ADOBE® FIREWORKS® CS5

CLASSROOM IN A BOOK®

The official training workbook from Adobe Systems

CD-ROM Included for Windows and Mac OS

Adobe

Adobe® Fireworks® CS5 Classroom in a Book®

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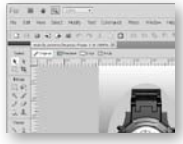
CONTENTS

GETTING STARTED XIII

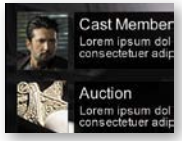
About Classroom in a Book xiii
What's in this book. xiv
Prerequisites xiv
Installing Adobe Fireworks xiv
Starting Adobe Fireworks xv
Copying the Classroom in a Book files xv
Additional resources xvi
Adobe certification xviii

1 GETTING TO KNOW THE WORKSPACE 2



Lesson overview 2
Getting started in Adobe Fireworks 4
Preparing the canvas 7
Drawing a vector shape 7
Saving the file 9
Using the Tools panel 10
More tools than meet the eye 11
Using the Properties panel 12
Configuring panels and panel groups 13
Customizing panel arrangements 15
Creating custom workspaces 15
Working with multiple documents 16
Creating a floating document window. 17
Dragging and dropping between floating windows. 18
Undoing steps 19

2 THE PAGES, STATES, AND LAYERS PANELS: FUNDAMENTAL WORKFLOW TOOLS 22



Lesson overview 22
About pages, layers, and states 24
Pages 24
Layers 24
States 25
Getting started 25
Importing pages 26
Working with layers 28
Naming objects 28
Rearranging objects in a layer 29
Adding and naming layers 30
Moving objects from one layer to another 30
Creating sublayers 31
Protecting layers 32
Working with states 34
Adding multiple live filters 36
Extra credit 36

3 WORKING WITH BITMAP IMAGES 38

Lesson overview 38
Resolution and file size 40
Cropping an image 41
Cropping a single bitmap image in a design 42
Managing images on the canvas 43
Adjusting the watch position 43
Hiding and locking objects 43
Working with guides 44
Importing images 44
Distortion-free bitmap scaling 46
Scaling the "old" way 46
Avoiding distortion with the 9-slice Scaling tool 47
Adjusting tonal range 48

Using the Align panel 49
Grouping objects together 51
Adjusting brightness with the Dodge and Burn tools 52
Lightening with the Dodge tool 53
Darkening with the Burn tool 53
Applying the Unsharp Mask Live Filter 54
Repairing areas with the Rubber Stamp tool 56
Retouching on a separate bitmap object 57
Instant face-lift 58

4 WORKING WITH SELECTIONS 62

Lesson overview 62
Understanding bitmap selections 64
Getting started 66
Selecting and modifying with the Magic Wand tool 66
Creating the selection 66
Using the Magic Wand tool with keyboard modifiers 68
Selecting with the lasso tools 71
Converting a selection to a path 74

5 WORKING WITH VECTOR GRAPHICS 78

Lesson overview 78
About vectors 80
Basic vector drawing techniques 80
Deleting shapes 80
Adding guides 81
Measuring distances between guides 81
Placing an object using guides 82
Resizing vectors 83
Changing the appearance of basic vector shapes 84
Scaling vector objects 87
Scaling the "old" way 87
Distortion-free vector scaling with the 9-slice Scaling tool . . . 87
Adding text to your design 88
Working with Auto Shapes 89
Understanding paths and the Pen tool 91

Editing paths 93
Adding points with the Pen tool 93
Editing paths with the Subselection tool 93
Creating custom shapes 94
Drawing the shape 94
Customizing fills and strokes 95
Adding a gradient fill 95
Customizing the stroke 97
Importing and resizing a vector object 98
Using the Compound Shape tool 99
Working with compound shapes 100
Adding to the skyline 101
Adding windows to the building 102

6 MASKING **106**

Lesson overview 106
About masks 108
Bitmap masks 108
Vector masks 110
Designing the banner ad 111
Creating the document 111
Adding the background 112
Editing gradient colors 113
Editing gradient direction and angle 114
Importing assets 114
Using the Auto Vector Mask for quick fades 116
Importing Photoshop images 118
Creating and editing masks 121
Creating a vector mask 121
Changing vector mask attributes 123
Converting a bitmap selection to a mask 125
Editing a bitmap mask 126
Applying Live Filters to a masked image 128
Adding the silhouette 129
Final touches 129
Adding text 129

Adding the cast names 131
Styling the text 132
Creating a custom style 133
Styling the first names 134
Tweaking the background 135
Image positioning 137

7 WORKING WITH TEXT 140

Lesson overview 140
Getting started 142
Text basics 142
Creating an auto-resizing text block 143
Creating a fixed-width text block 143
Editing text 145
Flowing text within a vector shape 146
Anti-aliasing 149
Changing anti-aliasing 150
Special text effects 150
Attaching text to a path 150
Skewing text on an angle 152
Using text as a mask 153
Adding Live Filters to a masked object 155

8 OPTIMIZING FOR THE WEB 158

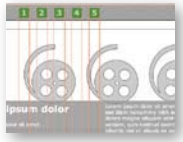
Lesson overview 158
Optimization basics 160
Web graphic formats 160
About the Optimize panel 161
Optimizing a single-image file 164
Setting preferences 164
Working with previews 164
Choosing optimization settings 168
Exporting the file 170
About the web tools 171
Creating and optimizing slices 171
Creating slices manually with the Slice tool 172

Optimizing a sliced image....174
Adding more slices....175
Optimizing illustrations....176
Slicing tricks for working with multiple items....179
Optimizing the illustrations....181
Naming slices....182
Creating a hotspot....184
Previewing in a browser....184
Adding interactivity....186
Exporting composite designs....188
Exporting HTML and images....188
About Fireworks and CSS....195
Preparing for CSS and images export....198
Exporting CSS and images....201

9 USING SYMBOLS 206

Lesson overview....206
What are symbols?....208
Graphic symbols....208
Creating graphic symbols....209
Adding a graphic symbol to a document....212
Editing graphic symbols....213
Adding prebuilt symbols from the Common Library....216
Button symbols....217
Creating button symbols....217
Editing a button symbol....220
Adding more buttons....222
Testing rollovers....223
Completing the design....223
Animation symbols....225
Creating animation symbols....225
Optimizing the animation....230
Altering animation settings....232
Exporting the animation....234

10 PROTOTYPING BASICS 236



Lesson overview 236
The prototyping workflow 238
Exploring the Pages panel 238
Isolating the Pages panel 239
Master pages 240
Comparing wireframe pages 241
Delivering the wireframe 246

11 ADVANCED PROTOTYPING 252

Lesson overview 252
Prototype orientation 254
Master page 255
Content pages 255
Fleshing out the prototype 257
Creating the Master page 257
Adding more pages 258
Creating rollover navigation 259
Customizing page dimensions 264
Image rollover effects 265
Adding a rollover state 265
Naming your slices 274
Adding rollover behaviors 275
Emulating pop-up windows 276
Emulating a Spry data table 279
Adding content to empty states 285
Working with behaviors 287
Adding the behaviors 287
Editing JavaScript behaviors 289
Completing the prototype 293
Populating the last pages 293
Exporting the prototype 296

INDEX 300

BONUS SUPPLEMENTAL CHAPTERS 12 AND 13 ARE LOCATED ON THE COMPANION DISC

12 IMPROVING YOUR WORKFLOW S-2

Lesson overview S-2
Using document templates S-4
Opening a document template. S-4
Assembling the banners S-5
Removing unwanted templates S-11
Working with Adobe Bridge. S-11
Batch-processing images S-13
Importing and resizing images S-19
Importing the images. S-19
Cropping individual bitmaps in a design. S-21
Cool shortcuts S-22
Exporting a specific area S-22
Changing rectangle corners independently. S-24
Thinking ahead: future-proofing your projects S-27
Metadata S-27
Using Fireworks files with Photoshop S-30

13 GOING FURTHER S-38

Lesson overview S-38
Starting mobile projects S-40
Selecting a device profile S-40
Previewing in Device Central S-42
Working with Adobe AIR S-44
Reviewing interaction. S-44
Adding AIR events S-50
Creating an AIR prototype. S-55
Installing the prototype. S-61
Extra Credit. S-63
Creative and corrective techniques S-63
Applying blending modes for image correction S-63
Stroking rendered text S-71

Adding a Flex skin S-75
Adding additional button states S-78
Exporting the skin S-80
Exporting to Flash Catalyst S-82
Exporting pages S-82
Viewing files in Flash Catalyst S-85
Fireworks and Dreamweaver S-88
Copying and pasting to Dreamweaver S-88
Round-trip editing S-92
Three-slice technique for content containers S-95
Fireworks and Flash S-99
Preparing files for Flash S-100
Importing Fireworks documents into Flash S-102
Importing a flattened bitmap S-107

GETTING STARTED

Adobe Fireworks® is a professional imaging application that combines vector and bitmap imaging technologies and techniques in a single graphics application. This unique approach to imaging is due to the specific focus of Fireworks, which is creating and manipulating screen graphics for the Web or for other screen-based tools such as mobile applications or Adobe Flash® products. Fireworks is a tool that lets you quickly and easily create, edit, or alter graphics and designs. And it's a blast to work with, too!

With the release of Adobe Fireworks CS5, the program has gained even more distinction as a unique application for *rapid prototyping.* The built-in flexibility of Fireworks and its "everything is editable all the time" mandate have been present since it was created. When you're creating mockups and prototypes, where client or design changes can come fast and furious, this type of flexibility is very important. Features such as multiple pages, Device Central and Photoshop integration, and workflows like FXG 2.0 export and AIR prototyping make Fireworks an essential tool in the design process.

