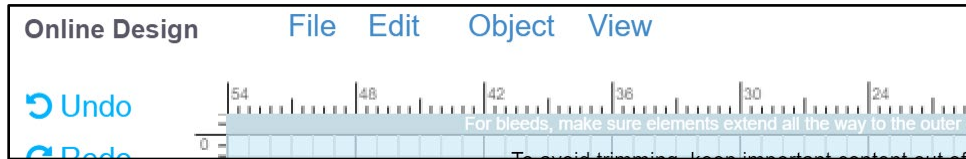


## Mod 4 OD Menus Quiz

Name: \_\_\_\_\_

The following questions are based on your work with Menus of OD.

### Part 3: Menus:



**Answer the following 10 questions with one of the four Menus** Many of Page Editor's basic commands can be found in menus. The four basic commands are (File), (Edit), (Object), and (View). Answer each of the following questions by using one of the commands. File and Edit will be used 3 times each and Object and View will be used two times each.

**File**

**Edit**

**Object**

**View**

- \_\_\_\_\_ 1. It provides the commands to **Save** and **Close** your spread.
- \_\_\_\_\_ 2. It allows you to **Group** and **Ungroup** objects
- \_\_\_\_\_ 3. It will adjust the visual settings as you work around a spread
- \_\_\_\_\_ 4. This command allows you to Lock and **Unlock** objects.
- \_\_\_\_\_ 5. **Cut, Copy, Paste** and **Delete** works great under this command.
- \_\_\_\_\_ 6. **Restore Previous Version** allows you to revert a spread back to one of its earlier versions.
- \_\_\_\_\_ 7. **Undo/Redo** can be found here.
- \_\_\_\_\_ 8. **Show Bleed Bars** shows the area outside of the page shaded in blue, called the "bleed."
- \_\_\_\_\_ 9. **Save as Custom Template** allows you to take an attractive spread that you would like to re-use, such as a divider page, and make it a template.
- \_\_\_\_\_ 10. The commands under this menu come in handy once you start working with type or start moving objects around on the page