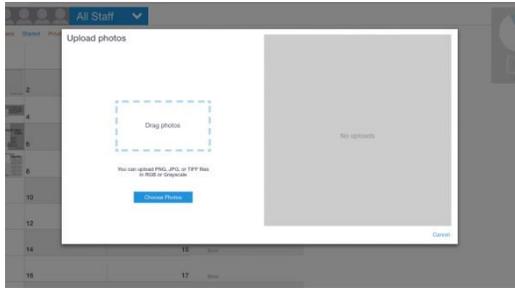


## Mod 4 OD Uploading Photos, Tools, Menus, Palettes Quiz

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

The following questions are based on your work with Uploading Images and using the tools, menus, and palettes of OD.

### Part 1: Uploading and Recommending



**True or False:** Mark the following questions as either true or false.

- True 1. You can drag and drop photos on to the Drag photos area. Or you can click the **Choose Photos** button.
- True 2. Online Design allows you to have multiple batch uploads going at one time.
- False 3. The Online Design's image uploading window can always be accessed by clicking the **Download Photos** link in the footer navigation, which is available on every screen
- True 4. The only file types that can be uploaded to Online Design are those with a .tif, .tiff, .jpg, .jpeg or .png extension. Only grayscale or RGB color images can be uploaded. (If you don't know, this one is true.)
- False 5. The only Online Design's main tools appear on the right side of the screen.
- True 6. Many of Page Editor's basic commands can be found in menus along the top of the screen.
- False 7. The Page Editor has five palettes that appear along the left side of the screen and control more advanced settings and adjustments.
- False 8. When designing pages, use the Photo Tray, which is in the header navigation at the top of the screen.
- True 9. **To add a photo to a page:** Open a spread in a Page Editor session. Then click **Photo Tray** in the footer navigation.
- True 10. Once you are ready to begin building your yearbook spreads, you will be working in Page Editor.

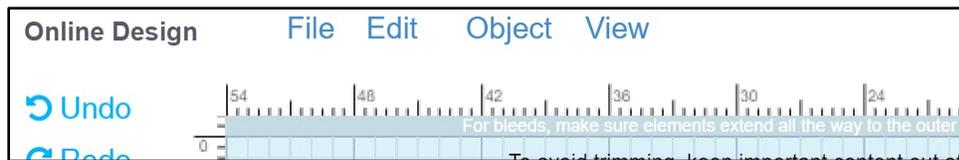
**Part 2: Tools:**



**Answer the following 10 questions with a Tool.** Answer each question with (Undo, Redo), (Select), (Text), (Draw), (Shapes), (Pan), or (Zoom). You will use each Tool at least once and you will use three of the Tools twice. For example, Text will be used twice.

- | <b>Undo, Redo</b> | <b>Select</b> | <b>Text</b> | <b>Draw</b> | <b>Shapes</b> | <b>Pan</b> | <b>Zoom</b> |
|-------------------|---------------|-------------|-------------|---------------|------------|-------------|
| <u>Draw</u>       |               |             | 1.          |               |            |             |
|                   |               |             | 2.          |               |            |             |
| <u>Zoom</u>       |               |             | 3.          |               |            |             |
| <u>Select</u>     |               |             | 4.          |               |            |             |
| <u>Select</u>     |               |             | 5.          |               |            |             |
| <u>Text</u>       |               |             | 6.          |               |            |             |
| <u>Shape</u>      |               |             | 7.          |               |            |             |
| <u>Pan (Hand)</u> |               |             | 8.          |               |            |             |
| <u>Text</u>       |               |             | 9.          |               |            |             |
| <u>Shape</u>      |               |             | 10.         |               |            |             |

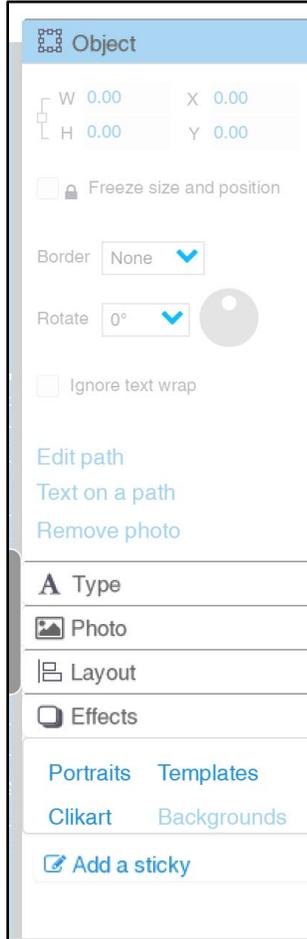
### Part 3: Menus:



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

## Part 4: Palettes:



The Page Editor has five and control more advanced settings and adjustments. They are Object, Type, Photo, Layout, and Effects.

**True or False:** Mark the following questions as either true or false.

- False 1. From the Effects palette, you can click the links to crop the image or add a caption that will use any tagged names associated with the photo.
- True 2. While selected on a photo, the Photo palette gives you a quick, easy way to see the photo's details.
- True 3. The Type palette is where you can adjust font, type size, leading, kerning or add a drop cap..
- True 4. The Layout palette contains tools that align and distribute objects evenly on the page.
- False 5. Text Wrap is also located in the Effects palette.

- True 6. The Effects palette allows you to apply graphic effects like drop shadow, transparency, and gradients to your page elements.
- False 7. From the Layout palette that you can create new type styles and apply them.
- False 8. Text on a Path is found under the Type palette.
- True 9. Text on a Path is found under the Object palette.
- True 10. You can work with clipping paths under the Photo palette.