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**GRAPHIC
DESIGNER'S**

DIGITAL TOOLKIT



A Project-Based Introduction
to Adobe Photoshop CC
Illustrator CC
InDesign CC



**CREATIVE
CLOUD
EDITION**

ALLAN WOOD

The Graphic Designer's Digital Toolkit

ALLAN B. WOOD



Australia • Brazil • Japan • Korea • Mexico • Singapore • Spain • United Kingdom • United States

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7th Edition**
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ANYONE WILL FIND THIS BOOK HELPFUL

Welcome to the *Graphic Designer's Digital Toolkit!* Here you will learn the essential skills and design techniques to get you comfortable using the newest versions of the premier graphics programs in the industry today: Photoshop, Illustrator, and InDesign. This book is set up as a challenging hands-on, project-based classroom book with which students will complete useful, real-world projects from start to finished product in a structured format that a designer would normally create for a client. All files used for all exercises can be downloaded from the publisher's website at www.cengagebrain.com; downloading these is also one of the first exercises in Chapter 1. The tutorials are set for the user to start from concept to completion. This book also contains terminology or language used in the graphics today to give the learner an understanding of terms and techniques. It is created for college students who are taking introductory to intermediate classes in computer graphics applications, digital media, graphic design, or as a supplementary text providing projects for courses in Photoshop, Illustrator, and InDesign. Many colleges have adopted the text as the main text directly for multiple courses in digital imaging, digital illustration, digital (desktop) publication, digital media, or graphic design instead of purchasing different books for each course. It can also be used for a half-year course in digital media for college-bound upper-class students at the high school level, and can be used not only in the traditional classroom, but in hybrid and online courses as well.

For the professional who may need a refresher course in one or more of the applications, or for the individual looking for an edge in making a career change into the graphics industry, this book can be used as a self-paced study. It also makes a great reference text for professionals already in the field. The business owner who wants to create his or her own logo, business cards, promotional pieces, advertisements, newsletters, and brochures or to adjust and retouch a photograph can also use this book.

EMERGING TRENDS

With new versions of applications coming out constantly, most individuals do not need to learn every function and command, but they can learn the most essential of these to be productive in creating most types of projects. This is the focus of the book: to make the reader comfortable in each graphic application to be able to create the projects that a designer might be asked to produce, and to speak the language used in the graphics industry today. Current new important useful tools, processes, and techniques are used realistically in each application and are integrated in each chapter tutorial.

BACKGROUND OF THIS TEXT

After spending many years as an instructor and Program Chair at the college level and evaluating books to be used by faculty, I was disappointed by the lack of depth in many of the project-based learning books. I also could not find a

suitable book that was an introduction to the major graphic applications used in the industry today—Photoshop, Illustrator, and InDesign—and how they are used individually and together in creating quality projects. I wanted to design a book that not only addresses the essential skills a designer would need in each application without having to be bombarded with countless commands and functions that may never be used, but a book that also shows the design process involved in creating a project from start to finish, and the language of the graphics industry. Each hands-on project in this book builds upon the functions of select tools and commands with basic, similar concepts to show the reader what happens in the real world of graphics. This book assumes the reader knows the basics of working with computers.

TEXTBOOK ORGANIZATION

Welcome to a project-oriented, real-world approach to learning the three categories of graphics applications used in the industry today. Specifically, this book focuses on Adobe Photoshop for digital image editing, Adobe Illustrator for digital illustration, and Adobe InDesign for digital desktop publishing as the standards in their respective fields. Before introducing these applications, the book provides a foundation of Macintosh OS X Mavericks, and Windows 7 and 8 computer operations, terminology, and design elements, principles, typography, imagery, and color concepts, along with an understanding of the process of design from concept to completion in the first two chapters. Each chapter provides insight on the design fundamentals, terminology, and technical aspects that a designer needs to know for each application. Although the book uses the newest versions of each program, previous versions are also explained in many cases. The projects and information given for each application provide the essential skills a designer needs to feel comfortable using that application, no matter what version they are working with. The text then provides the added demonstrated knowledge of current new tools, techniques, and processes that may be useful in their everyday work flow by showing how they are integrated in each chapter tutorial and exercise. This book can be used with either Macintosh or Windows computers.

The book is divided into four units, and each unit is divided into chapters with projects or assignments a designer could actually create for a client from concept to final completion for print or web media. Each chapter builds upon skills learned from the previous chapter to enhance the learning process. You will walk through and create a project from each chapter assignment using the necessary online files (which can be downloaded from the publisher's website at www.cengagebrain.com), learning the process from concept to completion of the project, including technical "Toolkit Tip" suggestions, special design tips, and help on what to do if you run into a specific problem.

