

# InDesign CC 2018

Appendix

# Glossary

Term	Definition
Alignment	The positioning of objects in an illustration.
Anchor Point	A point on a specific path that indicates a change of direction.
Artboard	An area for artwork to be worked on that can be printed or exported in InDesign CC.
Attribution CC	A Creative Commons license that allows others to use the artist's work, provided they credit the artist for the original work.
Attribution-NoDerivs CC	A Creative Commons license that allows others to use the artist's work, unaltered, for commercial and non-commercial uses, provided that the artist is credited.
Attribution-NonCommercial CC	A Creative Commons license that allows others to use the artist's work non-commercially and build upon the artist's work, provided that the artist is credited.
Attribution-NonCommercial-NoDerivs CC	A Creative Commons license that allows others to download and share the artist's work, provided that they give credit to the artist and do not alter the work or use the work commercially.
Attribution-NonCommercial-ShareAlike CC	A Creative Commons license that allows others to use and build upon an artist's work non-commercially, provided they credit the artist and maintain the same licensing.
Attribution-ShareAlike CC	A Creative Commons license that is similar to the Attribution CC but includes the provision that any work created from the artist's original work must have the same license.
Background	Elements that are placed behind the foreground of a document.
Bezier Curves	Mathematical descriptions of curves that are often used for drawing and modifying vectors.
Bit Depth	A single pixel's defined color configuration in an image.
Bitmap	The way a computer builds up an image on a screen using building blocks of dots, or pixels.
Bleed	A part of an image that runs off the edge of the printing area of a document before the document is trimmed to size.
Blend Tool	A reshaping tool which creates a series of objects blended between the color and shape of multiple objects.
Blob Brush Tool	A painting tool which draws paths that expand and merge brush paths that share the same color.
Caption	Descriptive text that is usually positioned below an image.
CMYK	Cyan magenta yellow black (CMYK) is a color model where cyan, magenta, yellow, and black are mixed together to create and reproduce different colors in the color printing medium.
Copyright	An original work whose creator has the sole license to create, copy, or distribute it.
Crop Marks	Marks that are part of an object as an effect.
Depth of Field	The distance between the nearest and furthest objects in a document.
Derivative Work	A work or creation that is created from or based on a preexisting creation.
Document Size	The height and width of an artboard in InDesign CC.
Draw Modes	Tools in which a user can create a clipping mask or draw and select paths.
Fair Use	Implies that parts of copyrighted works can be used without permission, only if the use is reasonable and does not adversely affect the profit that may be expected by the copyright owner.
Fair Use Doctrine	A copyright policy which implies parts of copyrighted works can be used without permission provided the use is reasonable and do not adversely affect the profit that may be expected by the copyrighted owner.
Feathers	A tool used to create a uniform, subtle gradient around the edges of an object.
Footer	An area at the bottom of a document, separate from the main body, that can contain text and images that are displayed on all corresponding documents.

Term	Definition
Foreground	Elements that are placed in the focus of a document.
Frame	A box used to hold the content in a document.
Free Transform Tool	A reshaping tool which skews, rotates, or scales a selection.
Gamut	The range of colors that can be displayed or printed on a device.
Graphic Styles	Sets of reusable appearance attributes.
Guides	Nonprinting lines which are used to create guidelines in a drawing.
Gutter	Spacing between two columns of text.
Harmony	Creating appealing color combinations.
Header	An area at the top of a document, separate from the main body, that can contain text and images that are displayed on all corresponding documents.
Histogram	A display of information, usually on a horizontal and vertical axis.
Image File Format	A standardized method of organizing and storing digital images.
Image Map	A list of coordinates related to a specific image, which link areas of the image to different destinations.
Image Resolution	The detail which a digital, film, or other type of image holds.
Image Size	The product of the height and width of a digital image using pixels.
Image Trace	A tool that lets users convert raster images to editable vectors.
Intellectual Property	An idea, process, or physical creation that comes from the work of the mind.
Isolation Mode	The ability to confine objects so that a user can easily edit parts of those objects.
Kerning	The defined space between two specific pairs of characters.
Kuler	An Adobe application that allows users to test, create, and save color schemes.
Leading	The space between lines of type.
Licensing	Obtaining written permission from a work's copyright holder, which will dictate what an artist can and cannot do with the copyrighted work.
Linear Perspective	The perspective a user employs in which the relative size, shape, and position of an object is determined by lines converging at a point on the horizon.
Mask	A tool used to isolate and protect areas of an image as color changes, filters, or other effects are applied to the rest of the image.
Negative Space	The space surrounding an object.
Opacity	A value that determines how transparent the paint will appear on an image. The lower the value, the more transparent the paint will be. It may also refer to the transparency of a layer, mask, or gradient.
Paintbrush Tool	A painting tool which draws freehand lines, patterns, and brush strokes on paths.
Path	A line that is created using one of the drawing or shape tools.
Pen Tool	An InDesign CC tool used to place anchor points in a drawing.
Pencil Tool	A drawing tool that draws and edits freehand lines.
Pixel	A single dot in a digital image that is assigned a specific location and color value.
Posterize	To print or display using only a handful of different tones.
Public Domain	Content or material that is free for use.
Raster	An image that is made up of an array of bits within a rectangular grid of pixels.
Reflect Tool	A reshaping tool which flips an object over a fixed axis.
RGB	Red green blue (RGB) is a color model in which red, green, and blue are mixed together in various ways to reproduce a broad array of colors. This color model is typically used in webpages and PDF files which are displayed online.
Rotate Tool	A reshaping tool which rotates an object around a fixed point.



