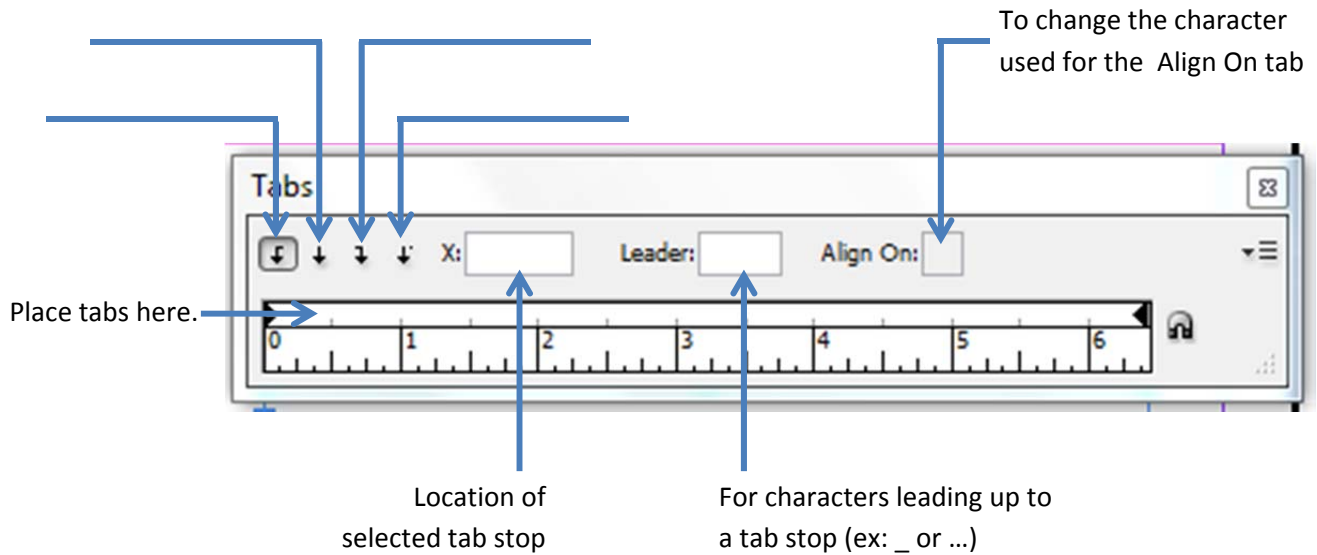


Tab Stops

Click **T** → **T**



Character Styles

Click **W** → **Type & Tables** → **C** **S**



General

- Style Name

Basic Character Formats

- Font Family, Style, & Size
- Kerning, Leading, & Tracking

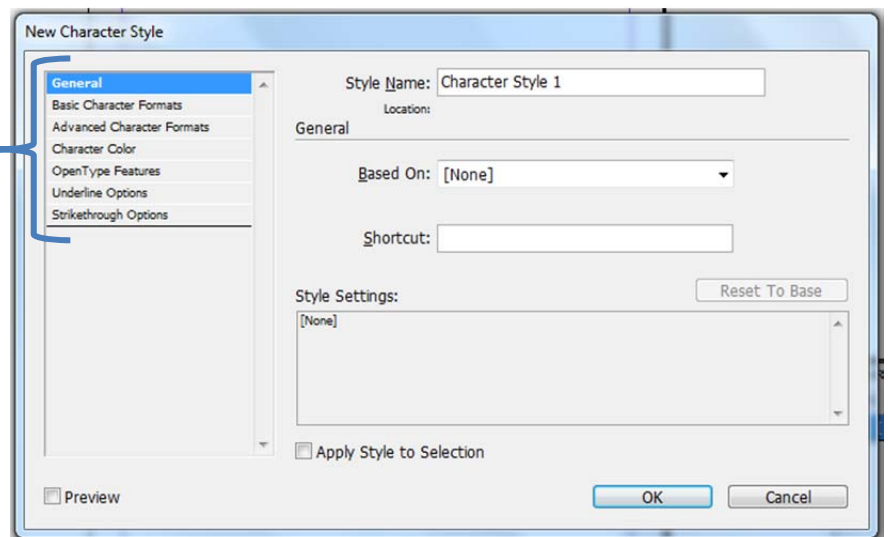
Advanced Character Formats

- Horizontal & Vertical Scale

Character Color