The first unit, Getting Ready for Production, focuses on getting comfortable using both Macintosh and Windows computers and understanding the design principles and elements that go into the creation of a good design. The other three units are set for each of the three graphic applications: Photoshop, Illustrator, and InDesign. In each chapter, there is also an Advanced Users section to further challenge the learner and a Digital Toolkit Extra section for mini projects to

demonstrate additional concepts or techniques. At the end of each chapter are review questions that could also serve as a chapter quiz to test the reader's knowledge of fundamental material. Each unit contains a Unit Review Project Challenge that ties together all the chapters within the unit and provides a few additional functions, tools, and techniques to explore.

In the first unit, *Getting Ready for Production*, you will become familiar with both Macintosh OS X and Windows 7 and 8 environments, managing files and folders, creating shortcuts, learning keyboard shortcuts, creating electronic slide shows, using widgets (Mac), using iTunes, setting up for online with iCloud, fun tools and techniques for organizing your desktop, and burning data, music, and photo CDs. You will also be exposed to design elements and principles, typography basics, imagery basics, and understanding color and how to use color to create posters.

In the second unit on Photoshop CC, assignments involve adjusting poorly exposed or badly colored graphics, using Adobe Bridge and Mini Bridge to locate and manage files, completely changing the color of a sports car image for a realistic effect using selection techniques, creating a well-toned black-and-white image from a color image, creating a black and white and color composite image, using actions to create special effects and copyright info, fixing off-color images, combining images into one suitable image using layer techniques, digitally restoring an old image, creating a multicolor product ad from a single product, and combining images and special techniques to create a realistic front and back cover for a music CD. Other tutorials involve working in 3D with text and creating 3D shapes, color replacement in products, managing files and application settings online using Creative Cloud, adjusting an image's vantage point, and working with shapes in creating a basic figure illustration. You will also learn about working with camera raw files as the new digital negative from digital cameras.

In the Illustrator CC unit, you will create an electronic game board, a 3D wine bottle with a perfectly fit label, special design symbols, a logo, playing cards, company business cards with logo, a clock face, and a tourism map, as well as create an advanced figure illustration, sync files and application settings between multiple computers, and using actions for repetitive projects like laying out eight business cards on a sheet. You will also create radio station web banners that combine both Photoshop and Illustrator images, and a promotional label on a 3D mug. You will also learn to use the Image Trace and Live Paint features, and creating multiple artboards using one logo for various media.

The fourth and final unit demonstrates how to use InDesign CC as a desktop publishing tool. It provides assignments in creating a direct mail coupon ad, a photo or art desktop calendar, a four-page newsletter, interactive PDF documents, developing alternate layouts for digital devices and print sizes using the same design, and a tri-fold brochure to get you right into the most familiar projects a designer might find, along with an understanding of the process from preflighting or checking documents and graphics to packaging your project for the service provider.

You will find many of these same projects coming up in your design career. Enjoy the ride!

ALL STUDENT FILES FOR ALL TUTORIALS CAN BE DOWNLOADED ONLINE

Online at www.cengagebrain.com, you will find all image and text files used in all the assignments and projects. You will find some extra goodies like additional information, more projects (yes, more!), and resource information that may be useful, too, in the “*Extras & Goodies*” folder online. To access the online files for this book, take the following steps:

1. Open your browser and go to the publisher’s website at <http://www.cengagebrain.com>
2. Type the author, title, or ISBN of this book in the Search window. (The ISBN is listed on the back cover.)
3. Click the book title in the list of search results.
4. When the book’s main page is displayed, click the Access Now button under the Free Materials tab.
5. To download files, select a chapter number and then click on the Student Files tab on the left navigation bar to download the files.
6. To access additional material, click the *Extras & Goodies* link next to the *Student Data Files* link to download the files. For those not very comfortable with downloading material, there is also a detailed exercise in Chapter 1 on the process.

FEATURES

The following list provides some of the salient features of the text:

- Over 50 projects and tutorials in the text, more additional projects, tutorials, and info in the online *Extras & Goodies* folder.
- Objectives clearly state the learning goals of each chapter.
- All files needed for projects are included online at www.cengagebrain.com for download.
- Client Assignments involve multiple tools and techniques and resemble those that a designer might encounter on the job to complete a useful project.
- Toolkit Tips in each chapter explain tools and techniques and additional info.
- Design Tips in each chapter show how to master design fundamentals with each software application.
- Digital Toolkit Extra and Advanced Users sections at the end of each chapter provide added challenges and additional tools, techniques, and mini projects.
- Review questions reinforce material presented in the each chapter.