About Classroom in a Book

Adobe Fireworks CS5 Classroom in a Book is part of the official training series for Adobe graphics and publishing software developed by experts in association with Adobe Systems. The lessons are designed to let you learn at your own pace. If you're new to Adobe Fireworks, you'll learn the fundamental concepts and features you'll need in order to begin to master the program. And, if you've been using Adobe Fireworks for a while, you'll find that Classroom in a Book teaches advanced features, including tips and techniques for using the latest version of the application and for creating web and application prototypes. Although each lesson provides step-by-step instructions for creating a specific project, there's room for exploration and experimentation. You can follow the book from start to finish, or do only the lessons that match your interests and needs. Each lesson concludes with a review section summarizing what you've covered.

What's in this book

This edition covers many new features in Adobe Fireworks CS5, such as Adobe Device Central integration, the new Compound Shape tool, enhancements to the Properties panel, improved text handling, and exporting graphics for use in Flash Catalyst.

An overview of the new Adobe interface is covered in the first lesson, where you will learn how to configure the panels and document windows in Fireworks to suit your workflow. You will learn how to edit bitmap images and work with vector paths to create web interfaces. You will learn how to create and edit symbols, a powerful feature of Fireworks, and learn how Fireworks integrates with other Adobe CS5 applications like Dreamweaver, Photoshop, Bridge, and Flash.

Prerequisites

Before you begin to use *Adobe Fireworks CS5 Classroom in a Book*, you should have a working knowledge of your computer and its operating system. Make sure that you know how to use the mouse and standard menus and commands, and also how to open, save, and close files. If you need to review these techniques, see the documentation included with your Microsoft Windows or Macintosh system.

Installing Adobe Fireworks

Before you begin using *Adobe Fireworks CS5 Classroom in a Book,* make sure that your computer is set up correctly and that it meets the necessary system requirements for software and hardware. You'll need a copy of Adobe Fireworks CS5, of course, but it's not included with this book. If you haven't purchased a copy, you can download a 30-day trial version from www.adobe.com/downloads. For system requirements and complete instructions on installing the software, see the Adobe Fireworks CS5 Read Me file on the application DVD or on the Web at www.adobe.com/support.

Make sure that your serial number is accessible before installing the application.

Starting Adobe Fireworks

You start Fireworks just as you do most software applications.

To start Adobe Fireworks in Windows:

Choose Start > All Programs > Adobe Fireworks CS5.

To start Adobe Fireworks in Mac OS X:

Open the Applications/Adobe Fireworks CS5 folder, and then double-click the Adobe Fireworks CS5 application icon.

Copying the Classroom in a Book files

The *Adobe Fireworks CS5 Classroom in a Book* CD includes folders containing all the electronic files for the lessons in the book. Each lesson has its own folder; you must copy the folders to your hard disk to complete the lessons. To save room on your disk, you can install only the folder necessary for each lesson as you need it, and remove it when you're done.

To install the lesson files, do the following:

1. Insert the *Adobe Fireworks CS5 Classroom in a Book* CD into your CD-ROM drive.
2. Browse the contents and locate the Lessons folder.
3. Do one of the following:
   - To copy all the lesson files, drag the Lessons folder from the CD onto your hard disk.
   - To copy only individual lesson files, first create a new folder on your hard disk and name it **Lessons**. Then, open the Lessons folder on the CD and drag the lesson folder or folders that you want to copy from the CD into the Lessons folder on your hard disk.

Note: The CD also contains two bonus lessons and their accompanying lesson files. Chapter 12 discusses how to improve your Fireworks workflow and Chapter 13 discusses some of the more complex capabilities of Fireworks and integration between other Creative Suite software. PDFs of these two chapters are located in the Bonus Chapters folder on the disc, and their lesson files are located in the Lessons folder.

Additional resources

Adobe Fireworks CS5 Classroom in a Book is not meant to replace documentation that comes with the program or to be a comprehensive reference for every feature. Only the commands and options used in the lessons are explained in this book. For comprehensive information about program features and tutorials, refer to these resources:

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- Find the most relevant content contributed by experts from the Adobe community, on and off Adobe.com
- Comment on, rate, and contribute to content in the Adobe community
- Download Help content directly to your desktop for offline use
- Find related content with dynamic search and navigation tools

To access Community Help: If you have any Adobe CS5 product, you already have the Community Help application. To invoke Help, choose Help > Fireworks Help. This companion application lets you search and browse Adobe and community content, plus you can comment on and rate any article just like you would in the browser. However, you can also download Adobe Help and language reference content for use offline. You can also subscribe to new content updates (which can be automatically downloaded) so that you'll always have the most up-to-date content for your Adobe product at all times. You can download the application from www.adobe.com/support/chc/index.html.

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See http://community.adobe.com/help/profile/faq.html for answers to frequently asked questions about Community Help.

Adobe Fireworks Help and Support: See www.adobe.com/support/fireworks to find and browse Help and Support content on adobe.com.

Adobe TV: http://tv.adobe.com is an online video resource for expert instruction and inspiration about Adobe products, including a How To channel to get you started with your product.

Adobe Design Center: www.adobe.com/designcenter offers thoughtful articles on design and design issues, a gallery showcasing the work of top-notch designers, tutorials, and more.

Adobe Developer Connection: www.adobe.com/devnet is your source for technical articles, code samples, and how-to videos that cover Adobe developer products and technologies.

Resources for educators: www.adobe.com/education includes three free curriculums that use an integrated approach to teaching Adobe software and can be used to prepare for the Adobe Certified Associate exams.

Also check out these useful links:

Adobe Forums: http://forums.adobe.com lets you tap into peer-to-peer discussions, and questions and answers on Adobe products.

Adobe Marketplace & Exchange: www.adobe.com/cfusion/exchange is a central resource for finding tools, services, extensions, code samples, and more to supplement and extend your Adobe products.

Adobe Fireworks CS5 product home page: www.adobe.com/products/fireworks

Adobe Labs: http://labs.adobe.com gives you access to early builds of cutting-edge technology, as well as forums where you can interact with both the Adobe development teams building that technology and other like-minded members of the community.

Also check out these useful links:

- Community MX (www.communitymx.com) for additional free and commercial tutorials and samples
- Fireworks Zone—a tutorial, art, and news resource on all things Fireworks (www.fireworkszone.com)
- Fireworks Guru, the community forum where Fireworks enthusiasts share ideas, artwork, and solutions to design challenges (www.fireworksguruforum.com)
- Sarthak, the regularly updated Fireworks blog of Sarthak Singhal, a member of the Fireworks engineering team (blogs.adobe.com/sarthak)
- Adobe Fireworks Team blog, where you can learn the latest news from the people directly responsible for bringing you Adobe Fireworks (http://blogs.adobe.com/fireworks/)
- Johndunning.com, a prolific creator of Fireworks extensions, designed to make your job even easier (http://johndunning.com/fireworks/)

Adobe certification

The Adobe training and certification programs are designed to help Adobe customers improve and promote their product-proficiency skills. There are four levels of certification:

- Adobe Certified Associate (ACA)
- Adobe Certified Expert (ACE)
- Adobe Certified Instructor (ACI)
- Adobe Authorized Training Center (AATC)

The Adobe Certified Associate (ACA) credential certifies that individuals have the entry-level skills to plan, design, build, and maintain effective communications using different forms of digital media.

The Adobe Certified Expert program is a way for expert users to upgrade their credentials. You can use Adobe certification as a catalyst for getting a raise, finding a job, or promoting your expertise.

If you are an ACE-level instructor, the Adobe Certified Instructor program takes your skills to the next level and gives you access to a wide range of Adobe resources.

Adobe Authorized Training Centers offer instructor-led courses and training on Adobe products, employing only Adobe Certified Instructors. A directory of AATCs is available at http://partners.adobe.com.

For information on the Adobe Certified programs, visit www.adobe.com/support/certification/main.html.

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4 WORKING WITH SELECTIONS

Lesson overview

Making selections on a bitmap image is an important component of working with bitmaps. Bitmap selections isolate a specific area for alteration, protecting all other areas from being affected. For example, you might want to brighten a dark part of an image. Without a selection, this change in pixel brightness would be applied to the entire photo. In this lesson, you'll learn how to do the following:

- Make specific areas of an image active using selection tools
- Create a selection with the Magic Wand tool
- Adjust the edge of a bitmap selection
- Apply corrective filters to a selection
- Make complex selections using the Lasso and Magic Wand tools
- Modify a bitmap selection
- Save a bitmap selection for future use
- Deselect a selection
- Convert a bitmap selection to a path

This lesson takes approximately 60 minutes to complete. Copy the Lesson04 folder into the Lessons folder that you created on your hard drive for these projects (or create it now, if you haven't already done so). As you work on this lesson, you won't preserve the start files. If you need to restore the start files, copy them from the *Adobe Fireworks CS5 Classroom in a Book* CD.

Making selections on a bitmap image is key to working with bitmaps regardless of the software application.

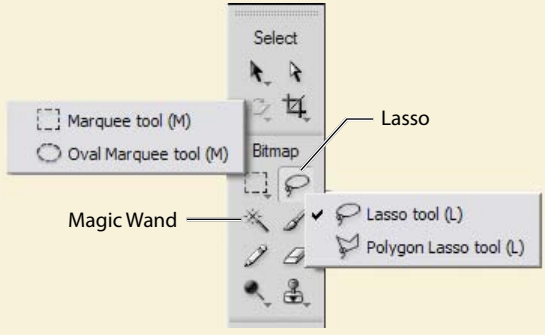
Understanding bitmap selections

The bitmap selection tools are helpful if you want to alter or copy a specific area of an image. Before you begin this lesson, though, you must also be clear on the difference between selecting an object and making a bitmap selection.

