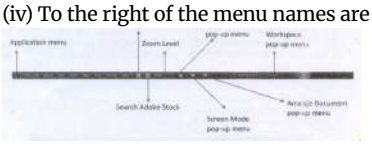
QB365 Student Learing Managemnet System
Exam Name: Adobe InDesign CC 2019 - Practice
Std: 12th Standard - Computer Technology
Chapter: Adobe InDesign CC 2019

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Answers Key:

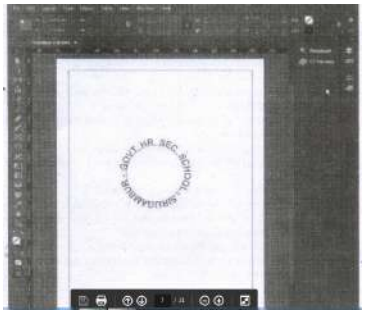
5 Marks

1. **Application bar**
   (i) The Application bar sits at the top of the workspace and includes several menus.
   (ii) To open a menu, click !he menu name on the Application bar.
   (iii) Each menu lists commands that relate to the menu category.
   (iv) To the right of the menu names are workspace and view options.



   1. Application menu
   2. Search Adobe Stock
   3. Zoom Level
   4. pop-up menu
   5. Screen Mode
   6. pop-up menu
   7. Workspace
   8. pop-up menu
   9. Arrange Document
   10. pop-up menu

   Document tab:
   (i) The document tab appears just above the horizontal ruler and includes the document's name, its current magnification level, and a Close button.
   (ii) When more than one document is open, a tab appears for each document and the document tabs appear in a horizontal row.
   (iii) Click a document tab to view that document in the window.
   (iv) You can drag a document tab out of the group to open it in a stand-alone window.
   Tools panel:
   (i) The Tools panel contains the tools available in InDesign.
   (ii) There are tools for creating objects, such as the Rectangle tool, tools for transforming objects, such as the rotate tool, and tools for changing the page view and navigating the workspace, such as the Zoom tool and the Hand tool.
   (iii) Some tools have a small triangle in the lower-right comer.
   (iv) This indicates that additional tools are available beneath that tool.
   (v) Click and hold the tool to see the hidden tools.
2. **Creating Path Type**
   (i) With the Type on a Path tool, you can add type along the inner or outer edge of a path.
   (ii) You can place the text on either side of the path, but not on both.
   (iii) If you initially place it on the inner part of the path, you can always move it to the outer part of the path later.
   (iv) When you select text on a path, brackets appear that you can drag to adjust the position and placement of the text.
   Create Type on a Path
   1. Select the Type on a Path tool on the Tools panel.
   2. Click on the edge of the path (closed or open) to which you want to add type. A flashing insertion point appears in the text frame. Any fill or stroke on the object is removed.
   3. Type some text. The text automatically wraps to the shape of the text frame. Don't press **Enter** key. The type appears along the edge of the object, conforms to its shape, and removes the fill and stroke. If the overflow symbol appears, deselect the text frame, select the Direct Selection tool on the Tools panel, and then drag a corner to reshape the text frame.
   4. Select a Selection tool or select the Type tool again.

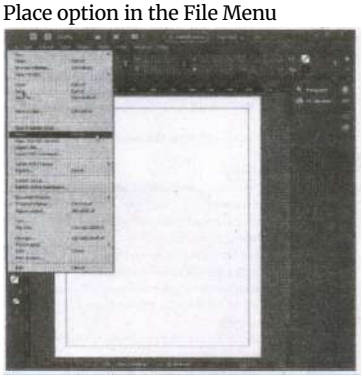


3. **Follow these steps to place text into a document:**
   1. Choose **File> Place** in the menu bar, **Place** dialog box appears.
   2. Locate the text file you want to place, select it and click the **Open** button on the right side of the **Place dialog box**.





Place option in the File Menu



Place dialog box



The loaded text cursor

Text Frame

3. Your cursor changes to the loaded text cursor, indicating that the text is ready to be placed into your document.

4. Either click to place the text (filling the current column from the point at which you clicked to the end of the page) or click and drag to create a new text frame.

5. If a text frame cannot contain all the text placed within it, a **red plussign** overflow symbol appears on the lower-right border of the text frame.

(i) Clicking this overflow symbol loads the remaining text into your cursor for placement in an additional text frame.