- Unit Review Project Challenges tie together all the chapters within the unit and provide a few additional functions or techniques to explore.
- All kinds of terms used in the graphics industry today so you can understand the designer's lingo.



The Graphic Designer's Digital Toolkit, 7e includes a CourseMate, which helps you make the grade!

This CourseMate includes:

- An interactive eBook, with highlighting, note-taking, and search capabilities
- Interactive learning tools including:
 - Chapter quizzes
 - Flashcards
 - Crossword Puzzles
 - And more!

Go to login.cengagebrain.com to access these resources.

NEW TO EDITION

- Text provides a comprehensive overview of new functions, tools, techniques, and panels used in Adobe Illustrator CC, Adobe InDesign CC, and Adobe Photoshop CC. Many additional tutorials have been added in the Advanced Users and Digital Toolkit Extra sections and new images have been added to replace others in some of the tutorials for a refreshing look.
- Nearly all figure artwork is updated to the current Macintosh, Windows 7, and Windows 8 operating systems in Chapter 1, and to the Adobe Creative Cloud format, with over 700 figures redesigned to meet the new darker interface for Illustrator, Photoshop, and InDesign and for even better comprehension for the user. New current menus, tools, techniques, and additional tutorials using Adobe Creative Cloud applications Photoshop CC, Illustrator CC, and InDesign CC. Updated Windows 7 and Mac OS X Mavericks operating systems, and an all new section in using the Windows 8 operating system.
- Navigating the Macintosh OS X Mavericks desktop and having fun organizing and playing on your desktop using Widgets, Launchpad, Mission Control, iCloud, iTunes, and Dashboard programs. Using Tabs and Tags to organize your files. Electronic slide shows using Quick Look and Preview.
- Updated end-of-chapter projects will help reinforce tools and techniques taught throughout each chapter.
- The reader will find complete tutorials in using Windows 8 with its Start Screen of tiles and apps, ribbon interface, navigation, and organization. Updated Windows 7 techniques provided and comparisons made between Windows 7 and 8. Electronic slide shows using Pictures Library, Photos App (Windows 8), and Windows Media Center are also updated.

- There are new images, tutorials, and projects offered in the Photoshop CC unit. Updated tutorials of new masking techniques and selection technologies with the Refine Edge function, the Properties panel, along with various color and black and white presets and enhancements. Additional tutorials include adjusting vantage points with the Perspective Warp function, managing and syncing files and settings using Creative Cloud, and moving subjects with Content Move for precise blending. Additional tutorials involving tools not discussed in previous editions are introduced like using the Color Replacement and Eyedropper tools to sample and replace colors in products, and as corrective tools in removing stains and rust in architecture, along with creating shapes on different layers in the development of a basic figure diagram. There are updated exercises on enhanced Camera Raw effects, and using the new Camera Raw Filter with new images. Finally, a large tutorial in creating and working with 3D text and shapes in creating special materials-based objects that can be ready for 3D print.
- Illustrator CC showcases reconstructed Pen, Pencil, Smooth and Direct Selection Tools. The Pen and Direct Selection tools have a Path Segment Reshape function for precise curve adjustment. There is also a Live Corners function used with the Direct Selection Tool for creating precise curves from corner points. There is the ability to convert text into individual objects with the new Touch Type Tool, and updates with color and swatches, panels, packaging, and creating smart objects. Additional tutorials involve creating an advanced figure illustration that showcases the Live Corners feature, syncing files and settings in Creative Cloud, and creating an action to convert one business card into a layout of eight business cards on a sheet.
- InDesign CC figure artwork has been updated to accommodate the current dark interface preferred by professionals using Adobe Photoshop CC and Illustrator CC for consistency. InDesign CC contains many new features that help in production workflow. Exploring enhanced font management techniques, syncing files and settings, generating QR codes, color and packaging updates, and EPUB updates. There is the ability to work seamlessly with integration of hyperlinks and create scalable effects.
- Additional tutorials and handouts are also offered in the *Extras & Goodies* folder that can be found online at www.cengagebrain.com.
- Accompanying website offers additional projects, expanded tutorials, and other valuable learning tools.

