

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

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

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