



Common
Occupational
Readiness
Essentials

CERTIFICATION PREP

Adobe InDesign CS6

D. Michael Floor



Certification Prep Series

by D. Michael Ploor

**Start on Monday.
Test on Friday.**

Certification Prep Series consists of individual guides that provide practice in the basic skills needed to be successful using the corresponding software. No previous software experience is required. Although the guides focus on learning skills, not test taking, users that complete the practice will be prepared to take the official software certification exam and exhibit workplace readiness. Step-by-step instructions demonstrate actual software commands and features, building from basic to advanced. Content is divided into small units for better learning and usage. There is no need to purchase additional materials as all lesson content is created using the software.

- Provides an affordable way to prepare for industry certification versus other methods.
- Integrates easily into existing classroom activities.
- Focuses on hands-on experience to develop skills.

Microsoft Office Products

- Microsoft Word 2016
- Microsoft Excel 2016
- Microsoft PowerPoint 2016
- Microsoft Outlook 2016
- Microsoft Access 2016
- Microsoft Word 2013
- Microsoft Excel 2013
- Microsoft PowerPoint 2013
- Microsoft Outlook 2013
- Microsoft Access 2013

Microsoft Office 2010 is also available.

Adobe Products

- Adobe Photoshop Creative Cloud
- Adobe Dreamweaver Creative Cloud
- Adobe Animate Creative Cloud
- Adobe Illustrator Creative Cloud
- Adobe InDesign Creative Cloud
- Adobe Photoshop CS6
- Adobe Dreamweaver CS6
- Adobe Flash CS6
- Adobe Illustrator CS6
- Adobe InDesign CS6
- Adobe Photoshop CS5
- Adobe Dreamweaver CS5
- Adobe Flash CS5



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Introduction

The Common Occupational Readiness Essentials (CORE) series of certification preparation guides focuses on mastering the essential basic skills needed as a workplace-ready user of the software. The goal of each CORE certification preparation guide is to provide practice in each essential basic skill required by employers who use the software. To prove workplace readiness, you will also be prepared to take the official certification exam for the software.

CORE Adobe InDesign CS6 will help prepare you to take the Adobe Certified Associate (ACA) Adobe Dreamweaver CS6 certification exam. It provides step-by-step instruction for the features and commands covered on the certification exam. The focus of the lessons is to practice *using* the actual commands and features instead of creating a complete end product. Most lesson content is created using the software, and minimal downloading of files is required. Furthermore, each certification preparation guide is broken down into small learning units to enable better comprehension and application of the software. Where required, answers are provided at the back of the certification preparation guide.

Certification as an Adobe Certified Associate demonstrates an aptitude with Adobe software. ACA certification is offered for Adobe Dreamweaver, Adobe Animate, Adobe Photoshop, Adobe Premier, Adobe Illustrator, and Adobe InDesign. Certification exams are provided by Certiport, Inc., through various testing facilities. Visit www.certiport.com for more information on registering for certification exams.

About the Author

D. Michael Ploor is the author of the CORE series of certification preparation guides. Mr. Ploor's students have achieved exceptional results with the CORE certification preparation guides. His students collectively pass more than 500 industry certification exams each year without the need for other preparation materials. Mr. Ploor has demonstrated the strength of integrating the CORE guides in a diverse mix of courses.

Mr. Ploor is also the author of three textbooks on the subject of video game design: *Introduction to Video Game Design*, *Video Game Design Foundations*, and *Video Game Design Composition*. He is a National Board Certified Teacher in Career and Technical Education and holds an MBA degree from the University of South Florida. He maintains professional teaching credentials in Business Education and Education Media Specialist.

Mr. Ploor is at the forefront of innovative teaching and curriculum. He developed STEM curriculum while serving as the lead teacher in the Career Academy of Computer Game Design at Middleton Magnet STEM High School. Mr. Ploor has applied his skills as a STEM Curriculum Integration Specialist in designing innovative curriculum and by collaborating to construct the state standards for video game design in several states. He has also been instrumental in authoring competitive events for Career and Technical Student Organizations such as the Future Business Leaders of America (FBLA) and Phi Beta Lambda (PBL).

In addition to publishing textbooks and lessons, Mr. Ploor provides professional development as a frequent presenter at regional and national conferences to promote CTE education and video game design curriculum.



Lesson 4

Typography Activities

Objectives

Students will explain the function of frames in InDesign. Students will evaluate character spacing for kerning. Students will describe paths in InDesign. Students will place type on a path. Students will apply paragraph formatting. Students will explain the use of styles. Students will create columns for text in a document.

Situation

You are excelling in your apprentice program for layout artist. The company wants you to acquire new skills to increase your knowledge and to continue preparing for the Adobe Certified Associate (ACA) InDesign CS6 industry certification exam. Your new task is to learn about typography and its use in InDesign.

How to Begin

1. Launch Adobe InDesign CS6.
2. Applying what you have learned, create a new document using the print intent. Set the page size to letter, and include two pages as a spread in the document.
3. Applying what you have learned, save the document as *LastName_Dolphins* in your working folder.

Frames

As you have seen, in InDesign, text is added to a text frame. Text, objects, and images are all added to a frame in InDesign. The frame is a container that holds the item.



**Rectangle
Frame Tool**

TIP

The origin (X = 0, Y = 0) for the page is the top-left corner of the page.

