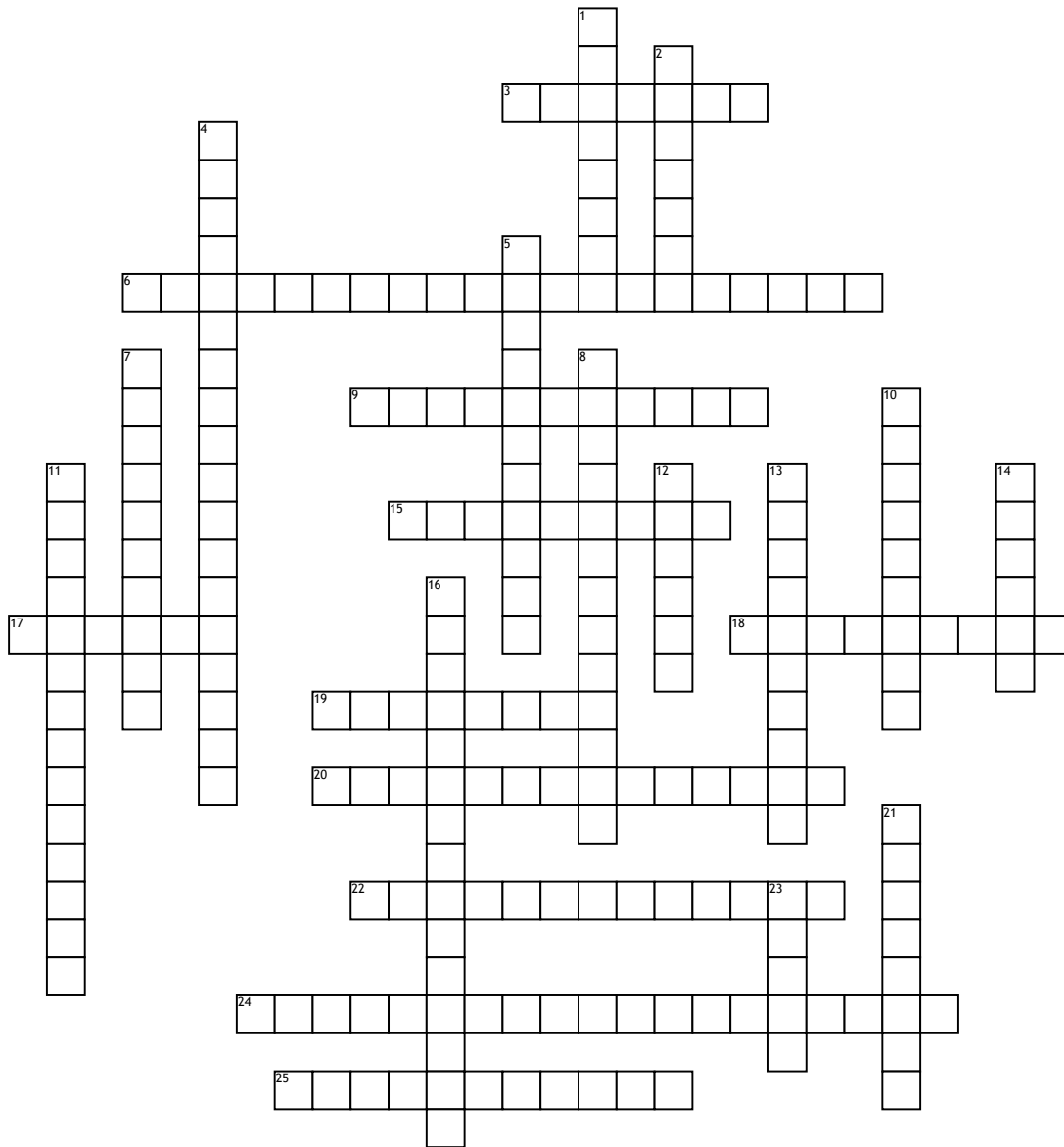


Planning Your Document



Across

- 3. Much like a Z fold but with both sides containing print.
- 6. A page design in which the longest side is the top of the page.
- 9. A DTP term indicating that there are right and left sides.
- 15. Very high quality
- 17. A standard American paper size that is 11 x 17 inches. Also known as tabloid size.
- 18. Usually used in a photocopier or a personal printer.
- 19. Folds the sides into the middle of a page.
- 20. Low quality and inexpensive.
- 22. Divides a page into fourths.

24. A page in which the shortest side is the top of the page.

25. One to which a finish has been added, producing a better- quality print.

Down

- 1. A paper size that is reduced or cut from a standard size.
- 2. A desktop published document that consists of two pages printed front and back on a single sheet of paper.
- 4. Folds a page into thirds to fit in a standard business envelope.
- 5. The vertical or horizontal position in which a page is printed.
- 7. The even-numbered pages in a document with facing pages.

8. Uses plastic or metal combs.

10. A better quality than bond.

11. Uses glue along the edge of pages to create a book.

12. A standard American paper size 8.5 x 11 inches.

13. The odd-numbered pages in a document with facing pages.

14. The inside margin of a document with facing pages. It is slightly wider than the outside margin to allow for binding space.

16. A very heavy stock.

21. Divides the page in half. Often a booklet fold.

23. A standard American paper size that is 8.5 x 14 inches.