

Name: _____ Period: _____ Date: _____

Lesson 12: Creating Special Effects _key

Before beginning this lesson be sure to restore the default application settings for Adobe
Right click on the application icon, as you click OPEN, press and hold **Ctrl + Alt + Shift**

1. An action is a set of one or more _____ that you record and can play back to **apply** to a single file or batch of files.
2. You can use the Actions palette to _____, _____, _____, and _____ individual actions.
3. You can apply actions to all a batch of open files. Choose File > _____ > Batch
4. A piece of art which is composed of many photo images is called a _____.
5. **Guides** are non-printing lines used as a temporary assist when aligning images.
6. To change the units on the rulers choose _____ > Preferences > Units & Guides.
7. The **Info** palette is used assist in setting guides at specific locations. This palette uses X and Y coordinates which reflects _____ (Y) and _____ (X) positions on the screen.
8. For a list of the files that you have worked on recently choose File > _____
9. To create a new guide without using your drop down menus, _____ and _____ into the composition from the side rulers.
10. To hold an image snugly to a guide choose View > _____ > make sure there is a check mark next to _____.

_____/10 possible points