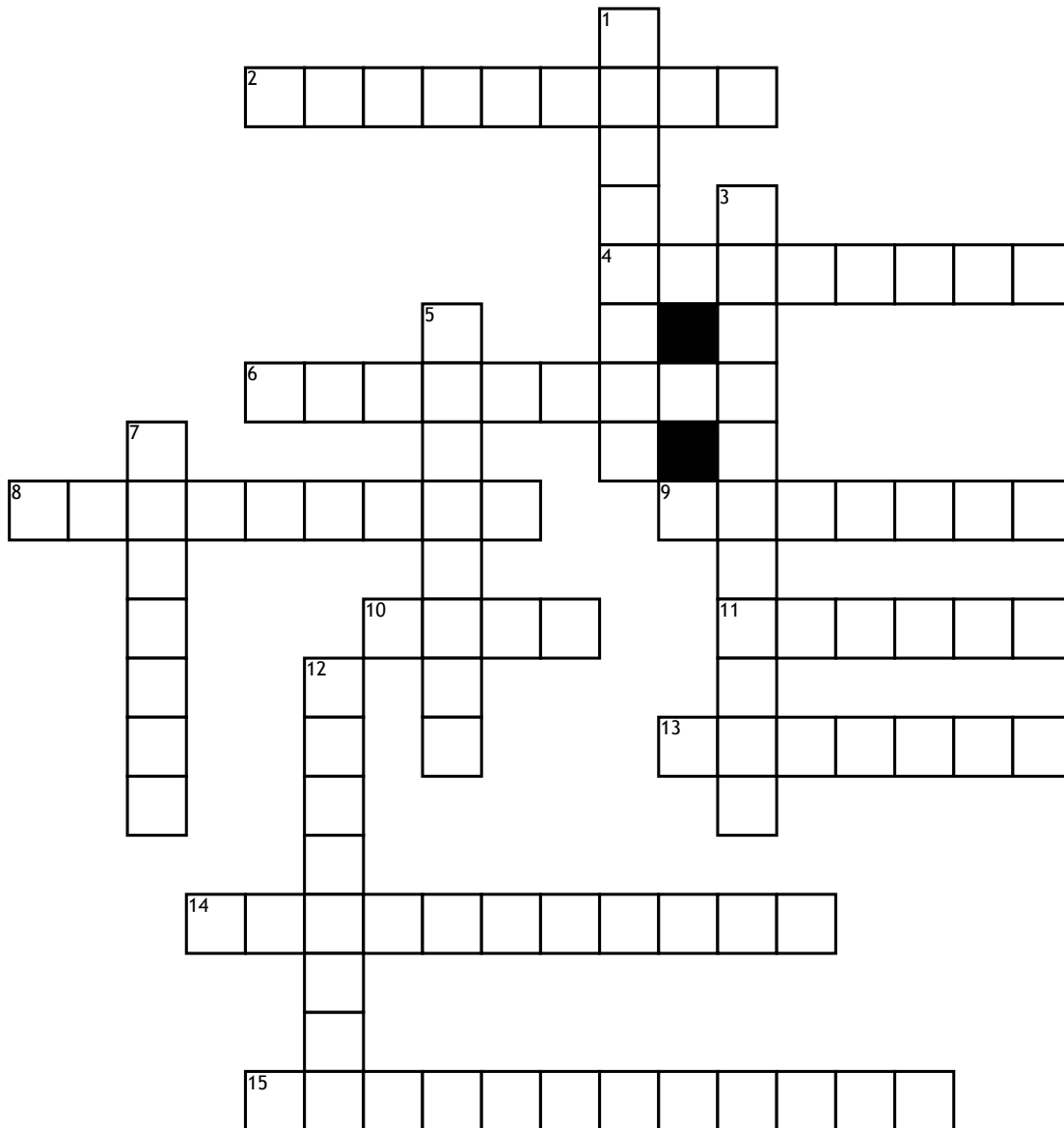


# Newsletter Vocabulary



**Across**

- 2. Usually appears on the front page; briefly lists the articles and the page numbers on which they appear.
- 4. Identifies each article; is the most prominent text element after the nameplate
- 6. Banner on the front of a document that identifies the publication name; may include a logo, subtitle, motto, volume, issue, and date.
- 8. A small quote taken from an article and enlarged to catch the reader's attention.

- 9. Appears within the body text; divides the article into smaller sections. (Similar to side headings and paragraph headings in a report).
- 10. The bulk of the text excluding headlines and decoration.
- 11. Name of author or contributor of photo or article; it can appear at the beginning or end of the article.
- 13. the first character of a document or paper that is the largest letter of that page and takes up several lines or sentences of the first paragraph.
- 14. Indicates the text following the column break will be moved to the next column.

- 15. splits a document's pages into sections that can have different a format or layout.

**Down**

- 1. Contains the name of the publisher and may include staff names and other related information;
- 3. Number the pages in a document
- 5. distinct parts into which something is or may be divided or from which it is made up
- 7. a vertical division of a page or text
- 12. Appears at the bottom of an article to identify the page where the article continues.