

*Adobe Visual Design***INDESIGN 13.00, 14.00 & 15.00**

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|----------|------------------------|----------|--|
| 1 _____ | Bleed | A | The part of the page that is above, below and to the sides of the text. |
| 2 _____ | CC Libraries | B | A feature supported by many page layout programs that enables you to surround a picture or diagram with text |
| 3 _____ | Character Styles | C | A list of titles of the parts of a book or document, organized in the order in which the parts appear along with the page numbers |
| 4 _____ | Character Styles Panel | D | A pre-determined layout that is set up beforehand and can be applied to any page in a document |
| 5 _____ | Color Swatches | E | A printing term that refers to graphics or design elements that extend beyond the print edge of your design. |
| 6 _____ | Columns | F | A universal file format that preserves the fonts, images, and layout of source documents created on a wide range of applications and platforms |
| 7 _____ | Control Panel | G | A vertical division of a page or text |
| 8 _____ | Direct Selection Tool | H | An alphabetical list of names, subjects, etc., with references to the places where they occur, typically found at the end of a book |
| 9 _____ | Document Panel | I | Usually non-printing information such as a title and date used to identify a document. |
| 10 _____ | Drop Cap | J | Can rotate, scale or shear an object around fixed point |
| 11 _____ | Effects | K | Contains tools for creating and editing page elements. |
| 12 _____ | Facing Pages | L | Displays options for the currently selected tool. |
| 13 _____ | Frame Tool | M | Displays the file you are working on. |
| 14 _____ | Frames | N | When you don't have the content yet or you want block out the design before adding text or graphics you can use this tool as a placeholders |
| 15 _____ | Free Transform Tool | O | Gathers together document files, including fonts and linked graphics to send to a printer provider. |
| 16 _____ | Gutter | P | Includes paragraph formatting such as indents, bullets, and alignment as well as the character formatting options |
| 17 _____ | Index | Q | Involving the actions or input of a user |
| 18 _____ | Interactive PDF | R | Lets you select contents within the frame, identified by orange frame, use to move object within blue frame |
| 19 _____ | Margin | S | Lets you select the entire object. |
| 20 _____ | Master Page | T | Makes your images, colors, text styles, and more available to you across other desktop and mobile apps for a seamless creative workflow |
| 21 _____ | Package | U | Pages in a document that appear on opposite sides of a book or magazine, also called a spread. |
| 22 _____ | Paragraph Style | V | Panel of color options, you can add a color to this at any point. |
| 23 _____ | Paragraph Styles Panel | W | Panel that allows you to edit character and paragraph styles. |
| 24 _____ | Place Graphic | X | Preserves the interactivity features such as hyperlinks, bookmarks, media clips, and buttons |

- 25 _____ Placeholder Text
- 26 _____ PDF
- 27 _____ Rotate Tool
- 28 _____ Scale Tool
- 29 _____ Selection Tool
- 30 _____ Shear Tool
- 31 _____ Slug
- 32 _____ Styles Panel
- _____
- 33 _____ Table of Contents
- 34 _____ Text Frames
- 35 _____ Text Wrap Panel
- 36 _____ Text Wrapping
- 37 _____ Tools Panel

- Y** Randomly generated words used to fill a defined space of a layout to give an impression of how the overall design will fit together.
- Z** Resize objects around a fixed point and keep proportions with this tool.
- AA** Rotate objects around a fixed point with this tool.
- BB** Set formatting such as font, size, bold, italics & color and apply in one step
- CC** Skew objects around a fixed point with this tool.
- DD** The first letter of a paragraph that is larger in size than the rest that follow
- EE** The space between columns of text
- FF** These are identical to paths but they can only be containers for text or other objects or can serve as a placeholder
- GG** These can be applied to objects such as text, shapes, graphics etc...these can include drop shadows, glows, bevels, etc...
- HH** This command is the primary method used to insert a graphic into InDesign
- II** Used to create, name, and apply character styles to text within a paragraph
- JJ** Used to create, name, and apply paragraph styles to entire paragraphs
- KK** Used to wrap text around any object, including text frames and imported images