COMPLETED PROJECTS AND TUTORIALS FROM EACH CHAPTER IN APPENDIX A

You will find all completed projects and tutorials at the end of this book as Appendix A. It provides a great visual reference of the depth of these challenging projects and tutorials that you will be creating, and having fun while learning!

Find All Your Completed Projects in Appendix A



Soldier photo courtesy of Carla Clancy, The Lobster Catch News Text and images courtesy of Shelly Britton, remaining images courtesy Cengage Learning 2013.

HOW TO USE THIS TEXT

OBJECTIVES

Learning Objectives start off each chapter. They describe the competencies readers should achieve once they understand the chapter material.

DESIGN AND TOOLKIT TIPS

These tips are located throughout the text. Design Tips show readers how to master design techniques, and Toolkit Tips demonstrate how to work more efficiently and effectively within each software application.

CLIENT ASSIGNMENTS

These projects involve multiple tools and techniques and resemble assignments that a designer might encounter on the job.

REVIEW QUESTIONS

Review Questions are located at the end of each chapter and allow readers to assess their understanding of the material.

ADVANCED USERS AND DIGITAL TOOLKIT EXTRA SECTIONS

These tutorials are located at the end of each chapter and provide added challenges using additional tools and techniques.

UNIT REVIEW PROJECTS

These projects link together all chapters within a unit and utilize a few additional functions or techniques.

THE LEARNING PACKAGE

INSTRUCTOR RESOURCES

The online instructor resources were developed to assist instructors in planning and implementing their instructional programs. They include all the files needed for the projects and assignments, PowerPoint presentations, and some extra projects and information in an “Extras & Goodies” folder. These resources also include exams, review questions and answers from each chapter, syllabi, web references, additional assignments, and concept information. These resources can be found online at: <http://login.cengage.com>. Once you login or create an account, search for the title under “My Dashboard” using the ISBN. Then select the instructor companion site resources and click “Add to my Bookshelf.”

WHO IS THE AUTHOR?

Allan B. Wood served 12 years as Associate Professor and Program Chair of the Graphic Design and Professional Photography degree programs at McIntosh College in New Hampshire, until its closure a couple of years ago. He recently was awarded a second place standing for Educator of the Year in the Computer Design: Graphics and Photography category among 80 colleges participating. Allan currently teaches a full load of college level courses independently as an adjunct Professor in digital media and business at New Hampshire's Great Bay College and Manchester Community College, along with an online multimedia course each semester for DeVry. He is also involved with corporate training as well. He has nearly 30 years of teaching experience and many years working in graphic design and photography environments, including 6 years as full-time portrait photographer and graphics lab business owner. Over the last 17 years while teaching college level courses, as a Program Chair for 12 of those years at McIntosh College, Allan created the professional project-based curriculum for college-level courses in Photoshop, Illustrator, Web Page Fundamentals, and Desktop Publishing. He developed the curriculum for all courses in the Professional Photography program, including the computer graphics applications Photoshop, Illustrator, and InDesign used in this book. Allan also has a master's degree in Instructional Design and Online learning, continues to assist in curriculum development for digital media and computer technology departments, and is a beta tester for Adobe products.

Allan is a member of the National Association of Photoshop Professionals, and has been a member of the New Hampshire Professional Photographer's Association. He is a New England lighthouse enthusiast and has had a 16-month lighthouse wall calendar published of just his images. His images have and will be published for 2013, 2014, and 2015 calendars with Brown Trout calendar publishers for worldwide distribution. He has also published two front-cover magazine photos, has won various photography awards, and has had many of his images downloaded worldwide on stock photo agency sites like Shutterstock, Alamy, and Fotolia.

As Allan enjoys teaching many college level courses each semester, he continues to employ the project oriented approach he emphasizes in this book. All the while maintaining the importance of integrating traditional design concepts and techniques. He has recently completed photographing all 170 lighthouses in New England, then designed and created an extensive (300 page) New England lighthouse tourism website at www.nelights.com using the lighthouses as guides for exploring local attractions, and has written a book on famous shipwrecks, rescues, and hauntings around New England's lighthouses.

ACKNOWLEDGMENTS

I'd like to thank the great folks at Delmar-Cengage for their patience and inspiration: James Gish, acquisitions editor, for his positive attitude, sincerity, and willingness to take a chance on this book in breaking some new ground; and to Meaghan Tomaso, my supreme coordinator and rudder for all her help and encouragement

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I'd also like to thank the following individuals, who made contributions to the success of this book:

Thanks to Carla Clancy for providing an image for the Photoshop chapter on retouching images and to Michael Magoon for lending his 1964 Rambler for the CD cover project. Thanks also to Greg Tenhover for helping out with layout for the newsletter and tri-fold brochure projects, and to Shelly Britton, who wrote and photographed what it's like to be on a lobster boat for the newsletter project. Check out a little slice of life in New England!