(ii) To place this text, just click or click and drag to create a new text frame with the additional text.

(iii) This new text frame is linked to the previous text frame.

(iv) When linked, text flows freely between the two frames if you change the size of the frames or the formatting of the text. .

4. **Creating Graphic Frame**

(i) Graphic frame can hold graphic content.

(ii) You can distinguish a text frame from a normal graphic frame because the graphic frames display a non-printing **'X'** in their centres.

(iii) Graphic frames are used to import pictures of other software programs. In InDesign, all imported images are contained within graphic frames.

(iv) The Tools panel contains three tools for drawing graphic frames.

1. Ellipse Frame - This tool lets you create oval and round frames.

2. Rectangle Frame - This tool lets you create rectangular and square frames.

3. Polygon Frame - This tool lets you create equilateral polygons frames.

To create a Rectangle frame

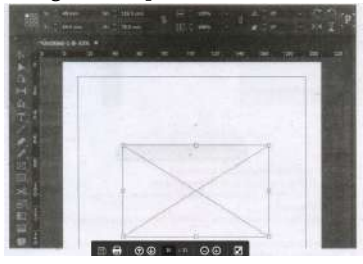
1. Click on the Rectangle Frame tool in the Tools panel (or) **Press F** in the keyboard.

2. Position the Rectangle Frame tool pointer on the page.

3. Drag to create a rectangle frame that is approximately the size and shape you want, then release the mouse button.

When you release the mouse button after creating a Rectangle frame, the frame you created is active.

If the Selection tool was previously selected, the frame is displayed within its bounding box, which contains eight resizing handles, which help you to change the shape or size of the bounding box or the frame.



Creating a Rectangle frame

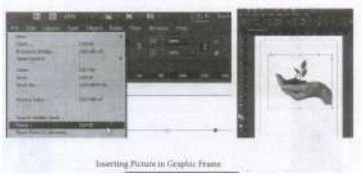
Inserting Picture in Graphic Frame

Graphic frames are used to import pictures of other software programs. You can insert the picture in the frame.

1. Make a graphic frame.

2. Choose **File > Place** in the menu.

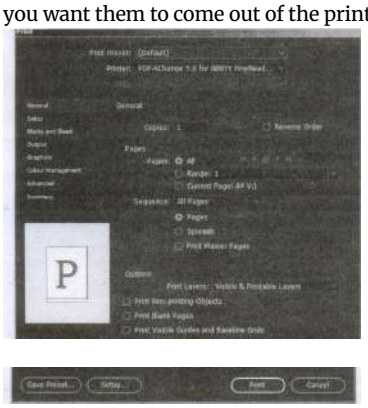
The **Place** dialog box appears.
3. Locate and select the picture you want to insert the frame.
4. Click on Open.
The picture will appear in the graphic frame.



5. (i) When you press **Ctrl-P**, InDesign displays the **Print** dialog box.
(ii) There are so many features packed into this dialog box that Adobe had to break it up into eight different panes, each listed along the left side of the dialog box:
(iii) **General, Setup, Marks and Bleeds, Output, Graphics, Color Management, Advanced, and Summary.**

Printers:
(i) Before you go anywhere in the Print dialog box, you've got to make one or two important decisions.
(ii) First, you must choose from the options on the Printer pop-up menu, which lists the printers you have installed on your computer.
(iii) When you choose a printer, InDesign looks to the printer driver to see what **PPD** (PostScript Printer Description) file is associated with that printer, and it displays it-grayed out-in the PPD pop-up menu. In the case of a non-PostScript device, InDesign leaves this pop-up menu blank.

General:
The General pane of the **Print** dialog box contains basic printing features: which pages do you want to print, how many copies do you want, and how do you want them to come out of the printer.



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Copies:
(i) Enter the number of copies of page you want to print in the Copies field. You can print up to 9999 copies of your publication.

Collate:
(i) When you turn on the Collate option, InDesign prints the range of pages you've specified, in order, for each copy of the publication you print. This makes for much slower printing.
(ii) When you print multiple copies of a page, your printer only needs to process each page once (and then prints multiple copies of the page using the same image);
(iii) when you turn on the Collate option, your printer must process each page once for every copy of the print job.

Reverse Order:
(i) When you print a multipage document, do you want the first page to come out first or last? Turning on the Reverse Order check box tells InDesign to print the last page first, then print "backwards" to the first page.
(ii) You'll want to turn this on if your pages come out of the laser printer face up.

