STUDY GUIDE

**To be successful on Test #1, you should study:**your notes,   
all of the questions at the ends of Projects 7, 8 and 9,   
the two Conceptual Focus discussions that we had;   
this study guide,   
and keep practicing using the software.

**#I. These are some examples of discussion questions**

1. What is the difference between application defaults and document defaults? How do you set them?
2. What is a story in InDesign?
3. Draw 2 text frames to illustrate the anatomy of a textbox in which a story is threaded from beginning to end.
4. Briefly explain the difference between character formatting and paragraph formatting.
5. Draw and describe the purpose of the Reference Point.
6. Explain the difference between a vector graphic and a raster graphic.
7. Briefly define a clipping path; provide at least two examples of how they might be useful.
8. Briefly define “Paragraph Styles” in relation to text formatting. What are they and what are the benefits.
9. Explain three different ways that text formatting styles might appear in an InDesign file.
10. What is **white space** and why is it important?
11. How is gradient feather different from regular gradients?

**#II. These are some examples of Multiple Choice Questions**

1. Which color model is most commonly used in commercial color printing?

a. RGB

b. LAB

c. CMYK

d. Registration

2. The \_\_\_\_\_\_\_\_\_\_ tool can be used to reposition an image within its containing frame.

a. Selection

b. Direct Selection

c. Transform

d. Hand

3. The transparency of an object can be adjusted using the \_\_\_\_\_\_\_\_\_\_ panel.

a. Transparency

b. Object

c. Effects

d. Blending Mode

4. Which method is best used to create a non-standard frame shape?

a. Apply a stored clipping path and then choose Object>Clipping Path>Convert Path to Frame.

b. Click the Clipping Path option in the Object panel.

c. Choose Saved Path in the Text Wrap panel.

d. Place the image and then use the Pen tool to trace the shape you want to create.

5. A red X in the bottom-right corner of a text frame indicates that the frame includes \_\_\_\_\_\_.

a. imported text

b. a font that is not available on your computer

c. additional text that does not fit into the current frame dimensions

d. text that is set in the Symbol font

6. The space between two characters on a line of type is called \_\_\_\_\_\_\_\_.

a. Character clearance

b. Body clearance

c. Tracking

d. Kerning

7. \_\_\_\_\_\_\_\_\_\_ is the distance at which text is moved from the edges of the containing frame.

a. Wrap

b. Gutter

c. Inset

d. Blocking

8. Which margins are available when you define a layout with facing pages?

a. Top, Bottom, Left, Right

b. Top, Bottom, Spine, Face

c. Top, Bottom, Inside, Outside

d. Top, Bottom, Gutter, Trim

9. Locally formatted text is text that has been \_\_\_\_\_\_.

a. formatted on the local computer drive prior to being imported

b. formatted in the layout without using styles

c. imported from an existing template style library

d. any of these

10. The \_\_\_\_\_\_\_\_\_\_ is the space between columns in a page.

a. spine

b. gutter

c. margin

d. bleed

**List of Skills**

**Project 7: Letterhead and Identity**

* Default settings
* Gripper margin
* Bleed
* Facing pages
* Page Presets
* Slug
* Ruler guides
* Live area
* Differentiate Vector, Raster
* Smart guides
* Default Fill & Stroke
* Swap fill & stroke
* Reference Point
* Control Panel:
* Corner options
* Clone an object
* Purpose of shift when creating or sizing an object
* Selecting objects
* Select next object
* Step & repeat
* Distribute, Align
* Compound Path
* Pen tool
* Select & direct select tools
* Place images
* Format text
* Drop shadow
* Rotation
* OBJECT/Fitting
* Tracking
* Leading
* Kerning
* I’ll let you know if there’s more:  
  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
    
  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
    
  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List of Skills

**Project 8: Festival Poster**

* Types of color modes
* Define color swatches
* Create gradient swatches; also modify gradients
* Tint
* Pantone, the dominant spot color printing system
* Spot: any color generated by an ink (pure or mixed) that is printed in a single run (rather than separation with CMYK).
* Layers; also managing layers
* Irregular graphics frame
* Clipping path: by the way, in addition to the Photoshop path, if you have a solid color in your image, you can ask InDesign to “detect color” in order to isolate
* Select vs. Direct Select (introduced once again; also know how to use the Content Grabber).
* Transparency
* Gradient feather
* Effects Panel (should be familiar with some of the options)
* QR Code
* Threading text (even more in next chapter)
* Breaks (even more in next chapter)
* Designing with placeholder text
* Character & paragraph formats (be familiar with all from on pgs. 463-469)
* Eye dropper
* Pen tool (it comes up in every chapter and every software. Get to know it better & better. )
* Export PDF
* Export JPG

PROJECT 9: Newsletter

PURPOSE: Working with long documents

COVERS: Templates, Master Pages, Styles. Also Excel/Tables

**LIST OF SKILLS**

|  |
| --- |
| Templates |
| Find font |
| Missing Fonts dialog |
| Master pages |
| Override master page |
| Gutter space |
| Place various types of files |
| Styles – Character and Paragraph; advantages (take a look at Word for instance) |
| Local formatting; override styles |
| Text frame: Inset, Columns |
| Text wrap |
| Bullets and numbering |
| Setting tabs |
| Links panel  By the way, you can Embed instead of Link images if you wish. |
| Columns (can be set up on page or using Text Frame Options ) |
| Text frame options |
| Use Control Panel for sizing & positioning |
| Table panel; also Table and Cell Options ; also Fit table frame to content. (Object>Fitting) |
| Story, threading, anatomy of text frame |
| Nameplate/masthead |