

# Desktop Publishing Study Guide

- Adobe Reader Vs. Adobe Acrobat
- Alignment Bars
- Anchor
- Autotext
- Banners
- Bleed
- Boilerplate
- Box Margin
- Captions
- Color Block
- Color Gradient
- Color Scale
- Color Wheel
- Composites
- Destination
- Distort
- File Menu Commands
- Font
- Frame
- Frame Indent
- Frame Inset
- GIF
- Gutter
- Handles
- Indent
- JPEG
- Justification
- Layout Guides
- Logo
- Mock-Up
- Negatives
- Nonprintable
- Orientation
- Pages
- Paper Sizes
- Paper Types
- Parts of a Report
- Picture Frame
- Placeholder
- Preview
- Printer File Formats
- Proof Version
- Prototype
- Region
- Scale
- Scheme
- Section
- Serif vs. San Serif
- Shelf Color
- Shift Key
- Skew
- Spot Color
- Templates
- Text Block
- Text Frame
- Titles
- Transposing
- Trapping
- Types of Fonts
- Types of Columns
- Types of Proofs
- Types of Spreads
- Vector
- Versa Pages
- X-Y Coordinates