Page Ranges:
(i) Turn on the All Pages option to print all of the pages in the publication.
(ii) To print a range of pages, turn on the Rang option. Enter the page range in the Range field as shown in the following Table.

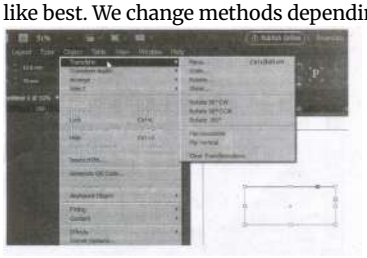
jka To print	**dfdN Enter M**	**Example**
A continuous range of pages	first page - last page	12-21.
Up to a specific page	-last page	-5
From a page to the end of the document	first page -	5-
Non-contiguous pages	page, page	1, 3
Mixed page ranges	page, range	-3, 6-9, 12, 15-
Pages by section	section.page	Sec1:1, Sec2:5

Sequence:
(i) To print even and odd pages, select the All Pages option from the Sequence pop-up menu; to print even pages, select Even Pages Only; and to print odd pages select Odd Pages Only.
(ii) These choices affect all page ranges, including page ranges you've entered in the Range field.

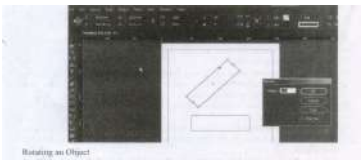
Print Master Pages:

(i) Sometimes you need to print your master pages instead of your document pages. No problem: Just turn on the Print Master Pages check box.
(ii) When you do this, you cannot specify page ranges. InDesign prints all the master pages in the document.
Print Blank Pages:
(i) What happens when you print a three-page document that has nothing. on page 2? By default, only pages 1 and 3 print out. If you want the blank page 2 to print, too, you'd better turn on the Print Blank Pages check box.
Print:
(i) Finally press the Print button to print the document.

6. (i) Transform is a term used to describe the act of moving an object, scaling it, skewing it, or rotating it. You can do all of the above in the Transform or Control panels.
(ii) When you transform something, you change its appearance. For example, you can rotate an object 450 or scale an object 50% to make it half its original size.
(iii) The Transform commands in InDesign include Move, Scale, Rotate, Shear, and Flip. You can also transform objects using buttons on the Transform panel or the Control panel.
(iv) You can change the width and height of an object and its location on the page. Before you transform an object, you choose a reference point from which to transform it.
(v) This point is called the point of origin, and it is the point of the selected object that remains fixed during the transformation.
Transformation Basics:
There are many ways to transform an object in InDesign. Select the object using the Selection tool, then:
(i) Drag a selection handle to scale the object (but not necessarily the contents of that object).
(ii) Select a transformation tool from the Tools panel, set the center of transformation (if necessary), and drag the tool.
(iii) Display the Transform panel or Control panel and enter values in the panel field corresponding to the transformation you want to apply or choose a preset value from the pop-up menu associated with that field.
(iv) Choose one of the "preset" rotation or reflection options from the Transform panel menu or Control panel menu.
(v) Double-click one of the transformation tools in the Toolbox to display the corresponding transform dialog box (double-click the Rotate tool, for example, to display the Rotation dialog box).
(vi) Select the Free Transform tool, and drag the tool around the object.
(vii) Press keyboard shortcuts. There's no "right" or "best" way to do transformations-you can experiment with the different methods and see which you like best. We change methods depending on the situation (and our mood).



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7.

	Type of alignment	Description
	Align left	Lines are aligned on the left border of a text box.
	Align center	Lines are centered between the left and right borders of a text box.
	Align right	Lines are aligned on the right border of a text box.
	Justify with last line aligned left	Lines are evenly distributed so that they align on both the right and left borders of a text frame. The last line in the paragraph is aligned on the left border.
	Justify with last line aligned right	Lines are evenly distributed so that they align on both the right and left borders of a text frame. The last line in the paragraph is aligned on the right border.
	Justify with last line aligned centered	Lines are evenly distributed so that they align on both the right and left borders of a text frame. The last line in the paragraph is centered.
	Justify all lines	Lines are evenly distributed so that they align on both the right and left borders of the text box.
	Align towards spine	Used with left and right pages; text in a text box on a left page is right-aligned and any text that flows onto a right page is left-aligned.
	Align away from spine	Used with left and right pages; text in a text box on a left page is left-aligned and any text that flows onto a right page is right-aligned.