When you click on an object in the Layers panel, or use the Pointer tool to click on an object on the canvas, you are selecting (or activating) the entire object. You can then move, copy, edit, or cut that object from the design, without affecting anything else on the canvas. A bitmap selection differs in that you are selecting a specific part of a bitmap image rather than the entire bitmap object. Once you've made a selection, you can only copy or edit the area within the selection border.

Bitmap selection tools: a primer

The selection tools in Fireworks include the Marquee and Oval Marquee tools, the Lasso and Polygon Lasso tools, and the Magic Wand tool.



Choose the selection tool most suitable for the job. Use the Marquee ( ) or Oval Marquee ( ) tool to select regularly shaped areas. Simply click and drag to draw out one of these selections after choosing the appropriate tool. Holding Shift constrains the rectangular marquee to a square and the oval marquee to a circle.

One of the Lasso tools (the standard Lasso or the Polygon Lasso tool) may be better suited to select irregular areas when you make a freehand selection. The standard Lasso Tool allows you to draw a selection on the canvas using a mouse or stylus. You outline the selection by clicking to plot points around the area you want selected. You can hold down Shift to constrain Polygon Lasso marquee segments to 45-degree increments. To close the polygon selection, either click the starting point or double-click in the workspace.

If the area is full of similar shades of colors, the Magic Wand tool ( ) may be your best choice to quickly create a selection. The Magic Wand tool selects pixels based on color. If you have an area of similarly colored pixels in your image (a blue sky, for example), the Magic Wand can quickly select that part of your image. You start the

selection by clicking the wand cursor on an area of your image. The wand selects contiguous pixels of the same color range, based on the Tolerance setting in the Properties panel. You can increase the tool's sensitivity by changing the Tolerance setting to a higher value.

Options

Most of the bitmap selection tools have the option to set the selection edge to Hard, Anti-alias, or Feather. A Hard edge gives you a jagged, pixelated selection. Anti-alias blends the selection with the area outside the selection. Feather creates a softer, less accurate, blended edge selection. Unlike with the other two edge settings, you can apply a pixel value to Feather to increase the blend between the inside and outside of the selection.

Hard Edge Anti-Aliased Edge Feathered Edge

Additional selection features for the marquee

If you choose the Rectangular or Elliptical Marquee, the Properties panel offers you additional options:

- Normal creates a marquee in which the height and width are independent of each other.
- Fixed Ratio constrains the height and width to defined ratios.
- Fixed Size sets the height and width to a defined dimension, in pixels.

Using Live Marquee

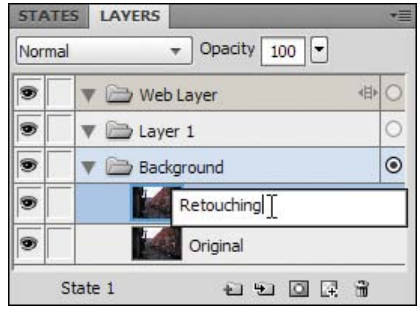
The Live Marquee feature is available for the bitmap selection tools listed earlier. By default, it is active (selected) in the Properties panel. Live Marquee gives you immediate control over the edge of your bitmap selection after it has been drawn. You can choose Hard for an aliased, hard-edged selection; Anti-alias for a softer, slightly blended selection edge; or Feather for a very soft blend. When you choose Feather, you set the amount of feathering you want. This amount will gradually blend any effect applied to the bitmap selection on both the inner and outer edges of the selection.

Getting started

Various images may require different types of adjustments. In this lesson, you will use a variety of selection tools to make local adjustments on three different images. You will start with a simple selection exercise using the Magic Wand.

1. Choose File > Open, and browse to the Lesson04 folder.
2. Select Backdrop02.jpg, and then click Open.

   Notice how bright the sky is—practically without detail. You will apply a bitmap filter to a bitmap selection, which will permanently change the pixels in the image. When you are going to apply permanent changes to a bitmap object, it's a good idea to create a duplicate of the image first so that the original is not damaged.
3. Select the Pointer tool, and click on the image to make it active.
4. Press Ctrl+Shift+D (Windows) or Command+Shift+D (Mac) to create a clone of the image. You now have two bitmap images in the Layers panel.
5. In the Layers panel, double-click the bottom bitmap image name, and change it to **Original**.
6. Double-click the top image, and rename it **Retouching**.



Selecting and modifying with the Magic Wand tool

In this section, you are going to use the Magic Wand tool to select a part of the scene in order to apply an exposure adjustment.

Creating the selection

First, create the selection using the Magic Wand tool.

1. Select the Magic Wand tool ( ) from the Tools panel.

2 Move the cursor over the sky portion of the image, and click once. As illustrated here, a selection appears.

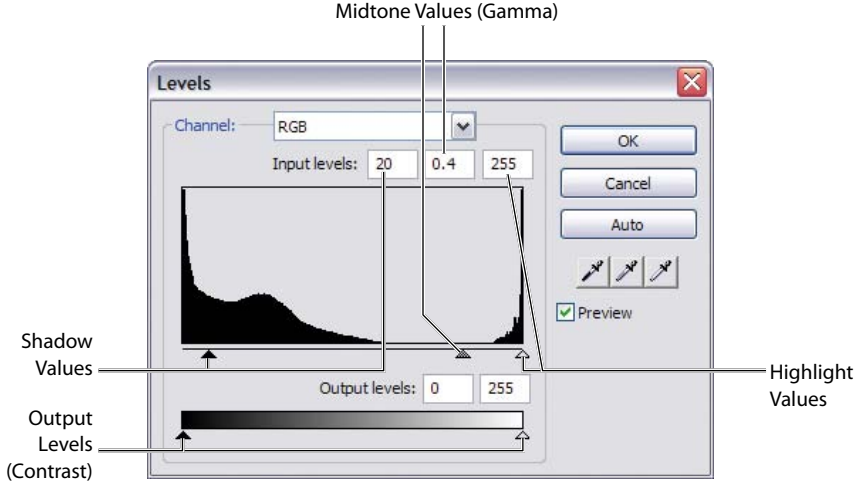
3 To see how our alteration blends with the rest of the photo, choose View > Edges (or press Ctrl+H on Windows or Option+F9 on Mac). This hides the selection from view but still lets you perform actions on it, such as applying filters.

4 Choose Filters > Adjust Color > Levels.

5 Set the Shadow (Minimum Intensity) value to **20**.

6 Set the Midtone (Gamma) value to **0.4**, and leave the Highlight value at 255. You can do this by typing into the input boxes or dragging the middle sliders.

7 Toggle Preview off and on again repeatedly to see how the cloud definition has changed, and then click OK to apply the filter.



8 Close the file without saving.

Note: When applying a filter adjustment to a bitmap selection, you must use the main Filters menu. You should also create a copy of the image before you begin.

Tip: It's a good idea to zoom in on the area you are selecting to ensure a more accurate selection.

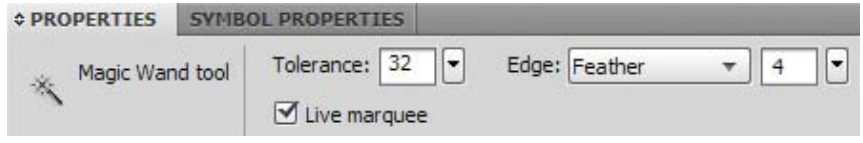
Using the Magic Wand tool with keyboard modifiers

Because the Magic Wand tool selects based on contiguous pixel color, areas you want included may not always become part of your original selection. You can use modifier keys to add to the selection.

In this exercise, you are going to use the Magic Wand tool to select parts of the actors' faces in order to apply an exposure adjustment. You will also modify the selection by applying a feathered edge.

1. Choose File > Open, and browse to the Lesson04 folder.
2. Select actors_together.jpg, and then click Open.

   Notice the skin tones on the left cheek of the man. They're almost washed out. A similar problem exists with the woman's face. You will be applying a bitmap filter to a bitmap selection, which will permanently change the pixels in the image. When you are going to apply permanent changes to a bitmap object, you should create a duplicate of the image first so that the original is not damaged.
3. Select the Pointer tool, and click the image to make it active.
4. Press Ctrl+Shift+D (Windows) or Command+Shift+D (Mac) to create a clone of the image, and rename this duplicate **Retouching**.
5. If necessary, select the Magic Wand tool ( ) from the Tools panel.
6. In the Properties panel, set the Edge to Feather, input a value of **4**, set the Tolerance to **32**, and make sure the Live Marquee option is selected.



7. Move the cursor to the bright area of the detective's cheek, and click once. A selection appears.

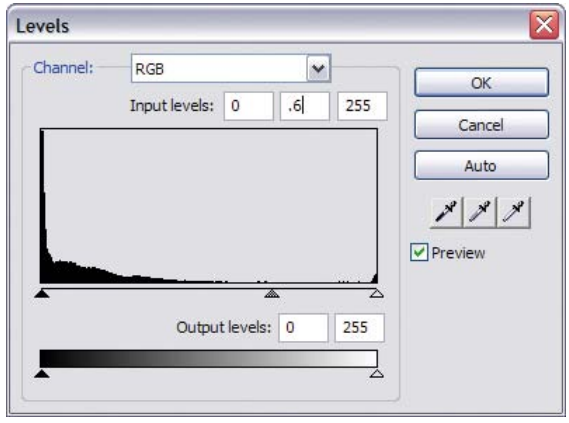
Notice that the other bright areas on the woman (her cheek and nose) are not part of the selection. This is because these areas are separated by pixels that are much darker and of different colors, and not within the Tolerance setting of the tool. Increasing the tolerance is not the answer, either, because we would end up selecting more areas than we want for this adjustment.

