

Text Editing and Word Processing Tools

- A **word processor** is usually the first software tool computer users learn.
- From letters, invoices, and storyboards to project content, your word processor may also be your most often used tool, as you design and build a multimedia project.
- The better your **keyboarding** or typing skills, the easier and more efficient your multimedia day-to-day life will be.
- Typically, an office or workgroup will choose a single word processor to share documents in a standard format.
- And most often, that word processor comes bundled in an **office suite** that might include spreadsheet, database, e-mail, web browser, and presentation applications.
- Word processors such as Microsoft Word and WordPerfect are powerful applications that include spell checkers, table formatters, thesauruses, and prebuilt templates for letters, résumés, purchase orders, and other common documents.
- Many developers have begun to use OpenOffice (www.openoffice.org) for word processing, spreadsheets, presentations, graphics, databases, and more. It can be downloaded and used completely free of charge for any purpose and is available in many languages. It can read and write files from other, more expensive, office packages.
- In many word processors, you can embed multimedia elements such as sounds, images, and video.

OCR Software

- Often you will have printed matter and other text to incorporate into your project, but no electronic text file.
- With OCR software, a flatbed scanner, and your computer, you can save many hours of rekeying printed words, and get the job done faster and more accurately than a roomful of typists.
- OCR software turns bitmapped characters into electronically recognizable ASCII text.
- A scanner is typically used to create the bitmap.

- Then the software breaks the bitmap into chunks according to whether it contains text or graphics, by examining the texture and density of areas of the bitmap and by detecting edges.
- The text areas of the image are then converted to ASCII characters using probability and expert system algorithms.
- Most OCR applications claim about 99 percent accuracy when reading 8- to 36-point printed characters at 300 dpi and can reach processing speeds of about 150 characters per second.
- These programs do, however, have difficulty recognizing poor copies of originals where the edges of characters have bled; these and poorly received faxes in small print may yield more recognition errors than it is worthwhile to correct after the attempted recognition.

Painting and Drawing Tools

- Painting and drawing tools, as well as 3-D modelers, are perhaps the most important items in your toolkit because, of all the multimedia elements, the graphical impact of your project will likely have the greatest influence on the end user.
- If your artwork is amateurish, or flat and uninteresting, both you and your users will be disappointed.
- **Painting software**, such as Photoshop, Fireworks, and Painter, is dedicated to producing crafted bitmap images.
- **Drawing software**, such as CorelDraw, FreeHand, Illustrator, Designer, and Canvas, is dedicated to producing vector-based line art easily printed to paper at high resolution.
- Some software applications combine drawing and painting capabilities, but many authoring systems can import only bitmapped images.
- The differences between painting and drawing (that is, between bitmapped and drawn images) have already been covered in Chapter 3. Typically, bitmapped images provide the greatest choice and power to the artist for rendering fine detail and effects, and today bitmaps are used in multimedia more often than drawn objects.
- Some vector-based packages such as Macromedia's Flash are aimed at reducing file download times on the Web and may contain both bitmaps and drawn art.

Look for these features in a drawing or painting package:

- ■ An intuitive graphical user interface with pull-down menus, status bars, palette control, and dialog boxes for quick, logical selection
- ■ Scalable dimensions, so that you can resize, stretch, and distort both large and small bitmaps
- ■ Paint tools to create geometric shapes, from squares to circles and from curves to complex polygons
- ■ The ability to pour a color, pattern, or gradient into any area
- ■ The ability to paint with patterns and clip art
- ■ Customizable pen and brush shapes and sizes
- ■ An eyedropper tool that samples colors
- ■ An autotrace tool that turns bitmap shapes into vector-based outlines
- ■ Support for scalable text fonts and drop shadows
- ■ Multiple undo capabilities, to let you try again
- ■ A history function for redoing effects, drawings, and text
- ■ A property inspector
- ■ A screen capture facility
- ■ Painting features such as smoothing coarse-edged objects into the background with anti-aliasing here:



airbrushing in variable sizes, shapes, densities, and patterns; washing colors in gradients; blending; and masking.

- ■ Support for third-party special-effect plug-ins

- ■ Object and layering capabilities that allow you to treat separate elements independently
- ■ Zooming, for magnified pixel editing
- ■ All common color depths: 1-, 4-, 8-, and 16-, 24-, or 32-bit color, and gray-scale
- ■ Good color management and dithering capability among color depths using various color models such as RGB, HSB, and CMYK
- ■ Good palette management when in 8-bit mode
- ■ Good file importing and exporting capability for image formats such as PIC, GIF, TGA, TIF, PNG, WMF, JPG, PCX, EPS, PTN, and BMP.

EPS (short for Encapsulated PostScript)

JPG (short for Joint Photographic Experts Group)

TIF (short for Tagged Image File Format)

GIF (short for Graphics Interchange Format)

PNG (short for Portable Network Graphics)

WMF(Windows MetaFile)

TGA(Truevision Graphics Adapter)

PIC(Picture)

PCX(PiCture eXchange)

BMP(Bitmap)

PTN(PaperPort thumbnail image)

For any doubt contact 9873961590