

1. Add a 3-D Extrude & Bevel effect with an X-axis rotation of 90 degrees. (4.5)	Effect > 3-D > Extrude and Bevel > input info	18. Create a Swatch from the current foreground color. (3.3)	Swatches panel > New Swatch
2. Add all colors used in the current document to the Swatches panel. (3.3)	Swatches panel > Add Used Colors	19. Create paragraph type. (2.3)	Click and drag then type
3. Add Crop marks to an existing image. (5.1)	Effect > Crop Marks	20. Create point type. (2.3)	Click once then type
4. Add, delete, and rename layers. (3.6)	Rename: Double-click title Add: new layer button Delete: click the layer, then click the trash can	21. Create type on a path using an existing path. (4.3)	Take the type tool and hover over the existing path, the symbol will change and you can begin writing
5. Apply a Swatch to an object. (3.3)	Go to the menu and click on the swatch	22. Display the perspective grid. (3.2)	Perspective grid tool
6. Change the artboard orientation to landscape. (3.1)	Artboard tool > landscape icon	23. Display the rulers. (3.2)	View > Rulers > Show Rulers
7. Change the display to Outline mode. (3.2)	View > Outline	24. Draw a rectangle shape. (4.2)	Click and drag the rectangle tool
8. Change the kerning, leading, or horizontal scale. (2.3)	Character panel	25. Duplicate an existing artboard. (3.1)	Artboard tool > new artboard
9. Change the options on any tool in the toolbar. (3.1)	Double-click the tool icon	26. Explain the concept of hierarchy. (2.1)	A principle used to guide the eye from the most important to least important, by using textures, sizes, color, or location
10. Change the paragraph alignment or spacing. (2.3)	Paragraph panel	27. Export the file as a .TIF. (3.7)	File > Export... > TIF
11. Change the Workspace to Tracing. (3.1)	Click on the workspace menu > tracing	28. Flatten all artwork. (3.6)	Flyout menu in the layers panel > flatten artwork
12. Clear all guides. (3.2)	View > Guides > Clear Guides	29. Flip an object horizontally. (4.6)	Click the object, go to the transform menu thing, then click the fly-out menu, then click flip horizontally
13. Create a clipping mask. (3.6)	Select both objects, then click the flyout layers menu and click create clipping mask	30. Hide all guides. (3.2)	View > Guides > Hide Guides
14. Create a new document with three artboards that are 800 x 800 pixels. (4.1)	File > New > Insert information	31. If you import an image from a digital camera, will it be a raster or vector image? (3.4)	Raster
15. Create a new Graphic Style from the currently selected object. (3.5)	Select an object, Graphic Styles panel > new	32. Image Trace an image using the Shades of Gray preset. (4.4)	Open the image, select the image, then go to Image Trace, then go to Shades of Gray
16. Create a new graphic symbol using the currently selected object. (2.4)	Select a graphic, go to Symbols panel, new symbol, then change it from Movie Clip to Graphic	33. Move an object to another layer. (3.6)	Click and drag
17. Create a proof setup using US Web Coated SWOP v. 2 (5.1)	View > Proof Set-Up > US Web Coated SWOP v. 2	34. Place a Photoshop file within an existing Illustrator file. (3.7)	File > Place
		35. Resize the artboard to 5" x 7" (3.1)	Artboard tool > input numbers
		36. Save an image for the web using JPEG Medium quality. (5.1)	File > Save for Web > Preset > JPEG Medium
		37. Use a symbol. (2.4)	Click and drag from the Symbol panel

38. What are Harmony Rules? (2.2)	Rules that help you select colors that work well together, like complimentary, analogous, triad...	52. What is the Gestalt principle of design? (2.1)	The sum is more important than smaller parts
39. What are the benefits to using each type of image, vector and raster? (3.4)	Raster: can be more complex, have drop shadows, easier to draw with than vector Vector: resizable, smaller file sizes	53. What is the purpose of a bleed space? (3.2)	So that when the printer prints the image and cuts it, there isn't a white border
40. What are the five phases of a design project? (1.3)	Planning and Analysis, Designing, Building, Testing, and Implementing and Publishing	54. What is the purpose of slices? (5.1)	To define different boundaries of elements in a web page
41. What are the five types of custom brushes? (3.5)	Calligraphy, scatter, art, bristle, and pattern	55. What is the purpose of the Color Guide panel in Illustrator? (2.2)	It helps you pick colors that compliment each other.
42. What essential information should you get from a client before you begin a project? (1.1)	Client's business, purpose, audience, and audience needs	56. What is the Width tool used for? (4.2)	To edit the width of different objects
43. What is a Bezier curve? (3.4)	A Bezier curve is a curve made by the Pen tool with handles that allow you to change the way the curve curves.	57. What resolution is recommended for a printed graphic? Displayed? (2.2)	Display: 72 ppi Printed: 300 ppi
44. What is a color gamut? (3.3)	A color gamut is the range of hues between two colors or the range of colors in a color mode like CMYK or RGB	58. What type of font is used on these flash cards (serif or sans-serif)? (2.3)	Serif
45. What is a raster image? (3.4)	A raster image is an image, like that taken from a camera, that cannot be resized infinitely without losing quality but has the ability to be more complex	59. When using the Rule of Thirds, where should the focal point of the image be aligned? (2.1)	Upon the intersections
46. What is a vector image? (3.4)	A vector image is a bunch of mathematical equations that equal a picture that can be resized infinitely without losing quality	60. Which circumstances would you need to obtain permission before using an image? 1. If the image has a copyright notice. 2. If the image does not have a copyright notice. 3. If the image is marked as fair use. 4. If you purchase the image from a royalty-free website. 5. If you find the image with a regular web search. 6. If you created the image yourself. (1.2)	1, 2, 5
47. What is intellectual property? (1.2)	A work that is the result of creativity	61. Which tool would you use to trace a design by hand? (4.2)	Brush
48. What is the definition of a tint? (3.3)	A tint is a lighter version of a color	62. Why is it important to update a client regularly throughout the design process? (1.4)	So that you know you're doing it to their specifications and making it correctly
49. What is the difference between ppi and dpi? (2.2)	PPI: points per inch DPI: dots per inch DPI refers solely to the printer, while PPI affects both printing and display		
50. What is the difference between spot and process color? (3.3)	Spot color is pre-mixed so it is the perfect hue every time Process color is mixed differently every time		
51. What is the difference between the Blob Brush and the Brush tool? (4.2)	Brush: Makes a path like the Pen Tool Blob Brush: Makes a path around the stroke		

63. **Wrap text around an object.**
(2.3)

Object > Text Wrap > Make **The text must be below the object and the object must be the only thing selected!**