4. Click the **Rectangle Frame Tool** button on the **Tools** panel.
 5. Click and drag to draw a frame of any size on page 1.
 6. Applying what you have learned, set the reference point for the text frame to its top-left corner. Before setting the X,Y coordinates for a frame, the correct reference point should be selected.
 7. Applying what you have learned, enter 3p for the **X:** and **Y:** values for the frame. This positions the top-left corner of the frame from the top and left edges of the page. How many inches from these edges is the frame?
-
8. Applying what you have learned, change the width of the text frame to 45p and the height to 9p. How many inches wide and high is the frame?
-



Type Tool



Character Formatting Controls



Small Caps

TIP

Below the **Character Formatting Controls** button is the **Paragraph Formatting Controls** button. This will change the **Control** panel to display options to adjust paragraph alignment and styles.

9. Click the **Type Tool** button in the **Tools** panel, and click the frame. The frame is converted to a text frame. Text can now be added to the frame. Notice the options available in the **Control** panel when the **Type Tool** is selected.
10. Add the text Dolphin Tours and More to the frame.
11. With the **Type Tool** active, click and drag over the text in the frame to select it. The text is highlighted, as shown in **Figure 4-1**.
12. In the **Control** panel, click the **Character Formatting Controls** button so it is on (depressed or gray). This will display options to change the style of letters and other characters.
13. Click the typeface drop-down arrow, and click **Elephant** in the drop-down list. If this typeface is not installed on your computer, select any serif typeface.
14. Click in the **Font Size** text box, and enter 48 pt.
15. Click the **Small Caps** button. This changes the lowercase letters to uppercase letters that are smaller than the normal uppercase letters.
16. Click in the **Tracking** text box, and enter -10. A negative value pushes the letters closer together by reducing the spacing between characters. Remember, tracking adjusts the spacing between all characters.
17. Click the down arrow for **Horizontal Scale** until all of the text fits on one line. Changing the horizontal scale stretches or shrinks each character's width.
18. Click in the **Vertical Scale** text box, and enter 125%. Adjusting the vertical scale stretches or shrinks each character's height.
19. Click after the E in the word *More* to position the text insertion point there, then press the [Enter] key to begin a new line of text. Pressing the [Enter] key creates a **hard return**, which forces text to begin on a new line.
20. On the second line, add the text Interactive Adventures.
21. Applying what you have learned, adjust the horizontal scale of the text on the second line so it stretches across the entire width of the text frame.
22. With *Interactive Adventures* selected, click in the **Baseline Shift** text box, and enter 13 pt. The text is moved upward and almost touches the first line of text, as shown in **Figure 4-2**.

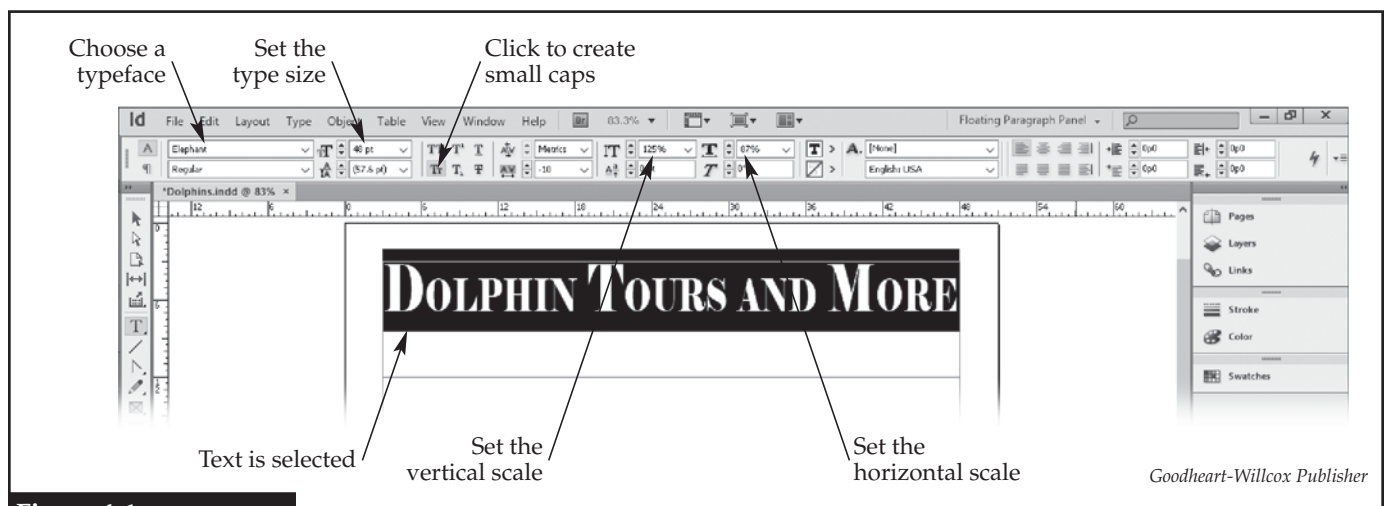


Figure 4-1.

Use the **Type Tool** to select text, which can then be formatted.

