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QUESTION 1

Which of the following are the basic rules for creating graphics files? Each correct answer represents a complete solution. Choose all that apply.

- A. Bitmaps such as photos and scans should be saved in the PCX, BMP, GIF, SCT, or PICT format.
- B. Line art should be saved in the EPS, PDF, Adobe Illustrator, WMF, EMF, or PICT format.
- C. Line art should be saved in the PCX, BMP, GIF, or SCT format.
- D. Bitmaps such as photos and scans should be saved in the TIFF, Adobe Photoshop, PNG, or JPEG format.

Correct Answer: ABD

Following are the two basic rules for creating graphics files:

1. Line art should be saved in the EPS, PDF, Adobe Illustrator, WMF, EMF, or PICT format.
 2. Bitmaps such as photos and scans should be saved in the TIFF, Adobe Photoshop, PNG, JPEG, PCX, BMP, GIF, SCT, or PICT format.
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QUESTION 2

Which of the following options will you use to prevent selected text from breaking across a line?

- A. Nonbreaking space
- B. No Break
- C. Hyphenation Settings
- D. Discretionary hyphens

Correct Answer: B

Choose No Break option from the Character panel menu to prevent selected text from breaking across a line.

Answer: D is incorrect. Discretionary hyphens option prevents the common typographic problem of hyphenated words.

Answer: A is incorrect. Nonbreaking space option is used between words you want to keep together.

Answer: C is incorrect. Hyphenation Settings can be chosen from the Paragraph panel menu to change hyphenation settings.

QUESTION 3

Which of the following steps should be taken foremost in order to create a new document?

- A. Choose the sequence File>Document>New.

B. Choose the sequence File>New>Document.

C. Press CTRL+C.

D. Press CTRL+D.

Correct Answer: B

Following are the steps to create a new document:

1. Choose the sequence File>New>Document or press CTRL+N.

2. Choose Print or Web in the Internet pop-up menu according to the type of document to be created.

3. Type the number in the Number of Pages field, if the number of pages in the publication is exactly known.

4. Enter the number in the Start Page # field on which the document is to be started, if it is other than 1.

5. If a multipage publication having a spine, such as a book, catalog, or magazine is to be created, then select the Facing Pages option.

6. Select the Master Text Frame option, if the text needs to flow from page to page in a multipage document, such as a book or a catalog.

7. One of the pre-defined sizes from the pop-up menu can be chosen in the Page Size area.

8. Click the Potrait or Landscape iconic button to set the page orientation.

9. To specify the number of columns in pages, type a value in the Columns field.

10. In the Gutter field, specify a gutter distance.

11. In the Margins area, specify margin values.

12. The Bleed and Slug area of the New Document dialog box will appear on clicking More Options, and the More Options button will be changed to Fewer Options.

13. To close the New Document dialog box, click the OK button.

QUESTION 4

Which of the following elements are tagged in an XML file when you export a layout to the XML file after auto-tagging? Each correct answer represents a complete solution. Choose all that apply.

A. Footnotes

B. Graphics

C. Text frames

D. Table cells

Correct Answer: BCD

Text frames, Table cells, and Graphics are the elements which are tagged in an XML file when you export a layout to

the XML file after auto-tagging.

Answer: A is incorrect. Footnote is the only element that is not tagged in an XML file when you export a layout to the XML file after auto-tagging. What is a footnote? Footnote is a note of text placed at the bottom of the same page in a book or a document. It gives reference to a word or a group of words. A footnote is flagged by a superscript number, which is followed by the text.

QUESTION 5

Which of the following commands will you use to insert text variables in an InDesign document?

- A. Choose Object > Text Variables > Insert Variable, and then choose the variable you want to insert.
- B. Choose Window > Text Variables > Insert Variable, and then choose the variable you want to insert.
- C. Choose View > Text Variables > Insert Variable, and then choose the variable you want to insert.
- D. Choose Type > Text Variables > Insert Variable, and then choose the variable you want to insert.

Correct Answer: D

To insert a text variable in a document you should take the following steps:

1. Place the insertion point where you want the variable to appear.
2. Choose Type > Text Variables > Insert Variable, and then choose the variable you want to insert.

Answer: B, A, and C are incorrect. These options are invalid.

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