I also need to thank the most important people in my life for their support, especially my wife Chris, for supporting me while I spent countless hours, weekdays, and weekends on the book. Her keen understanding and continued support of the importance in the creation of this seventh edition has helped me keep focus, and still have fun. Thanks to my two sons, Bryan and Steven, for dragging Chris and I away once in a while to go out to dinner as our weekly family tradition (time to eat!) and allowing me to work at home without complaining, our dog Spot for forcing me to walk her before I work in the mornings, and to Ma and Pa Wood (Kay and Larry) for giving me the positive attitude over the years to achieve anything I put my mind to.

The book and lighthouse images are also dedicated to the memory of my buddy Lisa Johnson.

Allan Wood, 2014

QUESTIONS AND FEEDBACK

Delmar Cengage Learning and the author welcome your questions and feedback. If you have suggestions that you think others would benefit from, please let us know, and we will try to include them in the next edition.

To send us your questions and/or feedback, you can contact the publisher at:

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UNIT


1

Welcome to the Land of OS

CHAPTER OBJECTIVES: To understand how to be productive in a graphics environment, in this chapter you will:

- ▷ Learn the basics of the Mac OS X Mavericks, Windows 7, and Windows 8 operating systems and techniques that allow Mac OS X and Windows to work together.
- ▷ Use basic file management techniques to help organize workflow.
- ▷ Learn keystroke combinations to increase productivity.
- ▷ Use new fun applications and techniques to keep your desktop from becoming too cluttered.
- ▷ **ADVANCED USERS:** Create electronic slide shows of images using special applications within Macintosh OS X and Windows operating systems.
- ▷ **DIGITAL TOOLKIT EXTRA:** Burn music, photo, and data CDs on Mac OS X and Windows platforms using free programs within each. Use iCloud to manage your music, images, and documents.





Before we get into the various graphics applications, we will start by getting comfortable with Macintosh and Windows operating systems. An **operating system**—sometimes referred to as an *OS*—makes sure hardware and software work together nicely. **Applications** are software programs for a particular use, such as Photoshop, which is an application used for digital image editing. For instance, if you want to print an image created in Photoshop, you click on the command to print, and the operating system sets up the communications between the application and the printer to print the document accurately. This chapter will familiarize you with the basics of the **Macintosh OS X**, or *Mac OS X*, and **Windows 7** and **Windows 8** operating systems and some of their included special applications. There are tips on using both systems together to manage your files and downloading the student data files for the chapter exercises, which will help you develop skills to improve your productivity as a designer or photographer.

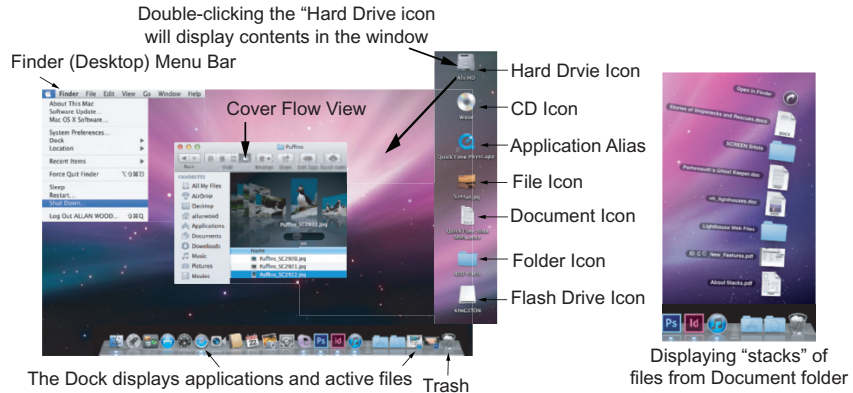
THE MAC OS X ENVIRONMENT

Welcome to the operating system of the graphics industry: Mac OS X. You will notice similarities between the Mac OS X **desktop**—the screen displayed when the system has loaded—and the Windows 7 and Windows 8 desktop screens. Both Macintosh and Windows operating systems display your drives, portable media devices, and most frequently used applications, files, and folders on your computer screen as small picture representations, called **icons** (see Figure 1-1). When you double-click on an icon, it opens up that file, folder, or application; it is actually a link, or shortcut, that you can create as an **alias** on your desktop.