# Keyboard Shortcuts for Windows

Tool	Shortcut
New document	Ctrl+N
Open	Ctrl+O
Save	Ctrl+S
Save As	Shift+Ctrl+S
Save a Copy	Alt+Ctrl+S
Print	Ctrl+P
Export	Ctrl+E
File Info	Alt+Shift+Ctrl+I
Document Setup	Alt+Ctrl+P
Browse in Bridge	Alt+Ctrl+O
Package	Alt+Shift+Ctrl+P
Place	Ctrl+D
Copy	Ctrl+C
Cut	Ctrl+X
Paste	Ctrl+V
Paste Into	Alt+Ctrl+V
Paste in Place	Alt+Shift+Ctrl+V
Paste without Formatting	Shift+Ctrl+V
Clear	Ctrl+Delete
Select All	Ctrl+A
Deselect All	Shift+Ctrl+A
Duplicate	Alt+Click
Undo	Ctrl+Z
Redo	Shift+Ctrl+Z
Update Content	Ctrl+Ctrl+F5
Check Spelling	Ctrl+I
Find/Change	Ctrl+F
Find Next	Alt+Ctrl+F
First Page	Shift+Ctrl+Page Up
Last Page	Shift+Ctrl+Page Down
Go to Page	Ctrl+J
Previous Page	Shift+Page Up
Next Page	Shift+Page Down
Create Type Outlines	Shift+Ctrl+O
Hide Hidden Characters	Alt+Ctrl+I
Insert Column Break	Enter
Insert Forced Line Break	Shift+Return
Insert Page Break	Ctrl+Enter
Insert Current Page Number	Alt+Shift+Ctrl+N
Insert Non-Breaking Hyphen	Alt+Ctrl+Minus Sign (-)
Insert Em Space	Shift+Ctrl+M
Insert En Space	Shift+Ctrl+N
Tabs	Shift+Ctrl+T
Notes Mode	Ctrl+F8

Action	Shortcut
Bring Forward	Ctrl+] ]
Bring to Front	Shift+Ctrl+] ]
Send Backward	Ctrl+[ [
Send to Back	Shift+Ctrl+[ [
Center Content	Shift+Ctrl+E
Fill Frame Proportionally	Alt+Shift+Ctrl+C
Fit Content Proportionally	Alt+Shift+Ctrl+E
Fit Content to Frame	Alt+Ctrl+E
Fit Frame to Content	Alt+Ctrl+C
Drop Shadow	Alt+Ctrl+M
Group	Ctrl+G
Ungroup	Shift+Ctrl+G
Hide	Ctrl+3
Lock	Ctrl+L
Unlock All on Spread	Alt+Ctrl+L
Move	Shift+Ctrl+M
Transform Again	Alt+Ctrl+4
Align Center	Shift+Ctrl+C
Align Left	Shift+Ctrl+L
Align Right	Shift+Ctrl+R
Align Justify	Shift+Ctrl+J
Apply Bold	Shift+Ctrl+B
Apply Italic	Shift+Ctrl+I
Decrease Leading	Alt+Up Arrow
Decrease Point Size	Shift+Ctrl+Comma (,)
Decrease Word Space	Alt+Ctrl+Delete
Increase Leading	Alt+Down Arrow
Increase Point Size	Shift+Ctrl+Period (.)
Increase Word Space	Alt+Ctrl+\
Move to Beginning of Story	Ctrl+Home
Move to End of Story	Ctrl+End
Move to Beginning of Line	Home
Move to End of Line	End
Move to Next Paragraph	Ctrl+Down Arrow
Move to Previous Paragraph	Ctrl+Up Arrow
Reset Kerning and Tracking	Alt+Ctrl+Q
View Actual Size	Ctrl+1
High Quality Display	Ctrl+Alt+Ctrl+H
Typical Display	Alt+Ctrl+Z
Fit Page in Window	Ctrl+0
Fit Spread in Window	Alt+Ctrl+0
Hide Guides	Ctrl+Semicolon (;)
Lock Guides	Alt+Ctrl+Semicolon (;)
Show Document Grid	Ctrl+Apostrophe (')
Hide Rulers	Ctrl+R

