STUDY GUIDE

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

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

1. Explain the difference between a vector graphic and a raster graphic.
2. Briefly explain the difference between character formatting and paragraph formatting.
3. Draw and describe the purpose of the Reference Point.
4. Briefly define “Paragraph Styles” in relation to text formatting. What are they and what are the benefits.
5. What is “white space” and why is it important?
6. How is gradient feather different from regular gradients?
7. Describe the principles of design represented by the acronym C.R.A.P.
8. In the design industry, what is a masthead? What are some items that should be included on it?

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

## Project 7: Letterhead Design

1. “Bleed” refers to \_\_\_\_\_\_\_\_\_\_.

a. Too much ink applied to the paper

c. Too little ink, and the paper shows through

d. Ink on one side of the paper showing through on the other side

c. Printing beyond the trim edge of the finished piece

2. When you create a new document, \_\_\_\_\_\_\_\_\_\_ are the two possible document orientation options.

a. Letter and Envelope

b. Portrait and Landscape

c. United States and Europe

d. Bleed and Slug

3. Which extension identifies a native InDesign file?

a. INDD

b. INDT

c. PDF

d. AI

4. \_\_\_\_\_\_\_\_\_\_ is a typical bleed allowance for a commercially printed project.

a. 1 inch

b. 1/2 inch

c. 1/8 inch

d. 1/16 inch

5. The bleed guides in a document appear \_\_\_\_\_\_\_\_\_\_ in the document window.

a. Red

b. Green

c. Blue

d. Pink

6 The Control panel \_\_\_\_\_\_\_\_\_\_.

a. can be accessed only when a text frame is selected in the layout

b. shows different options depending on what is selected in the document

c. only shows options related to text that is highlighted in the document

d. cannot be closed when a file is open

7 An anchor point is \_\_\_\_\_\_\_\_\_\_.

a. The center of a vector object

b. A corner of a vector object

c. Any point on a vector object that joins segments of a path

d. The reference point as determined by the Reference Point icon on the Control panel.

8 The \_\_\_\_\_\_\_\_\_\_ tool is used to select individual line segments or points that make up a vector object.

a. Selection

b. Direct Selection

c. Pen

d. Hand

9. Smart Guides can be \_\_\_\_\_\_\_\_\_\_.

a. turned on or off in the View>Grids & Guides menu

b. used to establish equal spacing between nearby objects

c. used to create equal-sized objects on the page

d. All of these statements are true.

10. Which of the following statements is true when the Auto-Fit option in the Control panel is checked?

a. The frame automatically adjusts to match the size of the placed image.

b. Resizing the frame automatically resizes the contained image to fit the new frame size.

c. Changing the frame size has no effect on the placed image.

d. The frame size cannot be adjusted once an image is placed into the frame.

11. Which method can be used to access the content that is placed inside a frame?

a. Click the Content Grabber icon with the Selection tool.

b. Click the frame with the Direct Selection tool.

c. Click the Select Item button in the Layers panel.

d. All of these are correct.

12. \_\_\_\_\_\_\_\_\_\_ refers to the top-to-bottom order of objects on a page.

a. Distribution

b. Justification

c. Stacking order

d. Arrangement

13. What is the result of clicking the Default Fill and Stroke button at the bottom of the Tools panel?

a. Changes the fill to black and the stroke to none.

b. Changes the fill to None and the stroke to 1-pt. black.

c. Changes the stroke to none and leaves the fill at the last-used color.

d. Swaps the current fill and stroke colors.

14. In the Control panel, the \_\_\_\_\_\_\_\_ determines how transformations are made to the selected object.

a. Lock icon

b. Reference point

c. Transform tool

d. Control toggle

From our discussion 2/6, Project 9

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

a. Wrap

b. Gutter

c. Inset

d. Blocking

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

a. spine

b. gutter

c. margin

d. bleed

3. The default master page is named \_\_\_\_\_\_\_.

a. A-Master

b. Default

c. Untitled

d. It depends on whether the document has more than one page