At the bottom of the Mac desktop—or sometimes to the left or right side, depending on your System Preferences settings—is the **Dock**, which is used to display applications, files, and folders. The **Trash** icon is used to remove and restore files. The **Finder** menu (sometimes referred to as the desktop menu) at the top of the screen lets you navigate the computer; it also appears as a square, smiling face on the Dock. Each application has its own menu bar and commands to perform tasks. You can also transfer and store folders and their contents on the desktop for quick access, or you can click on the icon in the Dock.

▷ FIGURE 1-1

The Macintosh OS X Mavericks desktop.

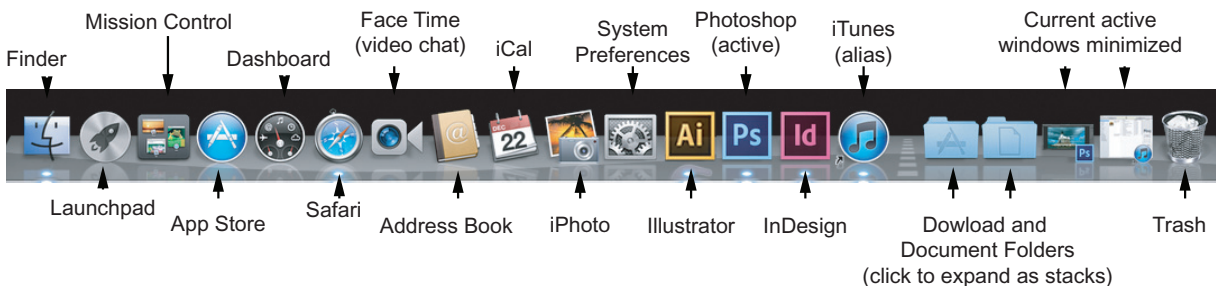


THE DOCK

The Dock can be set to reside at the bottom, side, or even out of view off the edge of your screen (see Figure 1-2). It can contain images, minimized windows, folders, applications, documents, and even links to websites. Each item stored on the Dock has its own icon. Click on the icon and the Dock restores the window in your workspace or launches the application. When you open an application, that application's icon appears on the Dock. You'll find a white dot displays underneath when an application is active. Your favorite applications can be set to remain on the Dock, even after the computer has been turned off. You will also see the Trash icon on the right side or bottom of the Dock. Besides using it to remove and restore files, it can be used to eject drives, portable media devices, and CDs. On the left side of the Dock is the smiling Finder interface; its desktop menu commands are also at the top of the screen. You will find that most standard Mac OS X application icons—except for the Trash icon—will be displayed on the left side or top of the Dock, and minimized files will appear to the right. The Mac OS X version displays a “Documents” folder for your most recent documents to retrieve, or you can simply create your own folder. Any folder placed on the Dock's right side can be used as part of a feature called “**stacks.**” When you click a stack folder, it springs from the Dock to display the folder contents. To open a file in a stack, just click on it. To remove it, just drag it into the Trash. You may also find, on the right side of the Dock, a Downloads folder designated by the downward pointing arrow for quick access to downloaded applications or files. On the left side of the Dock you'll find an application called the **Launchpad**, which displays all the Mac's current installed applications when you click on it.

▷ FIGURE 1-2

The Dock displays applications, folders, files, and functions. Icons on the leftmost side are applications in Mac OS X, while “stacks” and minimized windows reside on the right side.





TOOLKIT TIP To remove an application from the Dock, click the application icon and hold it until a pop-up menu appears; when the menu bar displays for that application, select Remove from Dock. If a shortcut or alias is created, it will have a broken arrow under the icon and can simply be dragged off the Dock; the icons are just links and do not affect the original application, which can be found in the Applications folder (Go > Applications).

