

*Advanced Digital Media 2***GRAPHICS MATCHING**

- |    |       |                       |          |  |
|----|-------|-----------------------|----------|--|
| 1  | _____ | Bleed                 | <b>A</b> | Text resides inside these in InDesign, which can be moved, resized, and deleted.   |
| 2  | _____ | Build                 | <b>B</b> | A feature that enables you to surround a picture or diagram with text.   |
| 3  | _____ | CC Libraries          | <b>C</b> | A printing term that refers to graphics or design elements that extend beyond the print edge of your design.   |
| 4  | _____ | Character Style       | <b>D</b> | A small line attached to the end of a stroke in a letter or symbol.  |
| 5  | _____ | Color Swatches        | <b>E</b> | A typeface is a set of one or more fonts, in one or more sizes, designed with stylistic unity, each comprising a coordinated set of glyphs.                      |
| 6  | _____ | Control Panel         | <b>F</b> | Agreed upon by designers, project managers and client, refers to the protocols that will be used when saving files.  |
| 7  | _____ | Define                | <b>G</b> | Allow you to create a consistent look and behavior for all the pages in your web design, provides a template for the other pages, with shared layout & function. |
| 8  | _____ | Delivery              | <b>H</b> | Appears behind your artwork and helps you align items on the artboard.   |
| 9  | _____ | Design                | <b>I</b> | Contains tools for creating and editing page elements.   |
| 10 | _____ | Document Panel        | <b>J</b> | Displays options for the currently selected tool.  |
| 11 | _____ | Drop Cap              | <b>K</b> | Displays the file you are working on.  |
| 12 | _____ | Effects               | <b>L</b> | Fonts without serifs on the letters.   |
| 13 | _____ | Facing Page           | <b>M</b> | Helps you accurately place and measure objects in the artboard.  |
| 14 | _____ | Conventions           | <b>N</b> | Helps you align text and objects, you can create vertical and horizontal versions.   |
| 15 | _____ | Font Families         | <b>O</b> | Includes formatting for indents, bullets, alignment, hyphens, etc...   |
| 16 | _____ | Frames                | <b>P</b> | Meet with clients, create a project plan, set goals, define taret audience, agree on deadline and budget, etc...   |
| 17 | _____ | Frames Tool           | <b>Q</b> | Lets you select the entire object.   |
| 18 | _____ | Free Transform Tool   | <b>R</b> | Gather and manage information and digital assets provided by the client, create file naming conventions, etc...  |
| 19 | _____ | Grids                 | <b>S</b> | Page layout created in InDesign that preserves all formatting information that can be edited.  |
| 20 | _____ | Guides                | <b>T</b> | Panel for adjusting the text wrapping options on frames and imported images.   |
| 21 | _____ | Gutter                | <b>U</b> | Panel of color options, you can add a color to this at any point.  |
| 22 | _____ | INDD                  | <b>V</b> | Panel that allows you to edit character and paragraph styles.  |
| 23 | _____ | Index                 | <b>W</b> | Portable document format used in Adobe Acrobat/Reader that preserves all formatting  |
| 24 | _____ | Interactive Documents | <b>X</b> | Refers to the distance between the baselines of successive lines of type. It is the vertical distance between lines of text.                                     |
| 25 | _____ | Kerning               | <b>Y</b> | Resize objects around a fixed point and keep proportions with this tool.   |

26	_____	Leading	<b>Z</b>	Rotate objects around a fixed point with this tool.
27	_____	Margin	<b>AA</b>	Rotate, scale or shear an object with this tool.
28	_____	Master Page	<b>BB</b>	Commonly used for page layout work such as brochures, flyers, newsletters, etc...
29	_____	Software	<b>CC</b>	Skew objects around a fixed point with this tool.
30	_____	Paragraph Style	<b>DD</b>	Some features such as styles and new colors are applied to current document
31	_____	PDF	<b>EE</b>	Sometimes known as "dummy text" or "filler text," placeholder text is used to display sample fonts, or to generate text for testing.
32	_____	Place Graphics	<b>FF</b>	Temporary snap to guides that appear when you move an object helping you align, edit, transform objects relative to other objects.
33	_____	Placeholder Text	<b>GG</b>	Create sketches and design comps, present to client for review and feedback, and then redesign.
34	_____	Readability	<b>HH</b>	The ease with which text can be read and understood.
35	_____	Rotate Tool	<b>II</b>	The part of the page that is above, below, and to the sides of a printed or web page.
36	_____	Rulers	<b>JJ</b>	The process of adjusting the spacing between characters in a proportional font to achieve a visually pleasing result, adjusts the space between individual letters
37	_____	Sans Serif	<b>KK</b>	The process of uniformly increasing or decreasing the characters in a block of text.
38	_____	Scale Tool	<b>LL</b>	Draw or create original graphics, write text, create templates, import graphics/text, etc...
39	_____	Selection Tool	<b>MM</b>	The style and appearance of printed materials. Specific identifiers include style, font, typeface, etc.
40	_____	Serif	<b>NN</b>	The two facing pages of any publication, spreadsheet, or web design.
41	_____	Shear Tool	<b>OO</b>	The white space between two facing pages.
42	_____	Slug	<b>PP</b>	These are identical to paths but they can only be containers for text or other objects or can serve as a placeholder
43	_____	Smart Guides	<b>QQ</b>	These can be applied to objects such as text, shapes, graphics etc...these can include drop shadows, glows, bevels, etc...
44	_____	Structure	<b>RR</b>	These documents can be created with enhancements like slide shows, button navigation, video, hyperlinks, and more.
45	_____	Styles Panel	<b>SS</b>	This can automatically be created based on styles applied to headings and subheadings in a document
46	_____	Table of Content	<b>TT</b>	This can be created by placing index markers with each work that should appear on this in alphabetical order along with the page number.
47	_____	Text	<b>UU</b>	This command is the primary method used to insert a graphic into InDesign
48	_____	Text Frames	<b>VV</b>	This includes formatting such as font, size, bold, italics, color, etc...
49	_____	Text Wrap Panel	<b>WW</b>	Usually non-printing information such as a title and date used to identify a document.
50	_____	Text Wrapping	<b>XX</b>	When the first letter of a paragraph is larger in size than the rest of the paragraph.
51	_____	Tools Panel	<b>YY</b>	When you don't have the content yet or you want block out the design before
52	_____	Tracking	<b>ZZ</b>	Check for errors, make revisions, and preview final version
53	_____	Typography	<b>AAA</b>	Optimize the files for specific client needs and submit final versions to client.