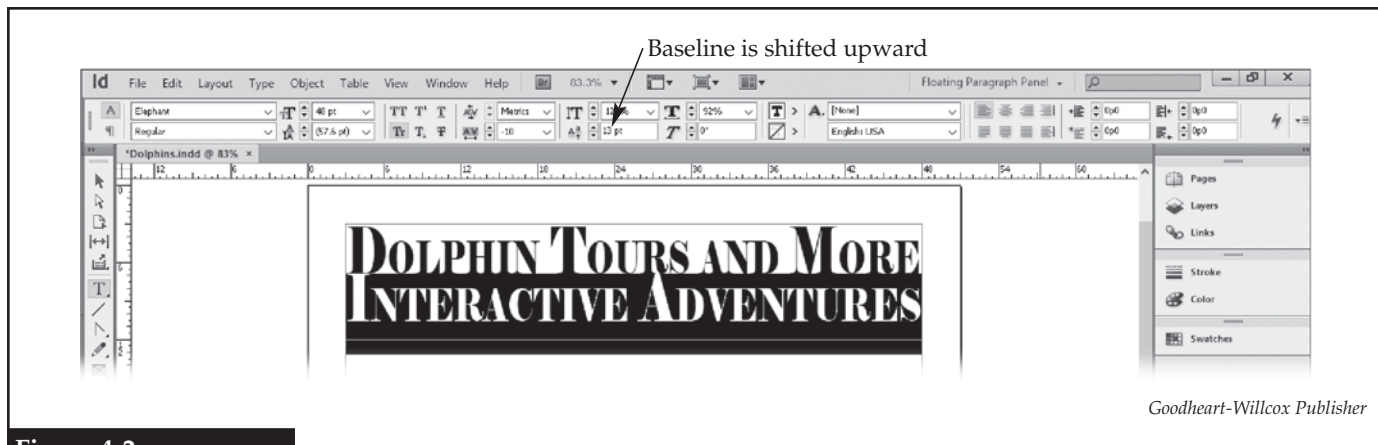


Figure 4-2.

Shifting the baseline moves the characters either up or down on the page.

Kerning

As you learned earlier, kerning adjusts the spacing between character pairs to create overlap. Most letters and other characters fill up a rectangular space and are placed next to each other. Some characters need to overlap to look like there is the correct spacing between them.

TIP

A specific value can be entered for kerning.

23. Applying what you have learned, select the DV letter pair in the word *Adventures*. Notice how there appears to be too much of a gap between these letters.
24. Click the **Kerning** drop-down arrow on the **Control** panel, and click **Optical** in the drop-down list. Notice how the gap between the DV letter pair is reduced.
25. Applying what you have learned, set the kerning to optical for the AC letter pair in the word *Interactive*, the OL letter pair in *Dolphin*, the OU letter pair in *Tours*, and the MO letter pair in *More*.
26. Click between the PH letter pair in *Dolphin*. Notice that the kerning value is 0.
27. Click between the AC letter pair in the word *Interactive*. Notice that the kerning value is -46.
28. Applying what you have learned, adjust the horizontal scale of each line of text so it fills the frame.

Path

When creating a line or shape, InDesign draws an invisible *path* on the document in the shape of the line or outline of a shape. The path can later have a stroke applied to it to give it thickness, design, and color.



Line Tool

29. Click the **Line Tool** button on the **Tools** panel.
30. Click below the second line of text, hold down the [Shift] key, and drag to draw a path across the page from page edge to page edge, as shown in **Figure 4-3**. The path can extend past the edge of the page as anything beyond the trim will not print. Holding down the [Shift] key limits the line to 45-degree angles (0, 45, 90, etc.).
31. With the path selected, click the **Stroke** panel in the **Panels** bar to expand it, as shown in **Figure 4-4**. The *stroke* is the line applied to the path.

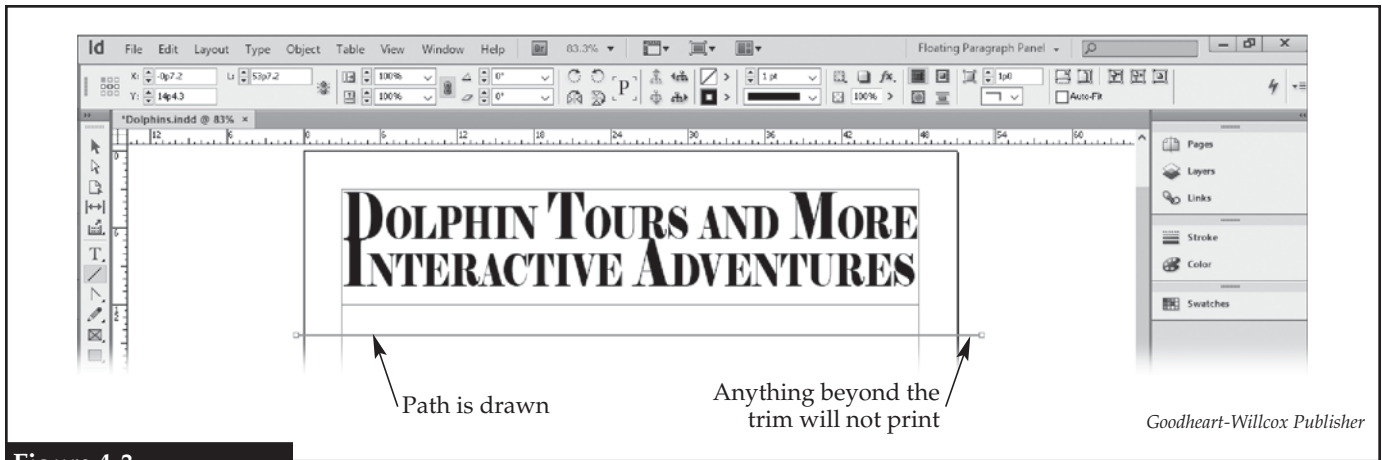


Figure 4-3.

Drawing a path across the page. Hold down the [Shift] key to constrain the path to 45-degree angles.