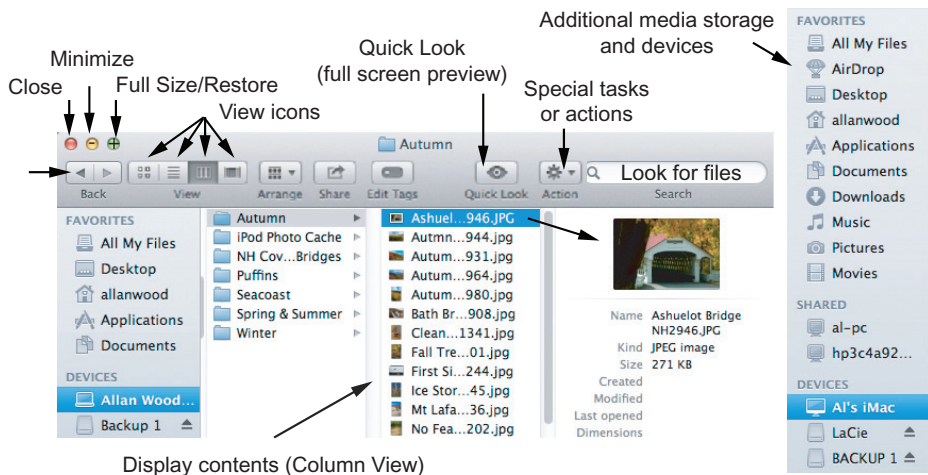
MAC OS X WINDOWS

In Mac OS X, windows that are opened to locate contents in folders or drives display a weblike page (default view), where you can use back and forward arrow buttons to move between windows and previous documents (see Figure 1-3). You can also select one of four View buttons to choose how you want the content displayed. These functions appear on the window **toolbar**, which shows special commands and functions for each application.

All windows have a **title bar** that contains the file or function name and three colored buttons on the left side that control how the window displays. The red button closes the window, the yellow button minimizes the window to an icon on the Dock, and the green button increases the window to its full size or restores it to its original state. To resize the window, click and drag the lower right corner. Sometimes when you select a command or function, indicated by a gearlike icon called the Action button, a **dialog box** appears to provide more commands or functions. In current Mac OS X versions, you can observe a full screen preview of any image or document by selecting the document, and clicking the eye icon on the Toolbar called “**Quick Look**.” To customize your toolbar with specific actions, with your cursor over the toolbar, hold down the CTRL key and select Customize from the display panel.

▷ FIGURE 1-3

Mac windows used to locate and modify files and folders.





DESIGN TIP

To resize a window proportionately when it is not displayed as a full screen on your monitor, hold down the Shift key while you drag from the window's lower right corner point.

THE HARD DRIVE

To display the contents of your hard drive, double-click on the Macintosh HD or hard drive icon on the desktop. On the toolbar, you will notice the View button, which lets you choose between displaying in Icon View, List View, Column View, and Cover Flow View. Column View makes it easy to navigate between drives, folders, and files; the contents of whatever is highlighted are displayed in the next column to the right (see Figure 1-4). When you select a folder, you will notice its contents are displayed. Cover Flow View shows graphic thumbnail representations of your files and documents.

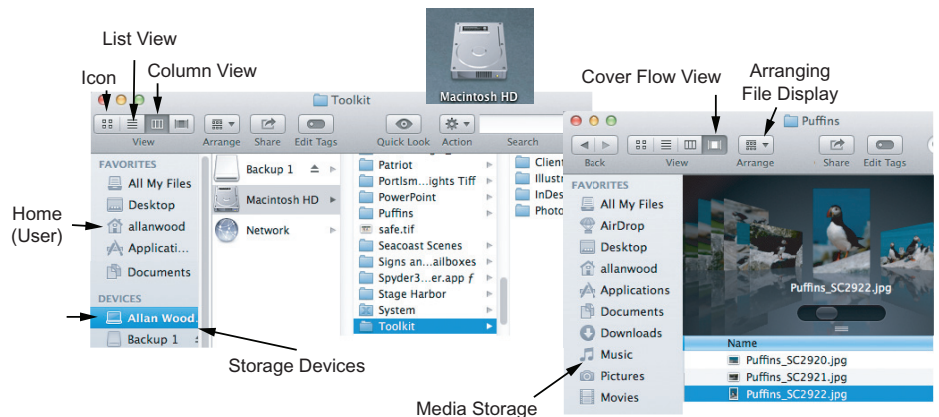
The left side column of the window displays Documents links and storage media—such as your hard drive and network connections—and organizes specific links to your desktop, your “Home” space for your personal files on the computer, and available applications, including those that were included with Mac OS X. There are specific media categories for your files and folders, such as Movies, Music, and Pictures to maintain peak computer performance. You can also search for previously used documents and applications. There is a category called **All My Files**, which puts all your personal music, images, documents, etc., in specific categories for quick access.

Now, we will learn to navigate around the Macintosh HD or hard drive icon.

1. Double-click on the Macintosh HD or hard drive icon on your desktop.
2. Select the Home icon (next to your username) link for your personal settings, files, and so on; locate a folder and display its contents, then use the back and forward arrow buttons to move around.
3. Select the All My Files and Applications buttons to display their contents.
4. Select the Desktop and Documents buttons and select the four different views on the toolbar to see how contents are displayed.
5. Navigate around a little, then close the window.