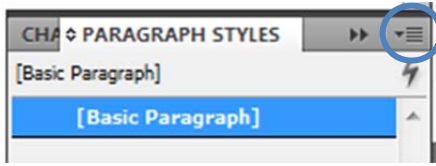
Underline Options

- select Underline On, then choose desired settings



Paragraph Styles

Click **W** → **Type & Tables** → **P** **S**



L **A**

General

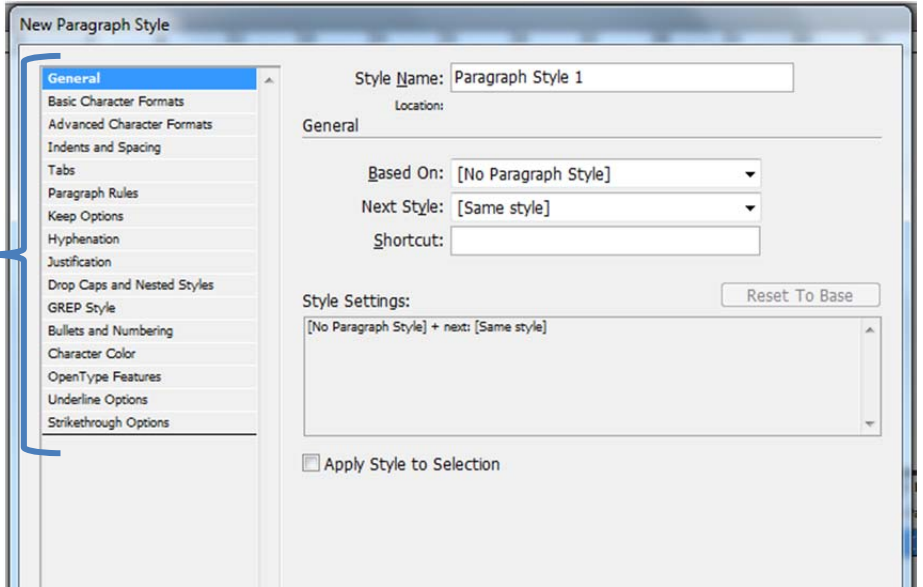
- Style Name

Indents and Spacing

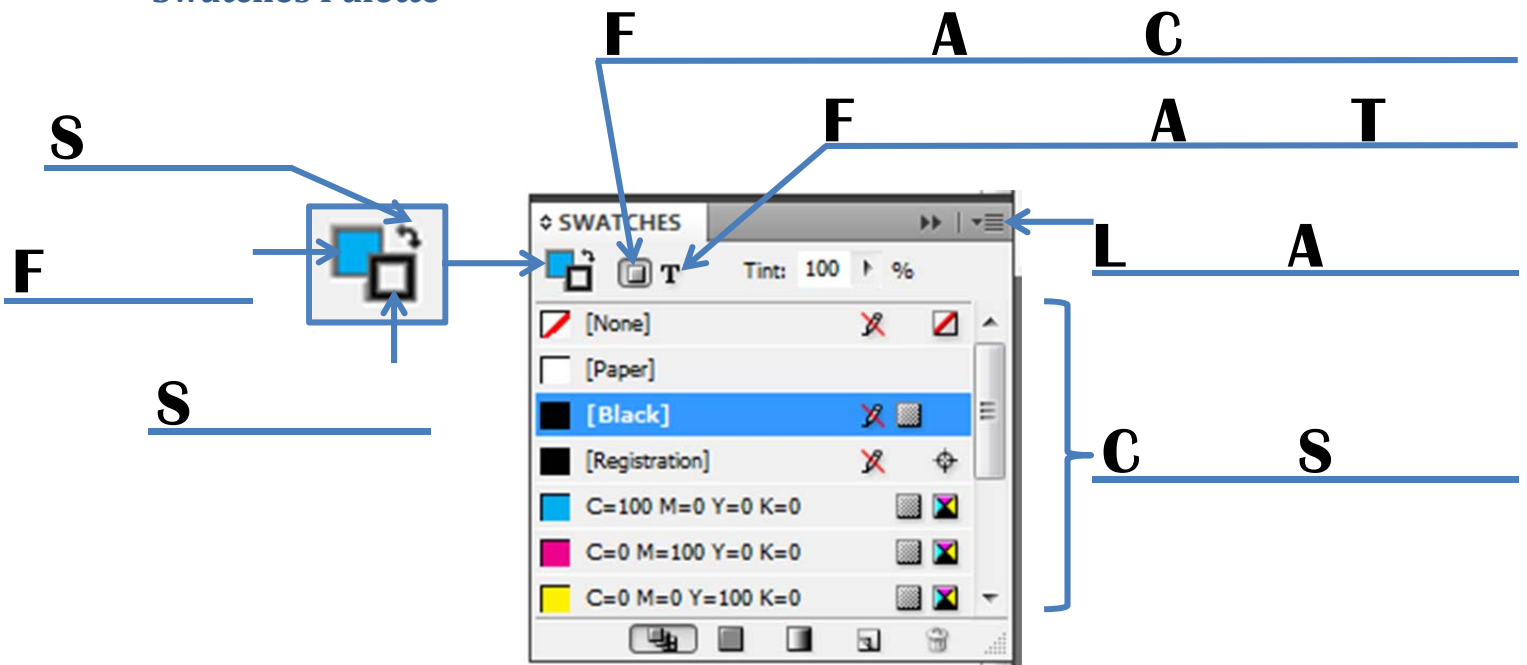
- Alignment
- Left/Right/First Line/Last Line Indent
- Space Before/After