8 Hold down the Shift key, and click on the bright part of the woman's cheek, between her ear and her eye.

9 Hold down the Shift key one more time, and click on the bright side of the bridge of her nose. You now have three separate selections.

10 Choose Filters > Repeat Levels. (This option is available for the last filter applied, as long as you have not restarted Fireworks.)

11 Set the Gamma slider to a value of **0.6**.



Note: To subtract from a selection, hold down the Alt (Windows) or Option (Mac) keys. These modifiers work with the Rubber Stamp, Lasso, Marquee, and Oval Marquee tools.

12 Click OK to apply the filter. You'll see that the skin tones of the actors' faces look much more even and are no longer washed out.

If you create a particularly complex selection, such as the one you've just done, you might want to save your efforts as an alpha channel in order to reuse the selection at a later time. See the sidebar "Saving and restoring bitmap selections." (Your file is currently in the perfect position to use these bitmap-selection functions.)

Tip: Sometimes the marquee itself can get in your way. You can quickly show or hide the marquee by pressing Ctrl+H (Windows) or Option+F9 (Mac).

Finally, it's time to finish up with this file.

13 Choose File > Save.

Fireworks recognizes that this altered image has properties that are not supported in a flat JPEG file, so you will see a dialog box asking you for a decision about which type of file you'd like to save. If you want to retain the editability of the file, save it as a Fireworks PNG file. If the original image and the bitmap selection are not important, you can opt to save the file as a flat JPEG.

14 Click Save Fireworks PNG. This will maintain the selection information and both bitmap images. The Save dialog box appears.

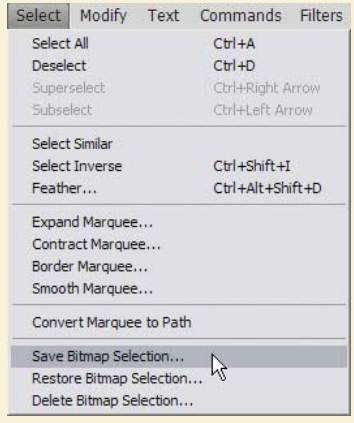
15 Name the file **actors_together_retouched.png**, save it to the Lesson04 folder, and click OK.

Note: If you had chosen File > Save As, Fireworks would assume you want to save the file as a JPEG. There's a warning message in the Save As dialog box; pay attention to it! Some people don't notice the warning and later reopen their file only to learn the edits have been flattened, and the original unaltered image has been lost. Make sure you click on the Save As Type options and choose the format you prefer.

Saving and restoring bitmap selections

Once you've created a complex selection, you can save it, giving you the option to deselect it, work on other parts of the image, and come back to that selection later. These functions are available regardless of the selection tool you've used in the first place. To save a selection, you first need to have an active bitmap selection.

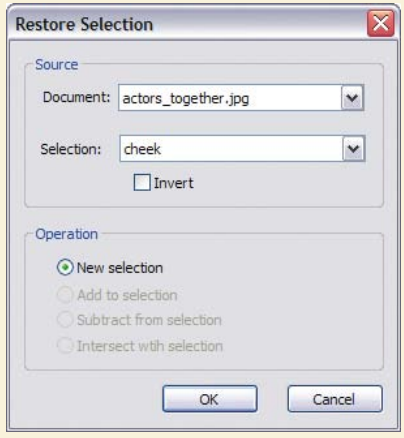
1 Choose Select > Save Bitmap Selection.



2 In the Save Selection dialog box, change the name to **cheek**. Leave all other settings as they are.

3 Click OK.

Once a selection is saved, you can then call it up any time you need it during your session. If you save the file as a Fireworks PNG file, the selection remains with the file and can be restored even after the file has been closed and reopened.



Note: If you have more than one saved selection, you can choose the correct one from the Selection menu in the Restore Selection dialog box. In the current exercise, the "cheek" selection is the only one in the list.

4 Press Ctrl+D (Windows) or Command+Shift+A (Mac) to deselect the bitmap selections on the canvas (so that you can see how to restore it).

5 Choose Select > Restore Bitmap Selection.

6 Click OK. The selection reappears on the canvas.

Selecting with the lasso tools

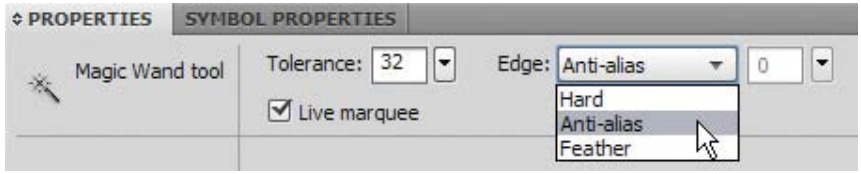
Selection tools are also interchangeable; you might start with the Magic Wand tool, for example, but then turn to the Lasso tool ( ) to refine a selection.

1 Choose File > Open, and browse to the Lesson04 folder.

2 Open the file called Mark_actor07.jpg.

3 Select the Magic Wand tool once again.

4 Set Edge to Anti-alias, its value to **0**, and Tolerance to **32**, and make sure the Live Marquee option is selected.



5 Click on the gray cinderblock wall.

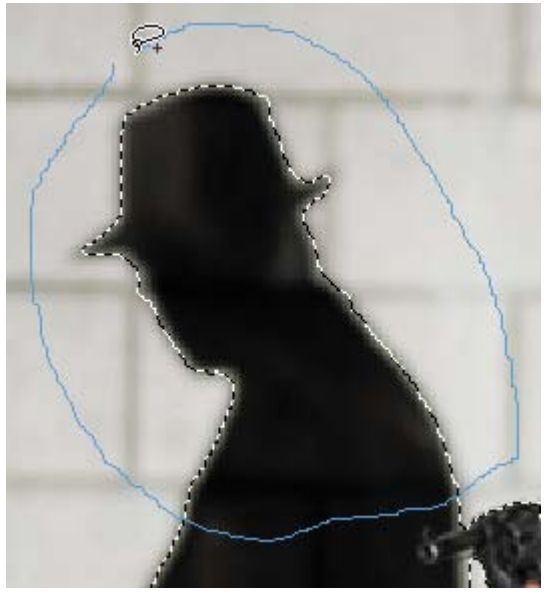
6 Hold down the Shift key, and click on other areas of the wall. Avoid clicking the shadow of the detective, because this will also select parts of the gun.

7 Continuing to press the Shift key, click the dark segment to the right of the actor.

Note: If you don't see the selection appear, make sure that the marquee is not hidden by selecting View > Edges.

8 Select the Lasso tool.

9 Holding down the Shift key, draw around a large part of the shadow. Avoid lassoing the gun. You do not have to do this in one operation; indeed, it's a good idea to zoom in for the more detailed areas and add to the selection in multiple steps.



As long as you hold down the Shift key, you can add to the existing selection. If you select an area by accident, you can switch to the Alt (Windows) or Option (Mac) key and draw around the unwanted area.

When you are done, everything except the detective should be selected.

Note: Creating this selection took some time, so it's wise to save the selection as you did with the previous document (choose Select > Save Bitmap Selection).

10 Choose File > Save.

11 Click Save Fireworks PNG.

The Save As dialog box appears.

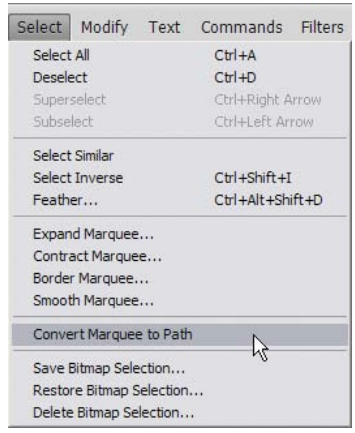
12 Name the file **Mark_actor07.fw.png**. Because you are using a different file type, you can still keep the same filename.

13 Save the file to the Lesson04 folder and click OK.

Converting a selection to a path

In Fireworks, you can easily convert bitmap selections to vector paths. Paths can be easier to edit than bitmap selections, in part because you aren't as likely to delete an entire path by accident. If you are adjusting a bitmap selection and forget to use the Shift and Alt (Windows) or Option (Mac) modifier keys, you can easily delete the entire selection. To edit the shape of a path, you can use the Subselection tool ( ) to drag individual control points in the path.

In this exercise, you will continue working with the Mark_actor07.fw.png file.



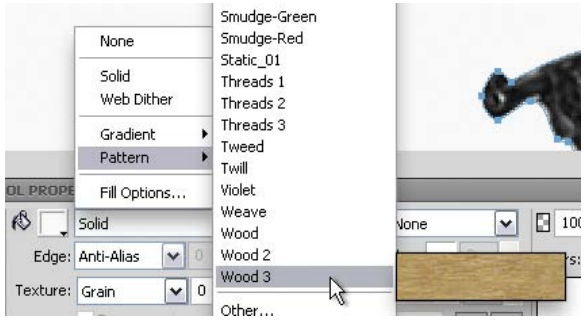
1 If the selection is not active, choose Select > Restore Bitmap Selection.

2 Choose Select > Convert Marquee To Path.

The selection is removed, and in its place is a new path object, filled with the last attributes used for vector objects.

3 Select the Pointer tool, if it's not already selected.

4 Choose Pattern > Wood 3 from the Fill Category list in the Properties panel.



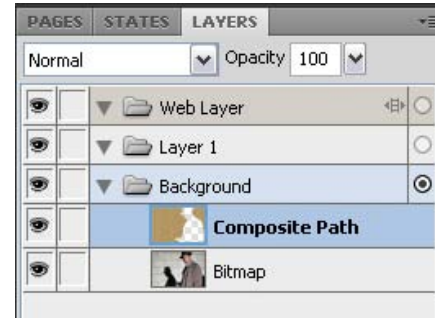
The detective is now up against another type of wall, so to speak. In the Layers panel, the newly created vector object is called a composite path.