▷ FIGURE 1-4

Options to locate, edit, and organize files and folders of various media on your hard drive or device.



TOOLKIT TIP If you are not sure what some of the icons mean on the toolbar, press the CTRL key, then click to display a menu, then choose “Icon and Text” to display both.

MAC OS X FINDER DESKTOP MENUS

The Mac OS X Finder interface on the desktop works much the same way as the Start menu does in Windows. It provides access to particular functions for applications, files, folders, and computer using a **Menu bar**, which contains commands from various menus specific to the Finder desktop interface shown here (see Figure 1-5) or for any other application, such as Photoshop.

The Apple Menu

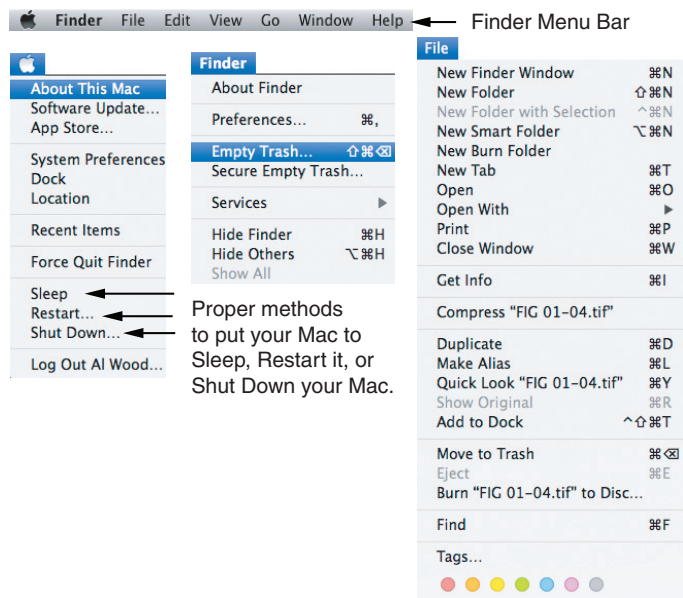
The **Apple menu** is where you can find information about your Mac system (🍏 > About This Mac) and files, which includes a listing of the most recently opened applications and files; you can also set global, System Preferences here and check for software updates. Use the About My Mac link to check what version you are using. If you are using the current Mavericks version, you'll find it reads 10.9 version. To avoid damaging data and software by turning off the power to your Mac, use the Restart or Shut Down commands under this menu to power down your Mac safely.

The Finder Menu

The Finder menu lets you organize how icons are displayed and set desktop preferences. This is where you find the Empty Trash command to permanently remove files dragged into the Trash.

▷ FIGURE 1-5

Apple, Finder, and File menus in Finder desktop menu bar.



The File Menu

The **File menu** allows you to create new folders, search for and get info about folders and files, duplicate items, and create links or shortcuts to files and folders, called *aliases*. In this menu, you can eject discs, burn CDs, and move files to the Trash.

Some of the special commands in the File menu are described below.

- **Get Info** gives details, such as date and size, about a selected icon.
- **Make Alias** makes an alias, shortcut, or *link* to a file, document, or folder, which can be dragged onto the desktop.
- **New Smart Folder** helps you to organize files by what they have in common based on criteria you set.
- **New Burn Folder** allows you to create a collection of files to be burned or written onto a CD or DVD multiple times.
- **New Tab** allows you to consolidate various open Finder windows into one.
- **Add to Dock** allows you to add files, folders, and applications to the sidebar for quick access. To remove, press down the CTRL key and select Remove From Sidebar. This is similar to adding favorites on the Internet Explorer web browser.
- **Move to Trash** moves selected files and folders to the Trash icon on the Dock.
- **Find** locates files and folders through specific criteria in Home through category links.
- **Tags** (or **Label** in earlier versions) helps to organize groups of files by assigning color labels and keywords.

The Edit Menu

The **Edit menu** allows you to work with text and graphics, which includes selecting all components in a document (see Figure 1-6). It allows you to undo, copy, cut and paste, and see what is copied on the clipboard. The **clipboard** is a temporary memory site for storing text and graphics that have been cut or copied before pasting them into another document or to another location. Since the clipboard only “remembers” one thing at a time, anytime you cut or copy something else, the content of the clipboard is replaced by the new data.

▷ FIGURE 1-6
Edit, View, and Window menus on Finder desktop menu bar.