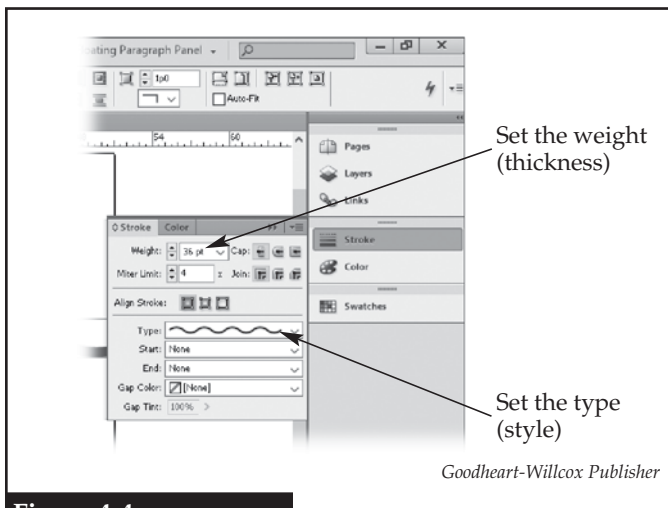


Figure 4-4.

The stroke is formatted using the **Stroke** panel. Formatting options can also be found on the **Control** panel.

TIP

To quickly zoom, press the [Ctrl][+] key combination ([Command Key][+] on a Mac) to zoom in or [Ctrl][-] to zoom out.



Pencil Tool

Type on a Path

A creative means of adding design to a document is to make type follow a path. In this manner, text can be made to appear in a circle, wavy line, rectangle, or other shape.

38. Zoom in so the page width fills the document window. This will make it easier to see the path as you are drawing it.
39. Click the **Pencil Tool** button on the **Tools** panel. This tool is used to draw a freehand path, such as a wavy path between the two wavy lines.
40. Click and hold where the bottom wavy line and the left margin intersect. While holding the mouse button, drag to the right to draw a line that follows the wavy line to the right margin, as shown in **Figure 4-5**. If you are not happy with the path, press the [Ctrl][Z] key combination to undo the drawing. Then, use the **Pencil Tool** and try again.

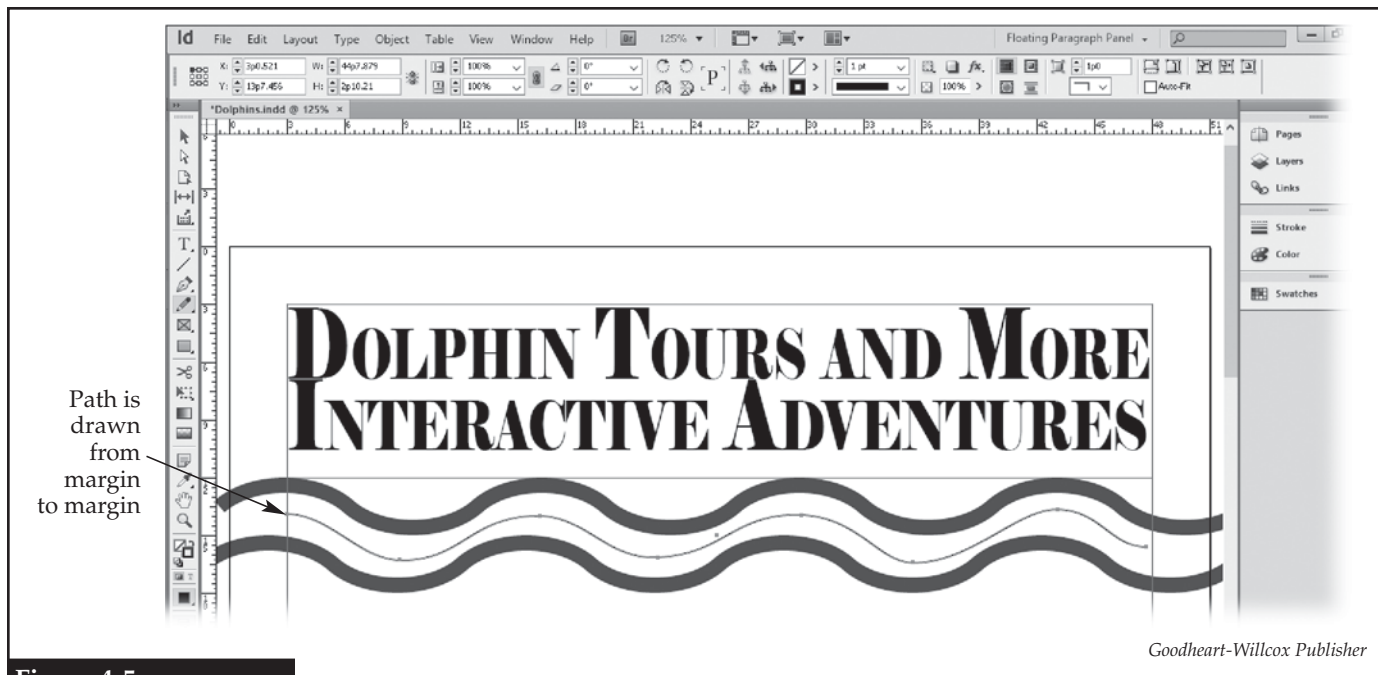


Figure 4-5.

The **Pencil Tool** is used to draw a freehand path.

TIP

When using the **Type on a Path Tool**, the cursor will display a plus sign (+) when it is over a valid path on which text can be placed.

41. With the path selected, use the arrow keys on the keyboard to move the path between the two wavy lines.
42. Applying what you have learned, change the stroke color of the path to red, the weight to 6 points, and the type to solid.
43. Click the **Type on a Path Tool** button on the **Tools** panel.
44. Click at the left end of the red wavy line path, and add this text: Swim with the Dolphins Adventure Is Available NOW!

