

*Adobe Visual Design***INDESIGN 3.03, 3.04, & 3.05**

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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 | _____ | INDD | Q | Involving the actions or input of a user |
| 18 | _____ | Index | R | Lets you select contents within the frame, identified by orange frame, use to move object within blue frame |
| 19 | _____ | Interactive PDF | S | Lets you select the entire object. |
| 20 | _____ | Margin | T | Makes your images, colors, text styles, and more available to you across other desktop and mobile apps for a seamless creative workflow |
| 21 | _____ | Master Page | U | Pages in a document that appear on opposite sides of a book or magazine, also called a spread. |
| 22 | _____ | Package | V | Panel of color options, you can add a color to this at any point. |
| 23 | _____ | Paragraph Style | W | Panel that allows you to edit character and paragraph styles. |
| 24 | _____ | Paragraph Styles Panel | X | Preserves the interactivity features such as hyperlinks, bookmarks, media clips, and buttons |

- 25 _____ PDF
- 26 _____ PDF
- 27 _____ Place Graphic
- 28 _____ Placeholder Text
- 29 _____ Rotate Tool
- 30 _____ Scale Tool
- 31 _____ Selection Tool
- 32 _____
_____ Shear Tool
- 33 _____ Slug
- 34 _____ Styles Panel
- 35 _____ Table of Contents
- 36 _____ Text Frames
- 37 _____
_____ Text Wrap Panel
- 38 _____ Text Wrapping
- 39 _____ 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
- LL** Cross-platform format created by Adobe Acrobat but viewed using Adobe Reader, preserves all formatting.
- MM** Page layout project created by InDesign, includes page formatting information, page content, linked files, styles, and swatches.