5 Double-click the object name in the Layers panel and change it to **wall**.

6 Rename the bitmap image **detective**.

7 Choose File > Save.

You will learn much more about working with paths in Lesson 4.



Other selection options

Select Inverse

Sometimes, selecting the unwanted part of the image is easier.

The Select Inverse command toggles between the active selection and the unselected area.

Let's say you have a photo of a city scene with a clear sky in the background. You want to do some levels or filter adjustments to the city area. Using the Magic Wand tool to select the evenly colored sky will be easier (and faster). Then you can choose Select > Select Inverse to reverse the selected areas, making the city scene the active selection.

Select Similar

Select Similar adds to the current bitmap selection, based on colors within the active selection. Anywhere the colors within the selection appear throughout the image, they will become part of the new selection. You can choose Select > Select Similar with any bitmap selection.

Modifying a selection

You can expand, contract, or smooth any active bitmap selection by choosing the desired action from the Select menu.

Review questions

1. What is the difference between selecting objects and making bitmap selections?
2. What are the five bitmap selection tools in Fireworks, and what are their functions?
3. What does the Tolerance setting do when you're using the Magic Wand tool?
4. What are the two keyboard modifiers you can use in conjunction with the bitmap selection tools?
5. How do you create a clone of a bitmap image? Why would you do this?

Review answers

1. When you click on an object in the Layers panel or use the Pointer tool to click an object on the canvas, you are selecting (or activating) the entire object, allowing you to move, copy, edit, or cut that object from the design, without affecting anything else on the canvas. A bitmap selection differs from this in that you are selecting a specific part of a bitmap image rather than the entire object. Once you've made a selection, you can copy or edit only the area within the selection border. The bitmap selection tools cannot be used on vector objects.
2. The Fireworks selection tools are the Marquee and Oval Marquee tools, the Lasso and Polygon Lasso tools, and, finally, the Magic Wand tool.

   Typically, you use the Marquee or Oval Marquee tool to select regularly shaped areas, and the Lasso or Polygon Lasso tool to select irregular areas. You use the Magic Wand tool to select pixels based on color. While drawing the initial selection, the Shift key constrains the marquee tools to symmetrical objects (squares and circles) and the Polygon Lasso tool segments to 45-degree increments.

   After a selection has been created, hold down the Shift Key to add to the selection. Pressing Alt (Windows) or Option (Mac) subtracts from a selection.

3 The Magic Wand tool selects contiguous pixels of the same color range based on the tolerance setting in the Properties panel. You can increase the tool's sensitivity by changing the Tolerance setting in the Properties panel to a higher value.

4 The Shift key is one of the keyboard modifiers you can use with bitmap selection tools, and the Alt (Windows) or Option (Mac) key is the other. Both of these modifiers work with the Rubber Stamp and freehand Lasso tools, as well as the rectangular and elliptical marquees. Holding down the Shift key lets you add to an existing selection. To subtract from a selection, hold down Alt (Windows) or Option (Mac).

5 To clone a bitmap image (or any other object), press Ctrl+Shift+D (Windows) or Command+Shift+D (Mac), or choose Edit > Clone to create a clone of the image. Creating a clone of your original image lets you edit and retouch a copy without damaging the original.

INDEX

Entries for bonus supplemental chapters 12 and 13 are noted with the letter S.

NUMBERS

2-Up view option, 165, 167
4-Up view option, 165, 169
9-slice Scaling tool, 47–48, 87–88

A

active objects, 155
Add States dialog box, 269
adjustment layers, 119, 120, S:31, S:35
Adobe Acrobat Professional, 247, 248
Adobe AIR. *See* AIR
Adobe Bridge, S:11–S:13
Adobe Dreamweaver. *See* Dreamweaver CS5
Adobe Exchange, 90
Adobe Fireworks. *See* Fireworks CS5
Adobe Flash. *See* Flash
Adobe Flash Builder 4, S:82
Adobe Flash Catalyst. *See* Flash Catalyst
Adobe Flex, S:75, S:81
  See also Flex skins
Adobe Illustrator, S:87
Adobe Photoshop. *See* Photoshop
Adobe Reader, 248
Adobe XMP format, S:27
AIR (Adobe Integrated Runtime), S:44–S:63
  adding AIR events, S:50–S:55, S:111
  creating AIR prototypes, S:55–S:60
  functionality in Fireworks, S:44
  installing AIR prototypes, S:61–S:63
  transparent chrome option, S:57
Ajax (Asynchronous JavaScript and XML), 279
Align panel, 49–50, 152, 220, 261
aligning
  objects, 49–50
  text, 152
alpha transparency, 160, 230
anchor points
  adding with Pen tool, 93
  basics of using, 92
Animate dialog box, 226–227
Animated GIF format, 230
animation symbols, 225–234
  creating, 225–230
  exporting, 234
  file size reduction, 232
  looping settings, 233, 234
  onion skinning, 228–230
  optimizing, 230–232
  overview of, 225
  previewing, 232, 233
  state delay settings, 232–233
Anti-Aliased selection edge, 65
anti-aliasing
  bitmap edges, 65
  text, 149–150
Application bar, 5, 14
Application Frame, 6, 17
assets, importing, 114–115
Auto Shapes, 11, 89–90, 93, S:24
Auto Shapes panel, 90, 104
Auto Vector Mask command, 111, 116–117
auto-resizing text blocks, 143

B

Babbage, Jim, S:46
Background Image slices, 199
backgrounds
  adding to documents, 112
  steps for adjusting, 135–137
banding issues, 231
banner ad project, 111–137
  background, 112, 135–137
  creating document for, 111–112
  gradient settings, 113–114
  image positioning, 137
  importing assets into, 114–115

mask creation/editing, 121–129
Photoshop image import, 118–119
quick fade effect, 116–117
styling text for, 132–135
text added to, 129–132
baseline shift, 148
Batch Process dialog box, S:15
batch-processing images, S:13–S:19
behavior handle, 275
behaviors
adding, 275–276, 287–289
editing, 289–292
explanation of, 275
previewing, 276, 291–292
rollover, 186–187, 275–276
Swap Image, 186
Behaviors panel, 289–291
Bezier control arms, 92
bitmap images, 38–60
aligning, 49–50
batch-processing, S:13–S:19
brightness adjustments, 52–54
correcting, S:63–S:71
cropping, 41–42, S:21–S:22
darkening, 53–54
Flash support for, S:110
flattened, 120, 161, S:102, S:107–S:110
grouping, 51
guides and, 44
hiding objects, 43
importing, 44–45, S:19–S:20
lesson overview, 38
lightening, 53
locking objects, 43
managing on the canvas, 43–44
masks based on, 108
positioning, 43, 49–50
repairing areas in, 56–59
resolution and file size, 40
review questions/answers, 60
scaling, 46–48
selections on, 62–77
sharpening, 54–55
tips for working with, 40
tonal range adjustments, 48–49
vector graphics vs., 86
bitmap masks
changing colors of, 128
converting selections to, 125–126
creating with Brush tool, 108, 109
editing, 126–127
overview of, 108–109
review questions/answers, 138
vector masks vs., 110
See also vector masks
bitmap selections, 62–77
converting to paths, 74–75
explanation of, 64
filter adjustments and, 67
inverse selection option, 75
Lasso tool for, 71–74
lesson overview, 62
Magic Wand tool for, 66–70
masks based on, 108, 125–126
modifying from Select menu, 75
primer on, 64–65
restoring, 71
review questions/answers, 76–77
saving, 70–71
similar selection option, 75
tools for making, 64–65
Bitmap tools, 10
blending modes
applying for image correction, S:63–S:71
Flash support for, S:101
Photoshop support for, S:36
BMP file format, 162
Bridge application, S:11–S:13
brightness adjustments, 52–54
browsers. *See* Web browsers
Brush tool, 108, 126–127
Burn tool, 52, 53–54
button states, S:78–S:80
button symbols, 217–224
adding multiple, 222–223
creating, 217–219
editing, 220–221
overview of, 217
prototypes using, 259–264
rollover effects, 220–221, 223, 259–264
text for, 220, 222, 223–224

C

canvas
adding guides to, 81
preparing, 7
resizing, 226, 264–265, S:25
trimming, 230
Canvas Size dialog box, 226, S:25
Cascading Style Sheets. *See* CSS
chainlink icon, S:6

Chamfer Rectangle tool, 89
checkerboard canvas area, 231
Circle Hotspot tool, 185
clipping groups, 119
Clone Stamp tool, 56
Close event, S:50–S:51, S:55
colors
  adjusting, S:67–S:68
  bitmap mask, 128
  gradient, 12–13, 113
  guide, 228
  matte, 163, 230
  selections based on, 64–65
Colors tools, 10
commands
  batch-processing, S:16
  custom, 20
  See also specific commands
Commands menu, 20
comment feature, 248
Common Library
  adding prebuilt symbols from, 216–217
  saving symbols to, 210–211
Common Library panel, 199, 212, 216
component symbols, 199, 208
Compound Shape tool, 99–104
compound shapes, 99–104
  adding shapes to, 101–104
  how they work, 100–101
constraining proportions, 115
content pages, 255–256
control handles
  for cropping, 42
  for scaling, 46, 47
conversions
  pages to PSD file, 28
  selection to path, 74–75
Convert Pages to PSD extension, 28
Convert to Symbol dialog box, 209, 228, 260
correcting images, S:63–S:71
Create AIR File dialog box, S:56–S:60
Crisp Anti-Alias setting, 149
Crop tool, 41
cropping
  bitmap images, 41–42, S:21–S:22
  images in designs, 42
CSS (Cascading Style Sheets), 195–203
  CSS and Images export, 201–203
  Fireworks functionality and, 195–198
  preparing to export, 198–203
cursor display options, 56
curved anchor points, 92, 93
Custom Anti-Alias setting, 149, 150
custom shapes, 94–95
custom styles, 133–134
Custom Symbols folder, 211
custom workspaces
  creating, 15–16
  deleting, 16
customizing
  file names for states, 193
  page dimensions, 264–265
  Photoshop export options, S:34–S:35
  strokes, 97–98