Paragraph Formatting

As you have seen, when text is selected, the **Control** panel can display character-formatting options. Character formatting is limited to customizing the look and spacing of the letters and other characters. Options for formatting the paragraph can also be displayed in the **Control** panel. This formatting is limited to changes that affect the entire paragraph, such as shape and alignment.

45. Applying what you have learned, select the text on the path. Either the **Type Tool** or **Type on a Path** tool can be used to select the text.
46. Click the **Paragraph Formatting Controls** button on the **Control** panel. Options for changing the paragraph formatting are displayed in the **Control** panel.
47. Click the **Align center** button. The text is moved to the center of the path.
48. Applying what you have learned, display the character formatting options in the **Control** panel.
49. Applying what you have learned, change the typeface to Brush Script MT and the size to 30 points. If this typeface is not installed on your computer, select any decorative, script typeface.
50. Change to the **Selection Tool**. The path should be automatically selected. If not, click the red line to select the path.



Type on a Path Tool



Paragraph Formatting Controls



Align center



Character Formatting Controls

51. Applying what you have learned, change the stroke color to None. The path is hidden, and its weight is set to 0, as shown in **Figure 4-6**.
52. Use the arrow keys to move the path so the text is vertically centered between the wavy lines.
53. Applying what you have learned, select the text on the path, and change the color to cyan with a black outline.

Paragraph Styles

A *style* is a saved group of formatting settings that can be applied in one step. Styles are used to keep formatting consistent throughout a document. There are character styles and paragraph styles in InDesign.

TIP

By selecting text before creating a new style, the new style will automatically have the properties of the selected text.



Create New Style

54. Click **Type>Paragraph Styles** on the **Application** bar. The **Paragraph Styles** panel is displayed in a floating position. This is actually a panel group, and it also contains the **Character Styles** panel.
55. Dock the panel group at the bottom of the **Panels** bar, and expand the **Paragraph Styles** panel.
56. Applying what you have learned, select the type on the path.
57. Click the **Create New Style** button at the bottom of the **Paragraph Styles** panel. A new style named Paragraph Style 1 is added to the panel.
58. Right-click on the new style (Paragraph Style 1) in the **Paragraph Styles** panel, and click **Edit "Paragraph Style 1"...** in the shortcut menu. The **Paragraph Style Options** dialog box is displayed, as shown in **Figure 4-7**.
59. Click **General** on the left side of the dialog box. Then, click in the **Style Name:** text box and change the name to Blue Script.

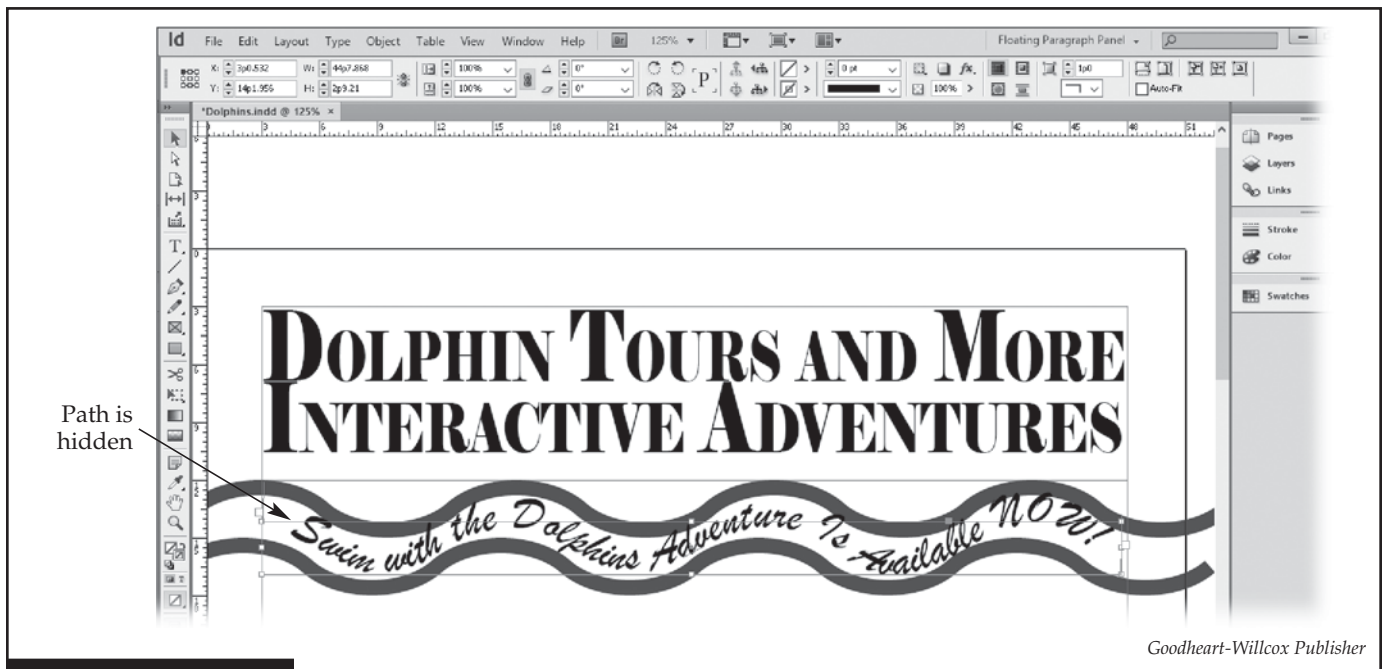


Figure 4-6.

By changing the stroke color to None, the path is hidden and its weight is set to 0.

