

# Software Reference Guide

## Office 2000 versus Office 2003

Activities in this textbook can be completed using Office 2000, with some modifications to the student instructions. While many differences are minor and/or cosmetic, some differences (especially between Publisher 2000 and Publisher 2003) are substantial. The following guide identifies important differences between the versions and lists suggestions for modifying the activities.

### Microsoft Word

Project	Feature	Alternative Techniques
Any	Word 2000 does not allow clip art to be flipped.	Students should select the clip art and choose Draw>Ungroup. They should click OK to convert the clip art to a Microsoft Drawing Object. With all the pieces still selected, students should choose Draw>Group. The clip art can now be flipped. If not, then the drawing was actually saved as a picture and must be modified using Photoshop.
All	Word 2000 does not have a Task Pane.	Students should use the menus when selecting items. For example, instead of displaying the Clip Art task pane, students can choose Insert>Picture>Clip Art.
All	Word 2000 does not have a green rotate handle at the top of drawing objects.	Students should select the drawing object and, on the Drawing toolbar, click Draw>Rotate or Flip>Free Rotate.
1-6	Word 2000 does not have a Watermark option under Format>Background.	Use Insert>Picture>From File to open Data File 1-6. Then select the picture and choose Format>Picture and click the Picture tab. In the Image Control section, change the color from "Automatic" to "Watermark."
1-7	Word 2000 can not flip pictures vertically.	Use Photoshop to flip Data File 1-7d.
2-2	Word 2000 does not have a Drawing Canvas feature.	This does not change the lesson. Select the clip art and choose Draw>Ungroup. Click OK to convert the graphic to a Microsoft Drawing Object and edit from there.
2-6-2-8	Word 2000 does not have a Styles and Formatting Task Pane with drop down menus.	Students should select the text and update the Styles window on the Formatting toolbar. If prompted, students should click "Update to modify selection."

## Microsoft Publisher

Project	Feature	Alternative Techniques
All	Publisher 2000 does not have a Task Pane, but instead has a Wizard. The Wizard does not have as many features as the Task Pane and is mostly useful for setting up the document.	Students should use the menu items instead of the Wizard, which will not have the features that they will need.
3-2	Some templates (such as the Brocade business card) depicted in the textbook may not be available in earlier versions of Publisher.	Templates may be downloaded from Microsoft's Web site, or other templates may be substituted.
3-3	Publisher 2000's WordArt feature functions very differently and does not have a WordArt gallery.	Students can create these effects by adjusting the settings at the top of the WordArt settings window, or they may copy/paste WordArt from Microsoft Word 2000, whose WordArt works much like that depicted in the book.
3-8	Publisher 2000 calls the Master Page a "Background Layer."	Students can still use Ctrl + M to toggle between the Background Layer and the Production pages. Students should be aware that, if they use Object>Send to Background, objects will be sent to the background layer, and not merely behind the other objects on the page.
3-9	Publisher 2000 does not support multiple masters.	Students should use the same master page throughout the entire project.
8-6	Publisher 2000 does not support transparency for gradient layers.	Create the gradient effect in Photoshop with a Rectangular Marquee selection and a gradient fill. In Photoshop's Layers palette, adjust the opacity and the blending mode.

## Adobe Products

Activities in this book can be completed using Photoshop Elements and Illustrator CS, with some modifications to the student instructions. Earlier versions of Photoshop and Illustrator have most, if not all, of the features identified in this book. In each version, however, Adobe moves features from one menu item to another. Students should use the Help menu to locate features that have been moved. Photoshop Elements, a budget-priced version of Photoshop, is still very powerful, though missing many key features. The following guides identify important differences between versions of Photoshop and Illustrator and list suggestions for modifying the activities.

### Adobe Photoshop Elements and Photoshop CS2

Project	Feature	Alternative Techniques
5-5	Photoshop Elements does not feature layer masks.	Students should follow the instructions to select the sky, then they should choose Select>Inverse and Layer>New>Layer via Copy. This will create a copy of Stonehenge on its own layer. They can then hide the original Stonehenge picture and reveal the New Sky layer.
5-6	Your version of Photoshop does not have <i>Crop and Straighten</i> .	Chances are, it does. This feature has been moved in several versions of Photoshop. Check Help to find out where it is.
6-1	Photoshop Elements' Horizontal Type Mask works differently.	Students should select the Type tool. On the Options toolbar, they should then select the Create Text Outlines button and continuing following the instructions.
6-3	Photoshop Elements does not feature layer masks.	Students can simulate this effect by selecting the eraser tool and changing the settings in the Options toolbar for a large, feathered brush of low (~ 35%) opacity.
6-5	Photoshop Elements does not feature layer masks.	Students should use the selection tools and the eraser to simulate this effect.

### Illustrator CS and Illustrator CS2

Project	Feature	Alternative Techniques
8-4	Illustrator CS does not have CS 2's Live Trace feature.	Photoshop's filters can be used to create similar effects, though the image does not become a scalable vector graphic.
8-7-8-10	Illustrator CS does not have the layer mapping and 3D features available in Illustrator CS2.	These features are not present, and, therefore, these lessons will not be appropriate to assign.