

# TOTAL TRAINING™ FOR Microsoft® Expression® Media 2 Essentials QUICK REFERENCE GUIDE

<p><b>C1 GETTING STARTED</b> <span style="float: right;">49:09</span></p> <p>1 Getting to Know Expression Media 2</p> <p>2 Setting Essential Preferences</p> <p>3 Exploring the Interface</p> <p>4 Dragging &amp; Dropping Files</p> <p>5 Importing from a Camera or Device</p> <p>6 Renaming Media</p> <p>7 Using List, Thumbnail, &amp; Media Views</p> <p>8 Viewing Images in the Light Table</p> <p>9 Setting Thumbnails &amp; Preview Options</p> <p>10 Viewing Individual Aspects of the Media</p> <p>11 Creating HTML Galleries</p> <p>12 Creating a Slide Show</p>	<p><b>C4 EDITING YOUR MEDIA</b> <span style="float: right;">40:18</span></p> <p>1 Rotating Images</p> <p>2 Setting Capture Dates</p> <p>3 Setting Creator Details</p> <p>4 Managing Color Profiles</p> <p>5 Using Virtual Earth™</p> <p>6 Converting File Types</p> <p>7 Cropping Images</p> <p>8 Resizing Images</p> <p>9 Removing Red Eye</p> <p>10 Adjusting Levels &amp; Color Balance</p> <p>11 Applying Auto Enhancements</p> <p>12 Creating Duotones</p>
<p><b>C2 ORGANIZING YOUR MEDIA</b> <span style="float: right;">36:46</span></p> <p>1 Sorting Media</p> <p>2 Using the Organize Panel</p> <p>3 Using the Info Panel</p> <p>4 Working with Metadata</p> <p>5 Adding Annotations</p> <p>6 Adding Custom Fields</p> <p>7 Rating Media</p> <p>8 Filtering Media</p> <p>9 Searching for Media</p>	<p><b>C5 PUBLISHING YOUR MEDIA</b> <span style="float: right;">32:06</span></p> <p>1 E-mailing Media</p> <p>2 Exporting to an Adobe® PDF</p> <p>3 Exporting Media &amp; XML Data</p> <p>4 Creating &amp; Printing a Contact Sheet</p> <p>5 Creating a Web Gallery</p> <p>6 Creating &amp; Editing a Slide Show</p> <p>7 Backing up Media</p> <p>8 Creating a CD</p>
<p><b>C3 CATALOGING YOUR MEDIA</b> <span style="float: right;">15:54</span></p> <p>1 Understanding Catalogs</p> <p>2 Moving Files to a New Catalog</p> <p>3 Creating Catalog Sub-Folders</p> <p>4 Sharing Catalogs on a Network</p> <p>5 Preparing a Catalog Strategy</p>	<p><b>C6 WORKING WITH OTHER APPLICATIONS</b> <span style="float: right;">17:20</span></p> <p>1 Setting Up Helper Applications</p> <p>2 Working with Adobe® Acrobat®</p> <p>3 Working with Adobe Photoshop® CS3</p> <p>4 Working with QuickTime™</p> <p>5 Working with E-mail Applications</p> <p>6 Integrated with Microsoft® Expression® Studio</p>
	<p><b>C7 SPEEDING UP YOUR WORKFLOW</b> <span style="float: right;">26:07</span></p> <p>1 Using Basic Keyboard Shortcuts</p> <p>2 Catalog Keyboard Shortcuts</p> <p>3 Keyboard Shortcuts for Editing</p> <p>4 View Option Shortcuts</p> <p>5 Slide Show Shortcuts</p> <p>6 Light Table Shortcuts</p> <p>7 Speeding Up the Performance of Expression Media</p> <p>8 Final Comments &amp; Credits</p>