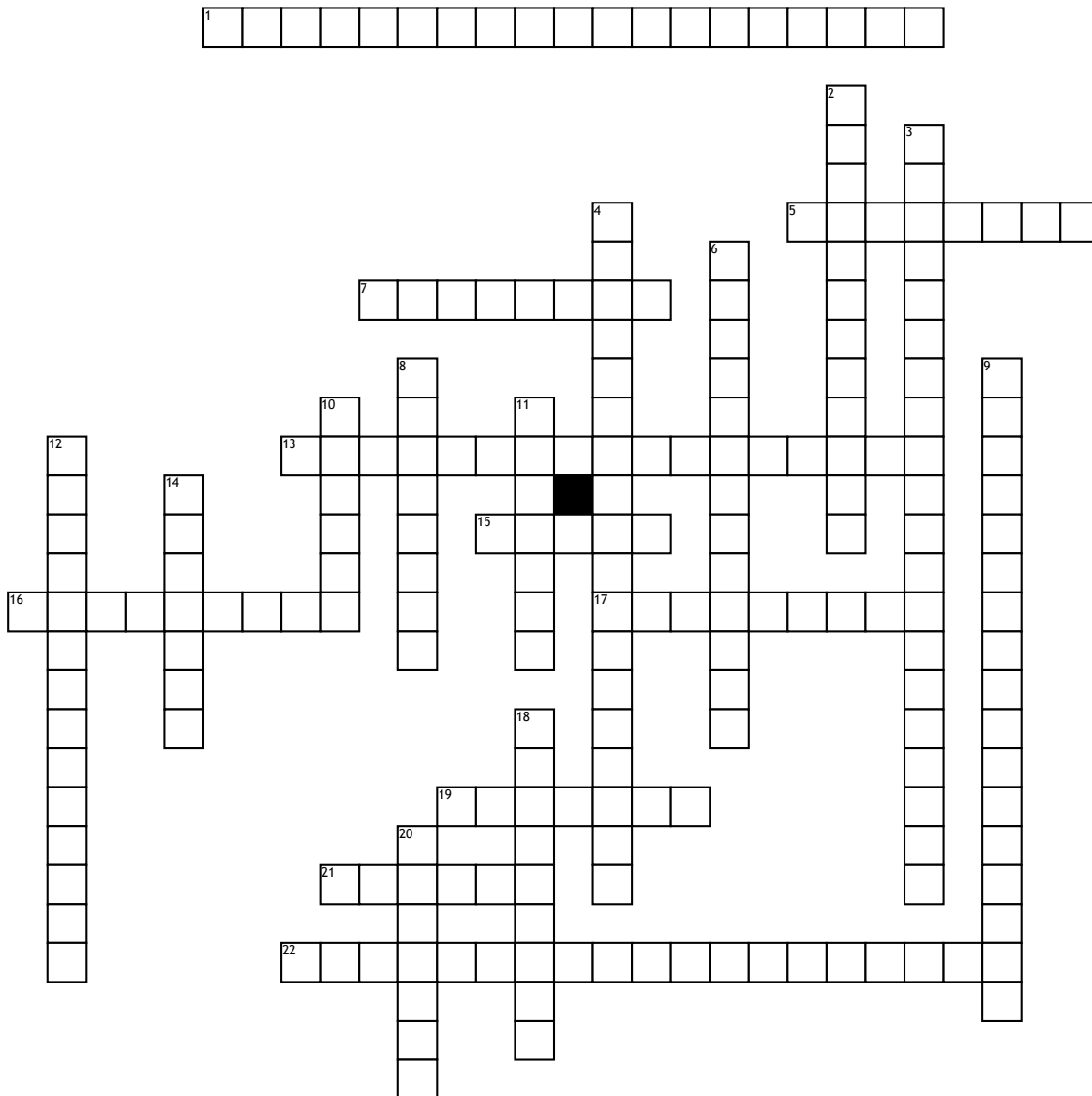


Name: _____

Date: _____

Publisher Chapter 2



Across

1. notice to reader that text has been continued from previous page
5. wraps running text from one linked text box to the next
7. box or section printed in each issue that lists information
13. notice to reader that text is continued on a another page
15. text that is contained within a single text box or a chain of linked text boxes
16. usually a double-sided multipage publication with newspaper features
17. excerpt from main article to highlight ideas or attract readers

19. placing a copy of selected item

21. text and graphics that print at the top of each page in a document
22. object is taller than it is wide (normal way of printing)

Down

2. looking for grammatical and spelling errors
3. object is wider than it is tall (prints page "sideways")
4. drag selected item to the new location and insert or drop it there
6. group of objects that you can place in publication
8. allows Publisher to connect text to another text box

9. offers shortcuts and links to access some of the more powerful Publisher feature and information

10. text and graphics that print at the bottom of every page

11. removing selected item from publication

12. printing on both sides of the paper

14. small piece of text, set off with a box or graphic, and placed beside an article

18. inserting text or objects from any other source into the Publisher workspace

20. process of copying an item from Clipboard into the document