# Objectives

Indesign CC 2018 Objectives				
Domain 1 Working in the Design Industry	Domain 2 Project Setup and Interface	Domain 3 Organizing Documents	Domain 4 Creating and Modifying Document Elements	Domain 5 Publishing Documents
1.1 Identify the purpose, audience, and audience needs for preparing publications 1.1a Determine whether content is relevant to the purpose, audience, and audience needs	2.1 Create a document with the appropriate settings for web, print, and mobile 2.1a Set appropriate document settings for printed and onscreen publications 2.1b Create a document preset for reuse for specific project needs	3.1 Use layers to manage design elements 3.1a Use the layers panel to modify layers 3.1b Employ best practices to effectively manage layers in a complex project 3.1c Work with multiple layers 3.1d Modify layer visibility and printability	4.1 Use core tools and features to lay out visual elements 4.1a Create frames using a variety of tools 4.1b Place images in documents	5.1 Prepare documents for publishing to web, print, and other digital devices 5.1a Check document for errors and project specifications
1.2 Communicate with colleagues and clients about design plans 1.2a Demonstrate knowledge of techniques for communicating about design plans with peers and clients 1.2b Demonstrate knowledge of basic project management concepts	2.2 Navigate, organize, and customize the application workspace 2.2a Identify and manipulate elements of the InDesign interface 2.2b Organize and customize the workspace 2.2c Configure application preferences	3.2 Manage and modify pages 3.2a Create pages in a document 3.2b Edit and customize pages	4.2 Add and manipulate text using appropriate typographic settings 4.2a Use a variety of type tools to add typography to a design 4.2b Use appropriate character settings in a design 4.2c Use appropriate paragraph settings in a design 4.2d Convert Text to graphics 4.2e Manage text flow across multiple text areas 4.2f Use tools to add special characters or content	5.2 Export or save documents to various file formats 5.2a Save in the native file format for InDesign (.indd) 5.2b Save in appropriate formats for print or screen 5.2c Print proof copies before publishing 5.2d Package an InDesign project
1.3 Determine the type of copyrights, permissions, and licensing required to use specific content 1.3a Identify legal and ethical considerations for using third-party content, such as copyright, permissions, and licensing 1.3b Identify when and how to obtain permission to use images of people and locations	2.3 Use non-printing design tools in the interface to aid in design or workflow 2.3a Navigate a document 2.3b Use rulers 2.3c Use guides and grids 2.3d Use views and modes to work efficiently		4.3 Make, manage, and edit selections 4.3a Make selections using a variety of tools 4.3b Modify and refine selections using various methods	
1.4 Demonstrate an understanding of key terminology related to publications 1.4a Demonstrate knowledge of publication terminology 1.4b Demonstrate Knowledge of how color is created in publications 1.4c Understand and use key terms related to multi-page layouts	2.4 Import assets into a project 2.4a Open and use templates 2.4b Place assets in an InDesign document		4.4 Transform digital graphics and media within a publication 4.4a Modify frames and frame content 4.4b Rotate, flip, and transform individual frames or content	
1.5 Demonstrate knowledge of basic design principles and best practices employed in the design industry 1.5a Communicate visually using the elements and principles of design and common design techniques 1.5b Identify and use common typographic adjustments to create contrast, hierarchy, and enhance readability 1.5c Define common photographic/ cinematic composition terms and principles	2.5 Manage colors, swatches, and gradients 2.5a Set the active fill and stroke color 2.5b Create and customize gradients 2.5c Create, manage, and edit swatches and swatch libraries		4.5 Use basic reconstructing and editing techniques to manipulate document content 4.5a Apply basic autocorrection methods and tools 4.5b Use various tools to repair and reconstruct project content 4.5c Evaluate or adjust appearance of objects, frames, or layers using various tools 4.5d Use the Story Editor to edit text within a project	
	2.6 Manage paragraph, character, and object styles 2.6a Load and modify styles		4.6 Modify the appearance of design elements by using effects and styles 4.6a Use effects to modify images or frames 4.6b Create, edit, and save object styles	
			4.7 Add interactive or dynamic content or media to a project 4.7a Add interactive elements and behaviors 4.7b Demonstrate knowledge of how to embed rich-media objects 4.7c Identify and assign triggers for multimedia assets	
			4.8 Create and edit tables 4.8a Create a table to display data 4.8b Edit tables and cells	