D

darkening images, 53–54
deleting
  anchor points, 92
  custom workspaces, 16
  shapes, 80–81
  templates, S:11
Device Central, S:40–S:43
  previewing applications in, S:42–S:43
  selecting device profiles in, S:40–S:42
digital signature, S:59–S:60
disjointed rollover, 289
distortion-free scaling, 46, 47–48, 87–88
Dither Gradient button, 97
dither settings, 231
DIV tags
  creating, 197, 200–201
  explained, 196
dock, configuring, 13–15
Document Library panel, 210
document templates, 4, S:4–S:11
  opening, S:4–S:5
  project assembly using, S:5–S:10
  removing unwanted, S:11
documents
  creating new, 4, 111–112
  graphic symbols added to, 212–213
  templates for creating, 4, S:4–S:11
  working with multiple, 16–19
Dodge tool, 52, 53
downsampling images, 54
Drag event, S:55
dragging/dropping
  from Fireworks to Flash stage, S:110
  between floating windows, 18–19
  objects into layers, 269, 273

drawing vector shapes, 7–8, 80
Dreamweaver CS5, S:88–S:99
  copying and pasting to, S:88–S:92
  creating pods for, S:95–S:99
  round-trip editing using, S:92–S:95
duplicating states, 34

E

edge pixels, 55
Edit Gradient pop-up window, 12, 97, 113
Edit in Place mode, 213
editing
  bitmap masks, 126–127
  button symbols, 220–221
  FXG files, S:85–S:87
  gradients, 113–114
  graphic symbols, 213–215
  JavaScript behaviors, 289–292
  objects within groups, S:9–S:10
  paths, 93
  round-trip, S:92–S:95, S:99
  text, 145–146, 154
  vector masks, 124
Elliptical Marquee tool, 65
e-mail, sending files to, S:26
empty bitmap objects, 58
empty states, 285–286
emulations
  pop-up window, 276–279
  Spry data table, 279–286
Escape key, 41
Expand/Collapse Layer icon, 32
Export Area tool, S:22
Export As Adobe PDF option, 161
Export dialog box, 201, 246–247, S:23
Export FXG And Images option, 161
exporting
  animations, 234
  CSS and Images, 195–203
  files to Photoshop, S:34–S:35
  Flex skins, S:80–S:81
  FXG documents, S:82–S:84
  HTML and Images, 188–195, 296
  optimized files, 170
  overlapping slices, 277
  pages to files, 28
  prototypes, 296–298
  resetting options for, S:24
  saving vs., 161
  specific areas, S:22–S:24
  states, 193–194
  wireframes, 246–247
extensions, 13
Eyedropper tool, 113

F

face-lift technique, 58–59
Feathered selection edge, 65
file formats
  Adobe XMP format, S:27
  Fireworks PNG format, 9, 161
  Flash FXG format, S:82
  Photoshop PSD format, 28, S:33–S:34
  for Web graphics, 160–161
file names
  customizing for states, 193
  specifying for symbols, 211
file size
  GIF animations and, 231, 232
  resolution and, 40
  Web optimization and, 160, 169, 177–179
files
  adding metadata to, S:27–S:29
  exporting vs. saving, 161
  saving in Fireworks, 9
Fill Category Pattern submenu, 100
Fill Color box, 97
fills
  gradient, 12–13, 95–97
  vector shape, 7–8
Filmstrip workspace, S:11
filters
  applying to bitmaps, 67
  supported in Flash, S:101
  Unsharp Mask filter, 54–55
  See also Live Filters
Find Source dialog box, S:93, S:108
Fireworks CS5
  AIR functionality in, S:44
  blending modes supported in, S:36
  CSS and, 195–198
  Developer Center, 197, S:81
  Dreamweaver and, S:88–S:99
  Flash and, S:99–S:110
  Flash Catalyst and, S:82
  Illustrator and, S:87
  interface illustration, 5
  native PNG format, 9, 161
  Photoshop and, 28, 119–120, S:30–S:36
  workflow, S:2–S:37
fixed-width text blocks, 143–144

Flash, S:99–S:110
complex animations and, 234
considerations for importing to, S:110
Fireworks features supported in, S:101
flattened bitmaps imported into, S:107–S:110
PNG files imported into, S:102–S:107, S:111
preparing files for, S:100–S:101
Flash Builder 4, S:82
Flash Catalyst, S:82–S:87
downloading, S:85
editing FXG files in, S:85–S:87
exporting pages to, S:82–S:84, S:111
Fireworks and, S:82
overview of, S:82
viewing files in, S:85
Flash platform, S:82
Flash Professional CS5, S:102
Flatten Selection command, S:70
Flattened bitmap images
exporting files as, 161
importing into Flash, S:102, S:107–S:110
opening in Fireworks, 120
Flattened PNG format, 9
Flex skins, S:75–S:81
adding button states to, S:78–S:80
choosing components for, S:111
exporting, S:80–S:81
steps for creating, S:75–S:78
Web resources on, S:81
floating document windows
creating, 17–18
dragging/dropping between, 18–19
folders
Custom Symbols, 211
prototype, 298
Font Style menu, 89
fonts
banner ad project, 130
converted to paths, S:45
formatting features, 142
issues with missing, S:13
resizing, 145
Web-safe, 203
footers, 295
Foreground Image slices, 199
Freeform tool, 92
future-proofing projects, S:27–S:36
metadata information and, S:27–S:30
Photoshop integration and, S:30–S:36
FXG files, S:82
editing, S:85–S:87
exporting, S:82–S:84
Fireworks effects and, S:86
viewing, S:85

G

GIF files, 160
animated, 230–232, 234
illustrations optimized as, 176–179
Optimize panel options, 163, 230–232
range of colors in, 231
Gradient Dither icon, 13
Gradient panel, 13
gradients
adding gradient fills, 95–97
editing direction and angle of, 114
setting colors for, 12–13, 113
graphic symbols, 208–217
adding to documents, 212–213
creating, 209–211
editing, 213–215
isolation mode for, 214
overview of, 208
prebuilt, 216–217
saving to Common Library, 210–211
graphics
Web file formats for, 160–161
See also bitmap images; vector graphics
Grayscale Appearance mode, 111, 123
groups
of objects, 51, S:9–S:10
of panels, 13–15
of shapes, 148
guides
9-slice scaling, 47, 87–88
adding to canvas, 81
changing color of, 228
hiding/showing, S:32
measuring distances between, 81–82
placing objects using, 44, 82–83
Snap to Guides option, S:19–S:20
toggling on/off, 81, 89
vector graphics, 81–83
web slice, 173

H

Hard selection edge, 65
Hide Slices and Hotspots icon, 171, 223, 261, 264, 291
hiding
guides, S:32
marquee, 69
objects, 43

histogram, 48
History panel, 20, 103
horizontal scaling, 148
Hotspot tools, 10, 171, 185
hotspots
  creating, 184
  Layers panel view of, 174
  slice objects and, 184
  tools for, 10, 171, 185
HTML
  AIR prototypes and, S:44
  CSS layouts and, 196, 199
  DIV tags in, 196, 197, 200–201
  editing rollovers in, 194–195
  exporting states with, 193–194
  Flash support for, S:110
  HTML and Images export, 188–195, 296
HTML Setup dialog box, 297
Hue/Saturation adjustments, S:67–S:68
Hungarter, Doug, 28
hyperlinks
  adding to slices, 186–187
  creating within slices, 184
  prototype navigation, 244–245, 262–264

I

icon images, S:58
illustrations
  optimizing, 176–179, 181–182
  reducing file size of, 177–179
Illustrator program, S:87
Image Description (Alt Text) dialog box, S:92
Image Preview dialog box, S:22–S:23, S:90
Image Size dialog box, 54–55
images
  batch-processing, S:13–S:19
  correcting, S:63–S:71
  importing, 44–45, S:19–S:20
  linking thumbnails to, S:19
  positioning, 43, 49–50, 286
  resolution vs. quality, 40
  rollover, 186–187
  See also bitmap images
import cursor, 44
Import dialog box, 26
Import Page window, 26
importing
  assets, 114–115
  bitmap images, 44–45, S:19–S:20
  documents into Flash, S:102–S:110
  pages, 26–27
  Photoshop images, 118–119
  vector objects, 98–99
installing AIR prototypes, S:61–S:63
instances of symbols, 208
instant face-lift technique, 58–59
interactivity
  prototype, 262–264
  Web page, 186–187
  wireframe, 244–245
interface
  annotated illustration, 5
  common to Adobe programs, 3, 5
  custom workspaces, 15–16
  default workspaces, 5–6
  document window features, 16–19
  panel configuration, 13–15
  Properties panel, 12–13
  review questions/answers, 21
  rulers and tooltips, 7
  Tools panel, 10–11
isolation mode, 214

J

JavaScript behaviors
  adding, 275–276, 287–289
  editing, 289–292
  rollover effects, 186–187, 275–276
  Swap Image behavior, 186
JPEG files, 160
  exporting PNG files as, 170
  Optimize panel options, 162, 256
  saving images as, 70
  slices optimized as, 174–175
  text quality and, 169

