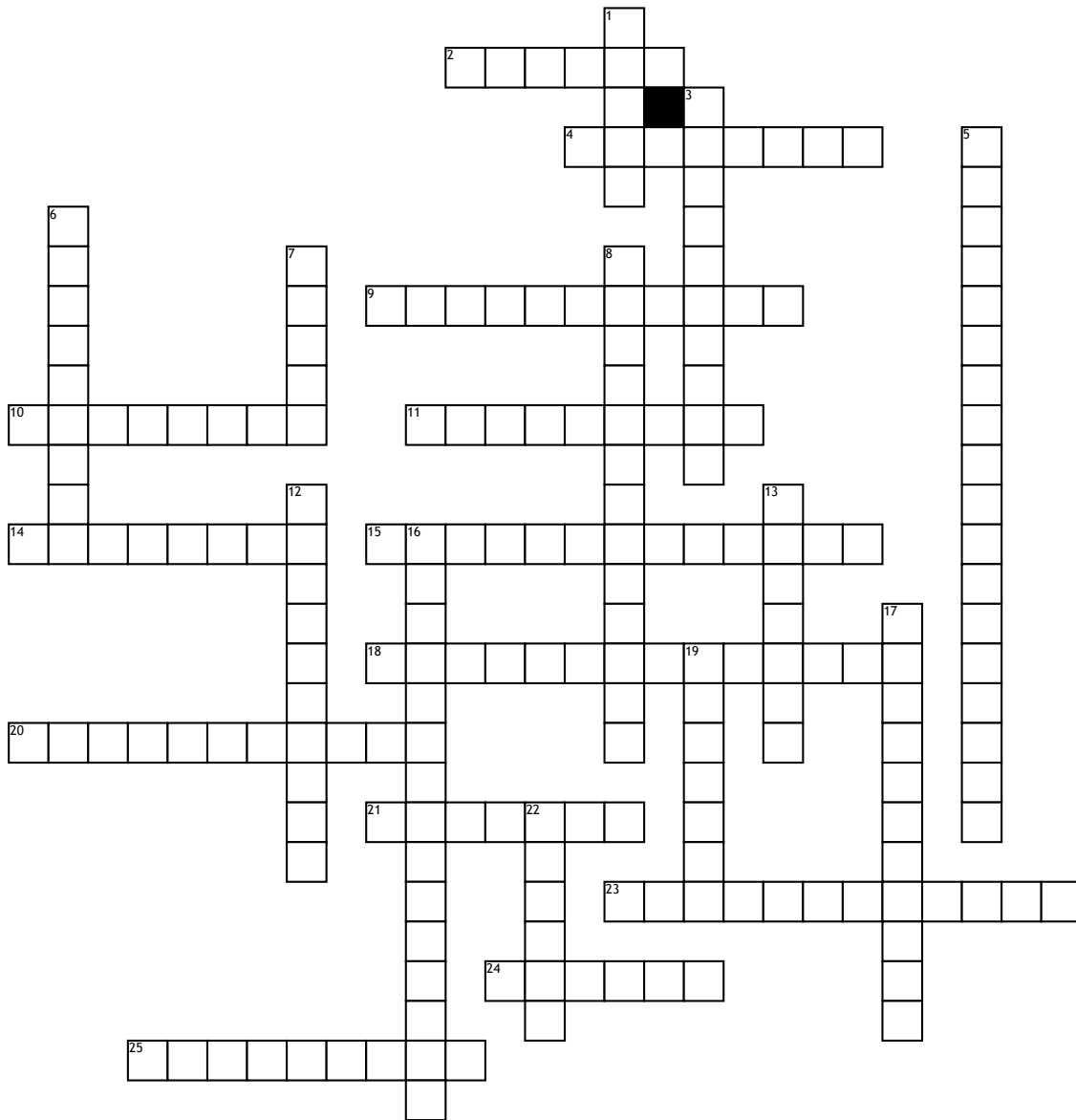


Planning Your Document



Across

2. the inside margin of a document with facing pages
 4. folds the sides into the middle of the page
 9. one to which a finish has been added producing a better quality print
 10. divides the page in half
 11. a better quality than bond
 14. a paper size that is reduced or cut from standard size
 15. divides a page into fourths
 18. low quality and inexpensive
 20. a DTP term indicating that there are right and left sides

21. a desktop published document

23. , places staples the middle of folded pages
 24. a standard American paper size that is 8.5 x 11 inches
 25. very high quality

Down

1. a standard American paper size that is 8.5 x 14 inches
 3. the even numbered pages in a document
 5. folds a page into thirds to fit in a standard business envelope
 6. used in a photocopier or personal printer

7. divides a page into thirds with print on one side
 8. uses plastic or metal combs
 12. the odd numbered pages in a document
 13. describes the spreading of ink once it is applied to paper
 16. a heavy stock
 17. the vertical or horizontal position in which a page is printed
 19. like a z fold but with both sides containing print
 22. a standard American paper size that is 11 x 17 inches