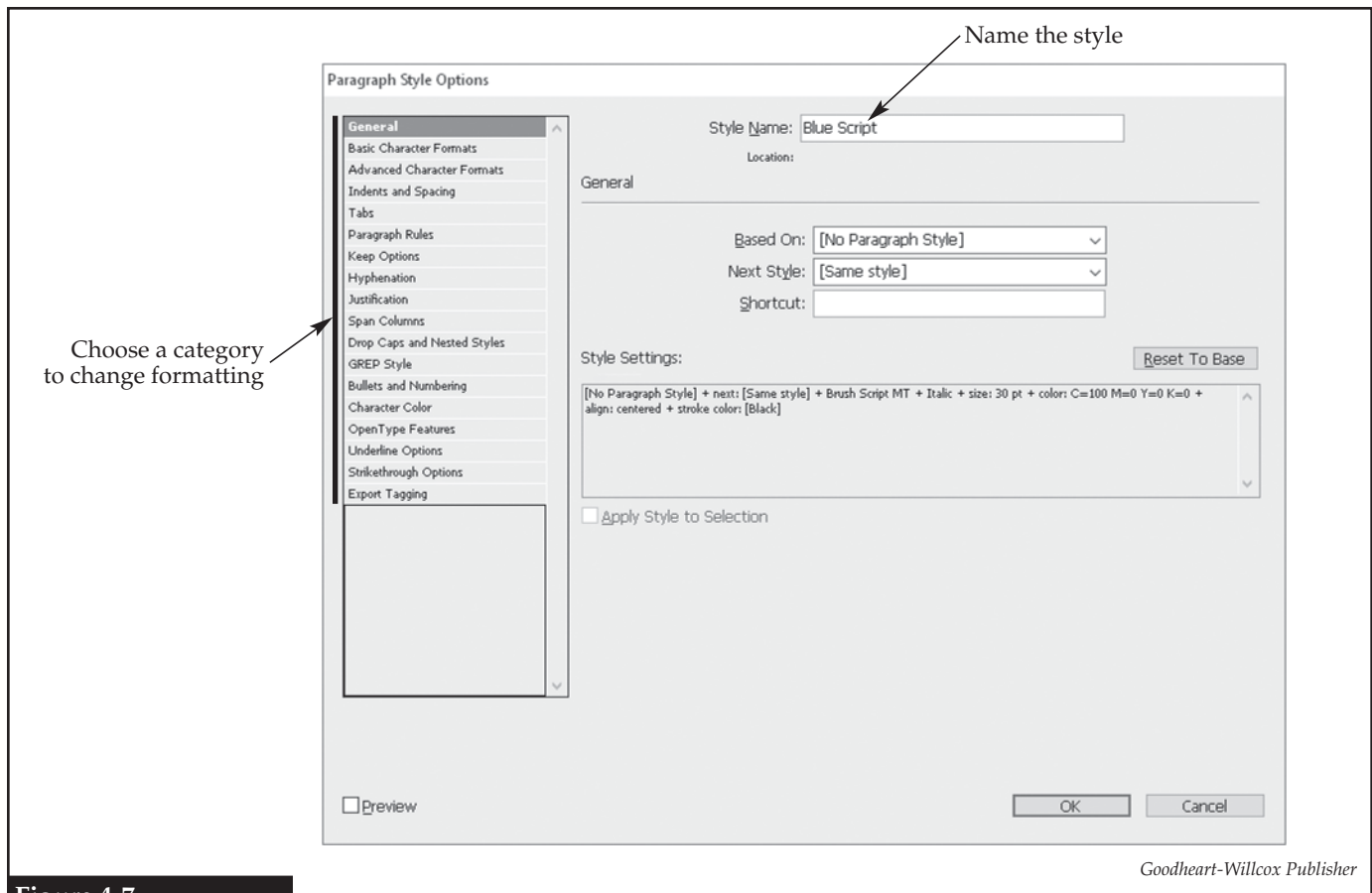


Figure 4-7.

Defining the properties for a paragraph style.

TIP Manually modifying type from the base settings of a style is called a *style override*. Generally, overrides should be avoided.

60. Click **Basic Character Formats** on the left side of the dialog box. Notice the text formatting properties match those of the selected text. Also, examine the properties in the **Character Color** category.
61. Click the **OK** button to save the changes to the style.
62. With the type on the path selected, click the Blue Script style in the **Paragraph Styles** panel. This applies the style to the selected text. Previously, the text had been modified from the default settings. By applying the style, even though there is no visible change in the type, the paragraph conforms to the style settings.

Columns

As you saw in a previous lesson, columns can be set up when the document is created. Columns can also be set up at any time. Columns provide guides for the designer to align text frames.

63. Click **Layout>Margins and Columns...** on the **Application** bar. The **Margins and Columns** dialog box is displayed, as shown in **Figure 4-8**.
64. In the **Columns** area, click in the **Number:** text box, and enter 2. This will create guides for two columns on the page.
65. Click in the **Gutter:** text box, and enter 0.25 in. This is the distance between the columns. How much space is between the columns as measured in picas and points?