K

kerning, 148
Key Type option, S:59
Kuler panel, S:44

L

Lasso tools
  selecting with, 71–74
  situations for using, 64
layer styles, 35, S:33, S:35
layers, 24–25, 28–33
  adding/naming, 30
  detaching shared, 264
  Fireworks support for, 18

moving objects between, 30
multiple objects in, 59
naming objects in, 28–29
Photoshop file, 120
protecting, 32–33
rearranging objects in, 29
retouching on separate, 57–58
review questions/answers, 37
shared, 242, 264, 266–267, 273
stacking order of, 98
sublayers and, 31–32, 267
Layers Magazine, S:81
Layers panel
accessing options in, 33
active objects displayed in, 155
adding/naming layers in, 30
empty bitmap objects in, 58
Flex skin creation and, S:76
locking objects in, 32–33
moving objects between layers in, 30–31
naming objects in, 28–29
rearranging objects in, 29
Share Layer to Pages option, 266, 273
Show/Hide icon in, S:65, S:97
stacking order of layers in, 98
sublayer creation in, 31–32
leaderboard banner, 111, S:5–S:6
leading, 148
Levels dialog box, 36, 48–49
Levels Live Filter, 49, S:35
Library panel, S:105, S:107–S:108
lightening images, 53
linear gradients, 95
links. *See* hyperlinks
Live Effects. *See* Photoshop Live Effects
Live Filters, 49
adding to states, 36
contrast adjustments and, 48–49
image correction using, S:67–S:68
masked objects and, 128–129, 155
sharpness adjustments and, 54–55
supported by Photoshop, S:35
Live Marquee feature, 65
locking
layers, 32–33
objects, 33, 43
proportions, 9
logo files, S:6
looping animations, 233, 234
lossy format, 160

M

Mac OS
Fireworks interface, 5–6
importing images on, 99, 115
Magic Wand tool, 66–70
creating selections with, 66–67
keyboard modifiers used with, 68–70
situations for using, 64–65
Main toolbar, 5
Maintain Appearance option, 164
Marquee tool, 64
masks, 106–138
Auto Vector Mask command, 116–117
banner ad project using, 111–137
creating and editing, 121–129
explanation of, 108
image corrections and, S:69–S:70
lesson overview, 106
Live Filters and, 128–129
quick fades with, 116–117
review questions/answers, 138
selections converted to, 125–126
text used as, 153–154
two types of, 108–111
See also bitmap masks; vector masks
master pages, 240–241, 255, 257–258
matte color, 163, 230
Maximize event, S:55
Menu bar, 6
metadata, S:27–S:30
adding to files, S:27–S:29
template creation, S:29–S:30
Minimize event, S:55
mobile projects, S:40–S:43
previewing in Device Central, S:42–S:43
selecting device profiles for, S:40–S:42
mockups. *See* prototypes; wireframes
mouse
adding AIR events for, S:50–S:55
highlighting objects by moving, 28
testing rollovers using, 223
moving objects between layers, 30
multiple documents, 16–19

N

naming/renaming
  layers, 30
  objects, 28–29
  slices, 182–183, 274
  states, 34, 193
  symbols, 211
navigation buttons, 220
nested symbols, 228
New Bitmap Image icon, 52, S:65
New Document dialog box, 4, 111
New Flex Skin dialog box, S:75
New From Template dialog box, S:4
New Style dialog box, 133–134
New Sub Layer button, 31
New/Duplicate Layer button, 30
New/Duplicate page icon, 225
No Anti-Alias setting, 149
Numeric Transform options, 51
N-Up feature, 168

O

object-oriented approach, 59
objects
  aligning, 49–50
  determining active, 155
  editing within groups, S:9–S:10
  grouping, 51
  hiding, 43
  layers and, 59
  locking, 33, 43
  naming, 28–29
  overlapping, 198
  placing with guides, 44
  positioning, 43, 49–50, 82–83
  proportions of, 9
  rearranging, 29
  selecting, 64
onion skinning, 228–230
Optimize panel, 161–163
  choosing settings in, 168–169
  view options in, 165, 168
  See also Web optimization
Original view option, 165
Oval Marquee tool, 64
overlapping objects, 198
overlapping slices, 277
Oversampling option, 149

P

page weight, 160, 162
pages, 24, 26–28
  adding, 242–243, 258–259
  content, 255–256
  customizing dimensions of, 264–265
  exporting, 28, S:82–S:84
  importing, 26–27
  master, 240–241, 255, 257–258
  moving between, 27
  reordering, 26, 27
  resetting export options for, S:24
  review question/answer on, 37
  sharing layers to, 266–267
  wireframe, 241–245
Pages panel
  isolating, 239–240
  overview of, 238–240
panels
  accessing, 15
  arranging, 15
  configuring, 13–15
  extensions for, 13
  See also specific panels
paragraph indent, 148
paragraph spacing, 148
password-protected tasks, 247
Path Outline mode, 110
Path panel, 100
Path Scrubbers, 92
paths
  attaching text to, 150–152
  drawing with Pen tool, 91
  fonts converted to, S:45
  methods for editing, 93
  selections converted to, 74–75
  text converted to, S:73
  tools for working with, 92
patterns, applying to vector objects, 100
PDF files, creating interactive, 246–247
Pen tool
  adding points with, 93
  creating custom shapes with, 94–95
  drawing paths with, 91, 151
Pencil bitmap tool, 91
Photoshop
  blending modes supported in, S:36
  customizing export options for, S:34–S:35
  Fireworks integration with, 28, 119–120, S:30–S:36
  importing images from, 118–119

Live Filters supported in, S:35
multipage Fireworks files and, 28
opening files from, 119–120
saving files for, 28, S:33–S:34
Photoshop Export Options dialog box, S:34, S:35
Photoshop File Import Options dialog box, 118
Photoshop Live Effects, 35, S:30
explanation of, S:33
Flex skin button states, S:79
steps for using, S:30–S:32
Photoshop Live Effects dialog box, 35, S:9
pixel dimensions, 7
Pixel Radius property, 55
pixels per inch (ppi), 7
playback controls, 228
PNG files, 9, 160–161
exporting as JPEG files, 170
Fireworks vs. Flattened, 9
illustrations optimized as, 176–179, 181–182
importing into Flash, S:102–S:107
Optimize panel options, 163, 256
round-trip editing of, S:92–S:95
saving documents as, 9
pods, S:95–S:99
Pointer tool, 12
Polygon Hotspot tool, 185
Polygon Lasso tool, 64, 125
Polygon Slice tool, 171, 172
pop-up blockers, 278
pop-up windows
consideration on using, 278
emulating in prototypes, 276–279
positioning
bitmap images, 43, 49–50
vector graphics, 82–83
ppi (pixels per inch), 7
prebuilt symbols, 216–217
Preserving Text Quality option, 169
previews
AIR prototype, S:60
animation symbol, 232, 233
browser-based, 184–185, 202–203, 276
cropped area, S:22–S:23
rollover effect, 276, 291–292
Web optimization, 164–169
primitive shapes, 11
Properties panel, 12–13
proportionate scaling, 9
protecting layers, 32–33
prototypes, 236–299
adding pages to, 258–259
Adobe AIR, S:44, S:55–S:63
advanced or complex, 252–299
behaviors added to, 275–276, 287–289
buttons used in, 259–264
comment feature, 248–249
content pages, 255–256
customizing page dimensions for, 264–265
delivering to clients, 246–249
editing behaviors in, 289–292
exporting, 246–247, 296–298
fleshing out, 257
footers added to, 295
image rollovers in, 265–279
interactivity added to, 244–245, 262–264
lesson overview, 236, 252
locating folder for, 298
master pages, 240–241, 255, 257–258
naming slices in, 274
navigation buttons in, 259–264
Pages panel and, 238–240, 254
populating last pages of, 293–295
pop-up window emulations in, 276–279
review questions/answers, 250, 299
rollover effects in, 259–264, 265–279
Spry data table emulations in, 279–286
steps for completing, 293–298
wireframe page comparison, 241–245
workflow for creating, 238
See also wireframes
PSD files
exporting files as, S:34–S:35
importing, 118–119
saving documents as, 28, S:33–S:34
punching vectors, 102

Q

quality
resolution vs., 40
Web optimization and, 166–169

R

raster graphics. *See* bitmap images
Rectangle Hotspot tool, 184, 185
Rectangle tool, 7–8
rectangles
changing corners of, S:24–S:26
drawing with Rectangle tool, 7–8
Rectangular Marquee tool, 65
Redraw Path tool, 92
remote rollovers, 289, 291–292
renaming. *See* naming/renaming

resampling images, 54
Reshape Area tool, 92
resizing. *See* sizing/resizing
resolution
  file size and, 40
  image quality vs., 40
  setting in Fireworks, 7
Restore Selection dialog box, 71
retouching images
  general steps for, 56–57
  instant face-lift technique, 58–59
  separate layer used for, 57–58
retouching tools
  Dodge and Burn tools, 52–54
  Rubber Stamp tool, 56–59
Reverse Gradient button, 13
review questions/answers
  on bitmap images, 60
  on layers, 37
  on masks, 138
  on pages, 37
  on prototypes, 250, 299
  on selections, 76–77
  on states, 37
  on symbols, 235
  on text, 156–157
  on user interface, 21
  on vector graphics, 105
  on Web optimization, 204–205
  on workflow, S:37
rich Internet applications (RIAs), S:82
rollover effects
  behaviors added to, 186–187, 275–276
  button symbol, 220–221, 259–264
  creating, 186–187, 217, 220–221, 259–264, 270–271
  image, 265–279
  navigation, 259–264
  previewing, 276, 291–292
  remote rollovers, 289, 291–292
  slices and, 186–187, 271–273
  states added to, 262, 265–273
  testing, 223
Rounded Rectangle Auto Shape, S:25
round-trip editing, S:92–S:95, S:99
Rubber Stamp tool, 56–59
  instant face-lift technique, 58–59
  repairing image areas with, 56–57
  retouching on a separate layer with, 57–58
rulers, viewing, 7, 81

