Mod 4 OD Menus Quiz
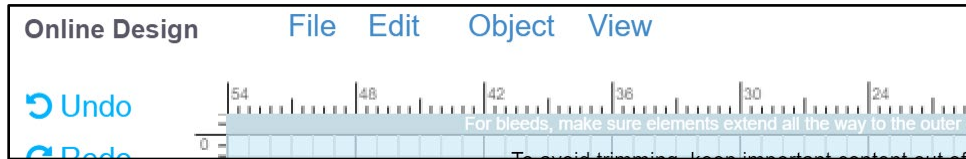
Name: _____

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

Part 3: Menus:

Online Design	File Edit Object View
↺ Undo	54 ... 48 ... 42 ... 36 ... 30 ... 24 ... For bleeds, make sure elements extend all the way to the outer e
↻ Redo	0 ... To avoid trimming, keep important content out of

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