iWork Portable Genius Guy Hart-Davis 2014-02-19 Maximize your use of Apple's unique office productivity suite Dedicated Mac fans love the convenience and practicality of Numbers spreadsheets, Pages word processing, and Keynote presentations, the components of the iWork suite. This guide cuts to the chase, packed with tips and advice for getting the most from the newest version of these applications. It provides the basics on each application and how they work together, intermediate information, and cool ways to enhance your presentations and documents and create reports that analyze and interpret your data. The iWork productivity suite

provides spreadsheet, word processing, and presentation applications that Mac users love; this guide helps you make the most of each one Presents the essential information about the newest version of iWork in addition to tips and more advanced advice for making Numbers, Pages, and Keynote produce exactly what you want Shows how to create compelling and lively presentations, use formulas and functions to generate reports, format a variety of documents, and much more iWork Portable Genius offers Mac aficionados the hip tips and tricks that maximize the power of the iWork suite.

Adobe Illustrator CC Classroom in a Book (2017 release) Brian Wood 2016-12-07 This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Creative professionals seeking the fastest, easiest, most comprehensive way to learn Adobe Illustrator CC (2017 release) choose Adobe Illustrator CC Classroom in a Book (2017 release) from the best-selling series of hands-on software training workbooks from Adobe Press. The 15 project-based lessons in this book show users step-by-step the key techniques for working in Illustrator. Build a strong foundation for working with Adobe Illustrator CC by following hands-on projects for creating logos, illustrations, and posters. Learn how to use the Shaper tool and Live Shapes along with dynamic symbols to streamline graphics creation. Create website assets and export them in multiple formats to support modern responsive web designs. From exacting illustration to more free-form painting, you'll gain vital Illustrator skills as you progress through the lessons.

Adobe Illustrator 9.0 2000 Showcases the computer graphics program's updated features while demonstrating fundamental and advanced Illustrator concepts and displaying professionally designed projects.

InDesign CS6 Sandee Cohen 2012-07-10 InDesign CS6: Visual QuickStart Guide highlights the important new features, as well as covering the ones readers have relied on in previous versions of InDesign. Complete coverage of InDesign CS6's new features includes: tools for easily outputting to various devices such as phones and notebooks, including Alternate Layouts, Liquid Layouts, and new content management tools; linked content tools, too more easily allow repurposing of content; PDF forms creation feature, including extensive library resources; enhanced selection and drawing tools. Users will learn how to create and automate documents, import and style text and objects, manage long documents, export files for a wide variety of purposes, and much more.

How to Set Up Your Book in Microsoft Word Karen Graham 2013-06-12 The "How to set up your book in Microsoft Word" is in two halves. The first half of the book is set out for those that have 2007/2010 on their computers. If you turn the book over the back half of the book is set out for those that have 2000/2003 on their computers. Microsoft® Word is not the best software to set up a book in, but it is the most cost effective way as most people have Word on their computer. Topics in this book: • Book Structure • Book Typesetting Standards • Book-Size (Page Setup) • Formatting Text • Page & Section Breaks • Headers • Page Numbers • Inserting Images • Advanced • Shortcuts • Table of Figures This book was written to answer the questions that have been asked of us over thirty years. Throughout the chapters of this book, we have given some guidelines that will hopefully show people how they can design a book of their own.

InDesign CS5 Automation Using XML and JavaScript Grant Gamble 2011-02-20 "This book is aimed at the general user and provides an introduction to scripting InDesign, using JavaScript to create simple cross-platform solutions. It also gives a general introduction to XML,

DTDs and XSLT, before showing how to automate the importing and exporting of XML data."--Page 4 of cover.

Interactive InDesign CS5 Mira Rubin 2013-10-28 Print designers make the transition to multimedia by mastering the interactive capabilities of InDesign with this tutorial-based guide to the new CS5 toolset that integrates with the Adobe Flash platform.

InDesign CS4 for Macintosh and Windows Sandee Cohen 2008-11-17 Adobe InDesign CS4, Adobe's page-design component of Creative Suite 4, offers exciting new enhancements to its already powerful tools. Among the exciting features users will find are new Live Preflighting capabilities and seamless integration with Adobe Flash, including direct translation of InDesign pages into SWF files. Adobe InDesign CS4 for Macintosh and Windows: Visual QuickStart Guide will highlight the important new features, as well as covering the ones readers have relied on in previous versions of InDesign. Using the task-based, visual approach that readers count on in the Visual QuickStart Guides, this volume introduces readers to all aspects of InDesign CS4. Users will learn how to create and automate documents, import and style text and objects, manage long documents, export files for a wide variety of purposes, and much more.