S

Save As dialog box, 9, 70, S:33
Save Script button, S:17
Save Web Image dialog box, S:91
saving
  bitmap selections, 70–71
  exporting vs., 161
  files for Photoshop, 28, S:33–S:34
  Fireworks PNG files, 9
  operations as scripts, S:17
  symbols to Common Library, 210
Scale tool, 46, 83, 87
scaling
  9-slice guides for, 47, 87–88
  bitmap images, 46–48
  distortion-free, 46, 47–48, 87–88
  proportionate, 9
  traditional method of, 46, 87
  vector graphics, 83–84, 87–88, 99
scripts, saving operations as, S:17
security certificates, S:59
Select Inverse command, 75
Select menu options, 75
Select Similar command, 75
Select tools, 10
selecting objects, 64
selections, bitmap. *See* bitmap selections
Selective Quality setting, 169
Send To E-mail option, S:26
Set Nav Bar Image dialog box, 288
shapes
  Auto, 11, 89–90, 93, S:24
  compound, 99–104
  custom, 94–95
  deleting, 80–81
  downloading, 90
  drawing, 7–8, 80, 94–95
  flowing text within, 146–148
  primitive, 11
  ungrouping, 148
  See also vector graphics
Share Layer to Pages dialog box, 266–267, 273
shared layers, 242, 264, 266–267, 273
sharpening images, 54–55
Sharpness option, anti-aliasing, 149
Show Slice and Hotspots icon, 171, 261, 264
Show/Hide icon, S:65, S:97
silhouettes, 129
sizing/resizing
  canvas, 226, 264–265, S:25
  slices, 174

thumbnails, 33, S:14
vector graphics, 8, 83–84, 99
Skew tool, 152–153
skewing text, 152–153
skyscraper banner, S:7–S:9
Slice tool, 10, 171
choosing style of, 172
creating slices with, 172–173, 283
slices, 171–185
adding, 175–176
button symbol, 219, 220
creating, 172–173
CSS layouts and, 195, 199
explanation of, 171
exporting states and, 193–194
hotspots added to, 184
hyperlinks added to, 186–187
illustration optimization, 176–179, 181–182
JPEG image optimization, 174–175
Layers panel view of, 174
main components of, 173
making multiple, 179–181
naming/renaming, 182–183, 274
overlapping, 277
pods for, S:95–S:99
resizing, 174
rollover, 186–187, 271–273
Smart Guides, 51, S:25
Smooth Anti-Alias setting, 149, 150
Snap to Guides option, S:19–S:20
Soft Burn blending mode, S:66–S:67
Solid Shadow Live Filter, 155
special effects for text, 150–155
Spry data tables, 279–286
adding content to empty states, 285–286
steps for emulating, 279–285
stacking order of layers, 98
state delay settings, 232–233
states, 25, 34–36
adding content to empty, 285–286
changing content on, 34–35
customizing file names for, 193
duplicating and naming, 34
exporting, 193–194
Flex skins and, S:78–S:80
Live Filters added to, 36
review question/answer on, 37
rollover, 262, 265–273
States panel, 229, 268, 269, 280
Stow, Matt, 199
straight anchor points, 92
Strength option, anti-aliasing, 149
strokes
customizing, 97–98
Photoshop Live Effects, S:31–S:32
rendered text, S:71–S:74
true text, S:74
Strong Anti-Alias setting, 149
styling text, 132–135
custom styles for, 133–134
steps in process of, 132–133
sublayers
creating, 31–32
determining objects in, 273
importance/limitations of, 267
Subselection tool, 74, 93, 95, 99, S:9–S:10, S:106
Swap Image behavior, 186, 288–289
Swap Image dialog box, 289
symbols, 206–235
animation, 225–234
button, 217–224
component, 199, 208
explanation of, 208
file names for, 211
graphic, 208–217
instances of, 208
isolation mode for, 214
lesson overview, 206
nested, 228
prebuilt, 216–217
review questions/answers, 235
saving to Common Library, 210–211

T

table-based layouts, 188–189
templates, 4, S:4–S:11
creating metadata, S:29–S:30
opening, S:4–S:5
project assembly using, S:5–S:10
removing unwanted, S:11
Test Devices panel, S:41, S:42
text, 140–157
adding to designs, 88–89, 129–132
anti-aliasing, 149–150
attaching to paths, 150–152
button symbols and, 220, 222, 223–224
converting to paths, S:72
custom styles for, 133–134
editing, 145–146, 154
Fireworks versions and, 148
Flash support for, S:110
flowing within vector shapes, 146–148
formatting features, 142

improving quality of, 169
lesson overview, 140
Live Filters added to, 155
mask effect using, 153–154
review questions/answers, 156–157
skewing on an angle, 152–153
special effects for, 150–155
stroking, S:71–S:74
styling, 132–135
temporary placement of, 32
text blocks created for, 143–144
tracking adjustments, 89
typography terms for, 148
wireframe, 244
text blocks
auto-resizing, 143
fixed-width, 143–144
text engine, 88
Text Overflow indicator, 148
Text tool, 10
adding text to designs with, 88–89, 129–132
Properties panel options for, 142
text blocks created with, 143–144
three-slice technique, S:95–S:99, S:111
Threshold property, 55
thumbnails
batch-processing, S:13–S:19
linking to full-sized images, S:19
rollover effects for, 265–279
sizing/resizing, 33, S:14
TIFF format, 162
Timeline panel, S:106
tonal range adjustments, 48–49
Tools panel, 10–11
tooltips, 7, 81
tracking, 89, 148
Transform options
Flip Horizontal, 121
Numeric Transform, 51
Transform tools, 80, 84
Trim Canvas command, 230
TweetDeck, S:44
typography terms, 148
See also text

U

Undo command, 19, 57
undoing steps, 19–20
History method of, 20
Undo command for, 19, 57
ungrouping
masked images, S:64–S:65
shapes, 148
Unsharp Mask filter
applying as Live Filter, 54–55
properties controlling, 55
upsampling images, 54
user interface. *See* interface

V

vector graphics, 78–105
anchor points, 92
Auto Shapes, 89–90
bitmap images vs., 86
compound shapes, 99–104
custom shapes, 94–95
deleting, 80–81
drawing, 7–8, 80, 94–95
editing, 93
explanation of, 80
Flash support for, S:110
flowing text within, 146–148
gradient fills, 95–97
guides for, 81–83
importing, 98–99
lesson overview, 78
modifying appearance of, 84–85
paths and, 91–93
patterns added to, 100
Pen tool and, 91
positioning, 82–83
resizing, 8, 83–84, 99
review questions/answers, 105
scaling, 87–88, 99
stroke styling, 97–98
text and, 88–89, 146–148
vector masks
changing attributes of, 123–124
creating, 121–123
editing, 124
overview of, 110–111
review questions/answers, 138
See also bitmap masks
Vector Path tool, 92
vector primitives, 11
Vector tools, 10
View tools, 10
viewing
guides, 81, 89
rulers, 7, 81
tooltips, 7, 81

W

web banner project, S:4–S:11
  banner assembly, S:5–S:10
  document template, S:4–S:5
  removing unwanted templates, S:11
Web browsers
  animations previewed in, 233
  CSS layouts viewed in, 202–203
  designs previewed in, 184–185
  rollovers previewed in, 276
Web layers, 25
  AIR events and shared, S:51
  slices and hotspots in, 174
web objects, 174
Web optimization, 158–205
  browser preview of, 184–185
  choosing settings for, 168–169
  CSS-based layouts and, 195–203
  exporting optimized files, 170, 188–203
  graphics formats and, 160–161
  hotspot creation and, 184
  HTML and Images export and, 188–195
  illustrations and, 176–179, 181–182
  interactivity and, 186–187
  JPEG images and, 174–175
  lesson overview, 158
  matte color and, 163
  Optimize panel for, 161–163
  overview of, 160
  preference settings, 164
  previews used for, 164–169
  quality settings and, 166–169
  review questions/answers, 204–205
  saving settings for, 182
  slices used for, 171–185
  tools for, 171
web slices. *See* slices
Web toolset, 10, 171
Web-safe fonts, 203
Welcome screen, 4
Windows OS, Fireworks interface, 5
wireframes
  adding pages to, 242–243
  comment feature for, 248
  comparing pages in, 241–242
  delivering to clients, 246–249
  exporting, 246–247
  feature layer, 243–244
  interactivity added to, 244–245
  main image layer, 242, 243
  master pages, 240–241
  text layer, 244
  See also prototypes
workflow, S:2–S:37
  adding metadata, S:27–S:29
  Adobe Bridge and, S:11–S:13
  batch-processing images, S:13–S:19
  changing rectangle corners, S:24–S:26
  creating metadata templates, S:29–S:30
  cropping individual bitmaps, S:21–S:22
  customizing Photoshop export options, S:34–S:35
  document templates and, S:4–S:11
  exporting specific areas, S:22–S:24
  Fireworks/Photoshop integration, S:30–S:36
  future-proofing projects, S:27–S:36
  importing images, S:19–S:20
  lesson overview, S:2
  Photoshop Live Effects, S:30–S:32, S:33
  prototyping process, 238
  review questions/answers, S:37
  saving files for Photoshop, S:33–S:34
  shortcuts for improving, S:22–S:26
Workspace Switcher, 14, 16
workspaces
  Adobe Bridge, S:11
  custom, 15–16
  default, 5–6

X

x and *y* coordinates, 43
XMP metadata, 161, S:27

Z

Zoom Level menu, 42, 44
Zoom tool, 52, 172, 283