Paragraph Rules

- choose Rule Above or Rule Below, then click Rule On, and choose desired settings



Swatches Palette



Eyedropper Tool



- 1) Select object you wish to apply color and/or formatting to.
- 2) Select Eyedropper Tool.
- 3) Click on the object or graphic you wish to “pick-up” the color and/or formatting from.
- 4) You can then continue to apply the formatting to additional objects.

Graphics

To insert a graphic from your files, Click **F** → **P**

- If another frame was selected while inserting the graphic, the graphic will be placed inside of that frame.
- If nothing was selected, you will be given the chance to place the graphic where you would like on the page.

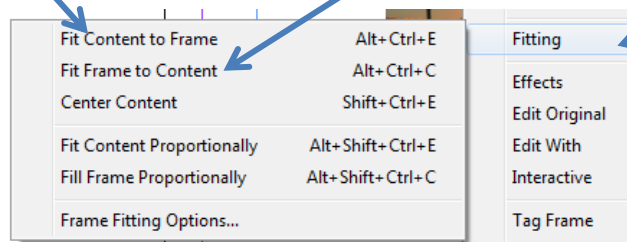
Every graphic has two parts:

- 1) **G** _____ **F** _____ →
- 2) **G** _____ →



- The Frame is selected and resized with the **S** _____ **T** _____ →
- The Graphic is selected and resized with the **D** _____ **S** _____ **T** _____ →
- To maintain the proportions of a graphic, hold down the **S** _____ **K** _____ while resizing it.

- After resizing either the Graphic or the Frame, right click on the object, click **F** _____ then select either Fit Content to Frame or Fit Frame to Content to make both parts match one another.



- To resize the Graphic and its Frame at the same time, hold down **S** _____ and **C** _____ while resizing it.

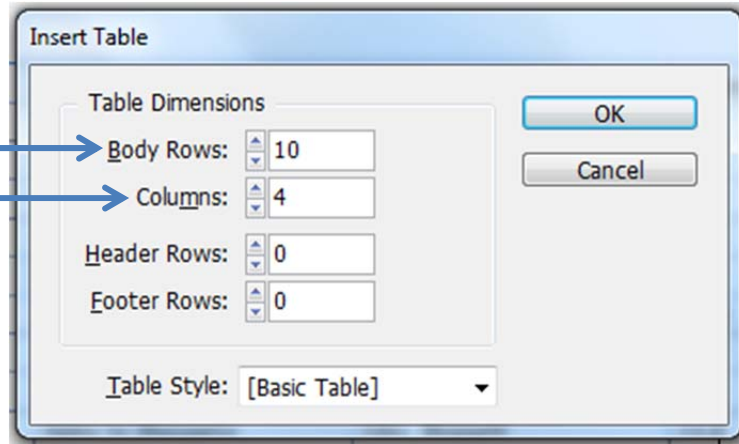
Tables

- 1) Draw a **T** _____ **F** _____
- 2) Click **T** _____ → **Insert T** _____
- 3) Enter dimensions.

H



V



- 4) Enter data and format text.

Period	Class	Teacher	Room No.
1	Desktop Publishing	Mrs. Burnett	116
2	Keyboarding	Mrs. Burnett	116
3	Prep	none	110
4	Accounting	Mrs. Burnett	116
5	Keyboarding	Mrs. Burnett	116
5B	Lunch	none	cafe
6	Prep	none	110
7	Intro to Business	Mrs. Burnett	112
8	Intro to Business	Mrs. Burnett	112

- 5) Resize rows and columns as needed.