iWork '09: The Missing Manual Josh Clark 2009-04-23 With iWork '09, Apple's productivity applications have come of age. Unfortunately, their user guides are stuck in infancy. That's where iWork '09: The Missing Manual comes in. This book quickly guides you through everything you need to know about the Pages word-processor, the Numbers spreadsheet, and the Keynote presentation program that Al Gore and Steve Jobs made famous. Friendly and entertaining, iWork '09: The Missing Manual gives you crystal-clear and jargon-free explanations of iWork's capabilities, its advantages over similar programs -- and its limitations. You'll see these programs through an objective lens that shows you which features work well and which don't. With this book, you will: Produce stunning documents and cinema-quality digital presentations Take advantage of Mac OS X's advanced typography and graphics capabilities Learn how to use the collection of themes and templates included with iWork Get undocumented tips, tricks, and secrets for each program Integrate with other iLife programs to use photos, audio, and video clips Learn why iWork is the topic most requested by Missing Manual fans. One of the few sources available on Apple's incredible suite of programs, iWork '09: The Missing Manual will help you get the best performance out of Pages, Numbers, Keynote, and more in no time.

Digital Drawing for Landscape Architecture Bradley Cantrell 2014-11-19 Combine traditional techniques with modern media for more communicative renderings Digital Drawing for Landscape Architecture: Contemporary Techniques and Tools for Digital Representation in Site Design, Second Edition bridges the gap between traditional analog and new digital tools by applying timeless concepts of representation to enhance design work in digital media. The book explores specific techniques for creating landscape designs, including digitally rendered plans, perspectives, and diagrams, and the updated second edition offers expanded coverage of newer concepts and techniques. Readers will gain insight into the roles of different drawings, with a clear emphasis on presenting a solid understanding of

how diagram, plan, section, elevation, and perspective work together to present a comprehensive design approach. Digital rendering is faster, more efficient, and more flexible than traditional rendering techniques, but the design principles and elements involved are still grounded in hand-rendering techniques. Digital Drawing for Landscape Architecture exploits both modalities to help designers create more beautiful, accurate, and communicative drawings in a professional studio environment. This second edition contains revised information on plan rendering techniques, camera matching workflow, and color selection, along with brand new features, like: Time-based imagery and tools Workflow integration techniques Photoshop and Illustrator task automation Over 400 updated images, plus over 50 new examples of award-winning work The book takes a tutorial-based approach to digital rendering, allowing readers to start practicing immediately and get up to speed quickly. Communication is a vital, but often overlooked component of the design process, and designers rely upon their drawings to translate concepts from idea to plan. Digital Drawing for Landscape Architecture provides the guidance landscape designers need to create their most communicative renderings yet.

Take Control of Pages, 3rd Edition Michael E. Cohen 2021-01-12 Unlock the power of Pages for Mac and iPad! Version 3.0, updated 01/12/2021 Apple's Pages word processor is a big, rich app with hundreds of features tucked away in nooks and crannies, making Michael E. Cohen's comprehensive book an essential resource for newbies and experts alike. Whether you prefer to dive into the details or get quick help with a particular feature, this book has got you covered. In this massively revised third edition, Michael expands his already extensive guide, detailing all the significant changes Apple has made to Pages since the last version of the book was released, including support for macOS 11 Big Sur and iPadOS 14. Among many other new and updated features, learn about adding drop caps to paragraphs, adding titles and captions to objects, using shared iCloud folders with Pages, and importing iBooks Author projects; and on an iPad, discover how to view two documents at once, use the new reading view, and enter handwritten text. Note: This edition of the book focuses primarily on the Mac and iPad versions of Pages, although it does cover the iPhone/iPod touch and web versions of the app to a limited extent. With Michael's help, you can navigate Pages like a pro. You'll also learn how to:

- Find all the tools you need, whether on a Mac or an iPad
- Do everyday word processing, including working with fonts, tabs, indents, rulers, search and replace, spell checking, and more
- Format longer, more complex documents, with customized headers, footers, page numbers, tables of content, footnotes, and section breaks
- Manage styles, including paragraph styles, character styles, list styles, and object styles
- Create your own templates, complete with master objects
- Master the many multi-touch gestures in iPadOS that give you pinpoint control over page elements
- Include complex tables and charts and make them look exactly the way you want
- Customize layout and manipulate graphics like a pro
- Collaborate with others in real time using iCloud
- Share your documents across devices, using Mac, iPad, iPhone/iPod touch, or almost any web browser