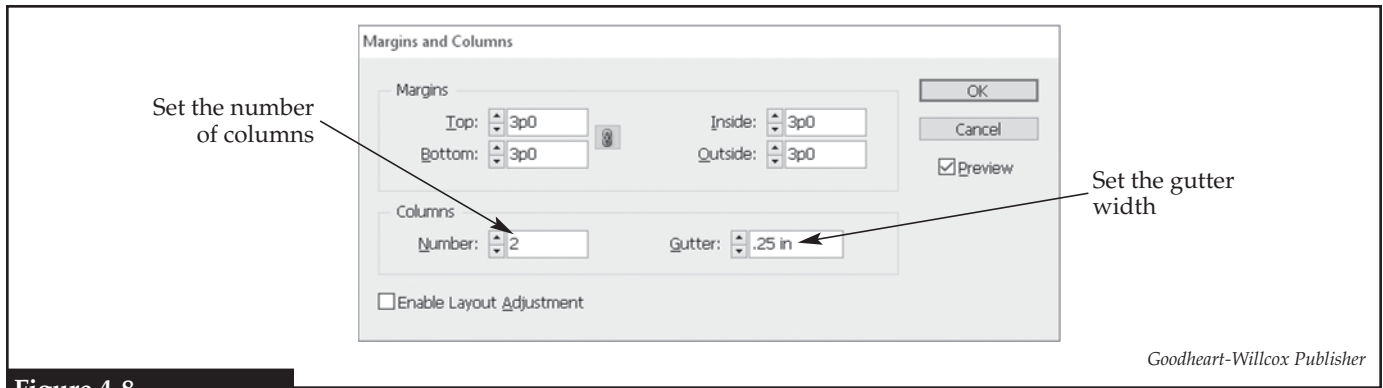


Figure 4-8.

Adding columns to the document, and setting the distance between columns.

TIP
The **Type Tool** only draws text frames. It cannot be used to draw a frame for other types of objects.

66. Click the **OK** button to apply the columns. Notice that there are more purple guidelines to show where the columns can be drawn.
67. Applying what you have learned, draw a text frame below the wavy lines that fills the area from left margin to first column guide and down to the bottom margin.
68. Applying what you have learned, drag the top-center handle of the text frame so the frame extends to the bottom of the lowest wavy line. Use smart guides to assist you.
69. Similarly, create and size a text frame in the right-hand column.
70. Save your work, and close InDesign.

Lesson 4 Review

Vocabulary

In a word processing document or on a sheet of paper, list all of the *key terms* in this lesson. Place each term on a separate line. Then, write a definition for each term using your own words. You will continue to build this terminology dictionary throughout this certification guide.

Review Questions

Answer the following questions. These questions are aligned to questions in the certification exam. Answering these questions will help prepare you to take the exam.

1. Briefly describe how to convert a rectangular frame into a text frame.

2. What are the two different modes for the **Control** panel when type is selected (what are the names of the buttons)?

3. What are small caps?

4. Which property controls the width of characters without affecting their height?

5. How can characters be adjusted so they are taller without changing their width?

6. Which property in InDesign controls the position of the invisible line on which type is placed?

7. Where in InDesign can you change the kerning and tracking?

8. Which InDesign panel allows a designer to change a line from straight to wavy?

9. When dragging a text frame, what helper feature of InDesign helps the designer align the top of the frame to the bottom of another text frame?

10. Which tool allows a freehand path to be drawn?

11. Briefly describe how to make type follow a path in InDesign.

12. How is a new paragraph style created?

13. What is the benefit of selecting text before creating a new paragraph style?

14. How is a paragraph style applied to selected text?

15. Briefly describe how to add column guides to a document after the document has been created.



Answers

Lesson 1

Review Questions

1. layout
2. foundry type
3. kerning
4. tracking
5. leading
6. A typeface is a collection of letters, numbers, and symbols all of the same design, while a font is a set of characters within a typeface of one specific style and size.
7. sans serif
8. sans serif
9. The typeface will be displayed in a substituted font.
10. 72
11. An invisible line on which type is placed.
12. plain text (TXT)
13. Rich Text Format (RTF)
14. How easy or hard it is for a person to read the text.
15. Use of two or more typefaces in the same document that are too similar to each other.

Lesson 2

Figure 2-7

- | | | |
|-------------------------------------|-----------------------------------------|----------------------------------|
| 1. Selection Tool | 13. Convert Direction Point Tool | 25. Rotate Tool |
| 2. Direct Selection Tool | 14. Pencil Tool | 26. Scale Tool |
| 3. Page Tool | 15. Smooth Tool | 27. Shear Tool |
| 4. Gap Tool | 16. Erase Tool | 28. Gradient Swatch Tool |
| 5. Content Collector Tool | 17. Rectangle Frame Tool | 29. Gradient Feather Tool |
| 6. Content Placer Tool | 18. Ellipse Frame Tool | 30. Note Tool |
| 7. Type Tool | 19. Polygon Frame Tool | 31. Eyedropper Tool |
| 8. Type on a Path Tool | 20. Rectangle Tool | 32. Measure Tool |
| 9. Line Tool | 21. Ellipse Tool | 33. Hand Tool |
| 10. Pen Tool | 22. Polygon Tool | 34. Zoom Tool |
| 11. Add Anchor Point Tool | 23. Scissors Tool | |
| 12. Delete Anchor Point Tool | 24. Free Transform Tool | |

Figure 2-8

- | | |
|------------------|--------------------|
| 1. Pages | 4. Stroke |
| 2. Layers | 5. Color |
| 3. Links | 6. Swatches |

Review Questions

1. Objects, images, templates, and snippets.
2. **Facing Pages**
3. The trim is where the edge of the paper will be when it is cut to size after printing. It is shown in InDesign as a black rectangle.
4. Select the text frame, and then click **Type>Fill with Placeholder Text** on the **Application** bar.
5. Click and hold the flyout button to display the flyout, and then click the tool to use in the flyout.
6. Layers are like invisible sheets of paper stacked on top of each other. Shapes placed on the top layers will appear in front of shapes on the bottom layers.
7. The **Toggles visibility** button (eye).
8. It locks the layer and prevents changes from being made to it.
9. Double-click on the layer name in the **Layers** panel to open the **Layer Options** dialog box and enter the new name there, or single-click twice on the layer name in the **Layers** panel and rename the layer.
10. Edit the master page, add a text box and select it, and click **Type>Insert Special Character>Markers>Current Page Number** on the **Application** bar.
11. Select the page in the panel, click the **Edit Page Size** button at the bottom of the panel, and select the new size in the drop-down menu or click **Custom...** in the menu to change the page size in the **Custom Page Size** dialog box.
12. Drag and drop the page thumbnail into the desired spread.
13. Click and hold the top bar of the panel, drag the panel to the **Panels** bar, and drop it in the location.
14. Drag the panel away from the **Panels** bar, and then click the close button on the panel.
15. Along the top and left side of the document window.