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3 Marks

8. The Direct Selection tool (press A) is used to select single object out of a group (several individual objects grouped together with the Object, Group command) or to select one or more points on a path of a single object.
9. The Page tool is used for creating different page sizes within a document.
   (i) To create a different page size, press **Shift+P** to select the Page tool, and click the page in the layout to select it.
   (ii) Then use the options in the Control page to change the page layout.
10. (i) When you dick the Convert Direction Point tool on a point on a selected path, InDesign converts the point to the other kind of point- if the point you click is a comer point, InDesign converts it to a curve point; if it's a curve point, InDesign converts it to a comer point.
    (ii) You can also use the Convert Direction Point tool to adjust the direction handles of a point.
11. (i) The Zoom tool.
    (ii) The zoom commands in the View menu: Zoom In, Zoom Out, Fit Page in Window, Fit Spread in Window, Actual Size, and Entire Pasteboard.
    (iii) The Zoom Level pop-up menu in the left side of the application bar.
12. (i) InDesign has-two main type tools: **Type and Type on a Path**. The Type tool is used to create a rectangle text frame where you can store text in your document.
    (ii) The Type on a Path tool is used to add text along the inner or outer edge of a path.
    (iii) In addition to the type tools, you can also use the Frame tools-Rectangle, Ellipse, and Polygon-to add text to your document.
    (iv) The **default font** is **Minion Pro Regular**.
13. To open or close the Tools panel
    (i) Choose **Window > Tools** to close the **Tools panel**. To reopen the Tools panel, choose **Window > Tools** again. (or)
    (ii) Press **Tab** key (with any tool but the Type tool selected) to close all open panels, including the Tools panel. To reopen those panels, press **Tab** again.
    (iii) We can also close a floating Tools panel by clicking its **Close box**.
14. **a) Leading:**
    Leading (pronounced "LEDing") is the amount of space between the baselines of two lines of type.
    b) Alignment:
    Alignment refers to the way a paragraph is horizontally spread out between the left and right sides of a text box.
15. In InDesign, all imported images are contained within graphic frames. The Tools panel contains three tools for drawing graphic frames.
    (i) Ellipse Frame - This tool lets you create oval and round frames.
    (ii) Rectangle Frame - This tool lets you create rectangular and square frames.
    (iii) Polygon Frame - This tool lets you create equilateral polygons frames.

2 Marks

16. Adobe InDesign CC 2019 is a part of the Adobe Creative Cloud family of software programs.

17. lnDesign is a **page layout software** program used to design and produce documents that can be printed or used on the Web.
18. (i) Adobe lnDesign is a page layout software program. Page layout software includes tools that allow you to easily position text and graphics on document pages.
    (ii) For example, using InDesign, you could create a newsletter that includes articles and pictures on each page.
19. (i) The Control panel is located directly beneath the Application bar and above the horizontal ruler.
    (ii) Options in the Control panel change depending on what is selected in the document.
20. (i) The Tools panel contains the tools available in InDesign.
    (ii) There are tools for creating objects, such as the Rectangle tool, tools for transforming objects, such as the Rotate tool, and tools for changing the page view and navigating the workspace, such as the Zoom tool and the Hand tool.
21. (i) The document window is the central area that represents the open InDesign document.
    (ii) It resembles a piece of paper and is surrounded by a black border. The black border represents the **page border**.
22. (i) When you select the Content Collector tool, click objects or stories to add them to the Content Conveyor at the bottom of the screen.
    (ii) You can then use the Content Placer Tool to copy and link these objects from the Content Conveyer into another layout or document.
    (iii) Press **B** to switch between the **Content Collector** and **Content Placer tools**.
23. (i) The Gap tool is used to adjust the spacing between objects. Press **U** to select the Gap tool, place the pointer between objects, and drag to change the gap between aligned objects.
    (ii) Shift-drag to move the gap between only the two nearest objects; Ctrl-drag to resize the gap instead of moving it; **Alt-drag** to move the gap and objects in the same direction.
    (iii) **CtrI+Alt-drag** to resize the gap and move the objects. Adding the **Shift key** to any combination affects only the two nearest objects.

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