* Character Style – Set formatting such as font, size, bold, italics and color, etc. and apply in one step
* Columns – A vertical division of a page or text
* Direct Selection Tool – Lets you select contents within the frame, identified by orange frame, use to move object within blue frame
* Drop Cap – The first letter of a paragraph that is larger in size than the rest that follow
* Facing Pages – Pages in a document that appear on opposite sides of a book or magazine, also called a spread.
* Font Families – Collection of fonts that fall within a group or subset that are visually similar, but with minor variations (ex. Arial, Courier, Times, etc.)
* Free Transform Tool – Can rotate, scale or shear an object around fixed point
* Gutter – The space between columns of text
* Index – An alphabetical list of names, subjects, etc., with references to the places where they occur, typically found at the end of a book
* Interactive – Involving the actions or input of a user
* Interactive PDF – Preserves the interactivity features such as hyperlinks, bookmarks, media clips, and buttons
* Margin – The part of the page that is above, below, and to the sides of a text
* Master Page – A pre-determined layout that is set up beforehand and can be applied to any page in a document
* Paragraph Style – Includes paragraph formatting such as indents, bullets, and alignment as well as the character formatting options
* Place – The primary method used to insert graphics into InDesign
* Placeholder Text – Randomly generated words used to fill a defined space of a layout to give an impression of how the overall design will fit together.
* Selection Tool – Lets you select the entire object, identified by blue frame
* Table of Contents – A list of titles of the parts of a book or document, organized in the order in which the parts appear along with the page numbers
* Text Frame – Contains text, can be moved and resized; text can be connected between text frames
* Text Wrapping – A feature supported by many page layout programs that enables you to surround a picture or diagram with text