Lesson 3

Review Questions

1. process
2. CMYK
3. vector
4. Raster images are composed of colored dots at specified locations, while vector images are composed of elements recorded by their mathematical definitions.
5. The alpha channel allows for a masking color, which is a single shade of a color that determines areas of transparency in the image.
6. The process of converting a vector image into a raster image.
7. Applying the most appropriate resolution and file compression, which is a process known as optimizing.
8. PNG-24
9. The image is dithered, and the software creates a color through interpolation.
10. SVG
11. EPS
12. JPEG
13. TIFF
14. 576
15. Bicubic for enlargement.

Lesson 4

8. 1/2 inch from the top and left edges
9. 7 1/2 inches wide by 1 1/2 inches high
66. 1p6

Review Questions

1. Use the **Type Tool** and click the rectangular frame.
2. **Character Formatting Controls** and **Paragraph Formatting Controls**
3. Uppercase characters that are smaller than the normal uppercase characters.
4. **Horizontal Scale**
5. By changing the **Vertical Scale** property on the **Control** panel.
6. **Baseline Shift**
7. When type is selected, in the **Character Formatting Controls** in the **Control** panel.
8. **Stroke** panel
9. smart guides
10. **Pencil Tool**
11. Draw a path, then using the **Type on a Path Tool**, click the path and add the text.
12. Click the **Create New Style** button at the bottom of the **Paragraph Styles** panel.
13. The properties of the text are automatically applied to the new style.
14. Click the style name in the **Paragraph Styles** panel.
15. Click **Layout>Margins and Columns...** on the **Application** bar, and then set the number of columns in the **Margins and Columns** dialog box.

Lesson 5

Review Questions

1. Client-centric design principles; client, target audience, and industry standards.
2. Preproduction, production, testing, and publication.
3. Selecting the best team members for the job, identifying the tasks, and determining deadlines for that project.
4. Client goals and target market.
5. Using little or no text, including fantasy characters, and applying bright colors.
6. Interviews and surveys.
7. Demographics help segment the population into smaller groups that have similarities, which allows the designer to create items to appeal to the target market.
8. deadline
9. scope creep
10. A drive-through restaurant will likely have a medium to low formality; examples will vary.
11. 1) During preproduction, use sketches and mockups to help the client visualize the designs you are planning to create. 2) Make notes on the sketches to track the changes and approval of the client. 3) Update the client on the overall progress and get approval on any completed artwork.
12. Raster images, because each point of color is recorded.
13. **Proof Colors**, or soft-proof mode
14. Adobe Bridge.
15. A linked image maintains a connection to the original image file, whereas an embedded image is a copy of the image with no link to the original file.

Lesson 6

38. 21p9 wide by 12p0 high

Review Questions

1. The overflow text that will not fit within the text frame.
2. Click the outport on Text Frame 1, and then click Text Frame 2.
3. Paragraph
4. Text, graphic, and unassigned.
5. How the text flows around a frame.
6. To label an image.
7. Use of styles ensures similar items in the document will all have the same treatment.
8. Select the graphic frame, click the **Relink** button at the bottom of the **Links** panel, and select the new image file.
9. The **Constrain Proportional Scaling** button on the **Control** panel.
10. To determine which PDF readers are able to read the file.

Lesson 7

Review Questions

1. Both hyperlinks and bookmarks are navigational tools. A hyperlink takes the user to a location outside or within the document, while a bookmark takes a user to a page within the same document.
2. Select the object, and click **Object>Interactive>Convert to Button** on the **Application** bar. Then, in the **Buttons and Forms** panel, specify what the button will do.
3. It is a feature that checks for errors in the InDesign document.
4. URL, file, e-mail, page, text anchor, and shared destination (link already in document).
5. Click **File>Export...** on the **Application** bar, and in the **Export** dialog box, select **Adobe PDF (Interactive)** in the **Save as Type:** drop-down list.

Lesson 8

4. 144 by 144

Review Questions

1. counterclockwise
2. **Convert Direction Point Tool**
3. Click **Object>Effects>Transparency...** on the **Application** bar, and then set the opacity in the **Effects** dialog box.
4. Use the **Stroke** panel to change the start and end settings.
5. The **Object Styles** panel.
6. glyphs
7. Select the text, and then click **Type>Create Outlines** on the **Application** bar.
8. public domain
9. copyright infringement
10. Select the image, click **Object>Clipping Path>Options...** on the **Application** bar, and set the **Type:** drop-down list in the **Clipping Path** dialog box to **Detect Edges**.
11. With the **On Click (Self)** option, the animation will begin only when the object is clicked. With the **On Page Load** option, the animation will begin as soon as the page is loaded.
12. The **Animation** panel.
13. **Content Collector Tool**
14. Click **Layout>Create Guides...** on the **Application** bar, and then make the settings in the **Create Guides** dialog box.
15. By providing a grid to which text frames can be aligned.