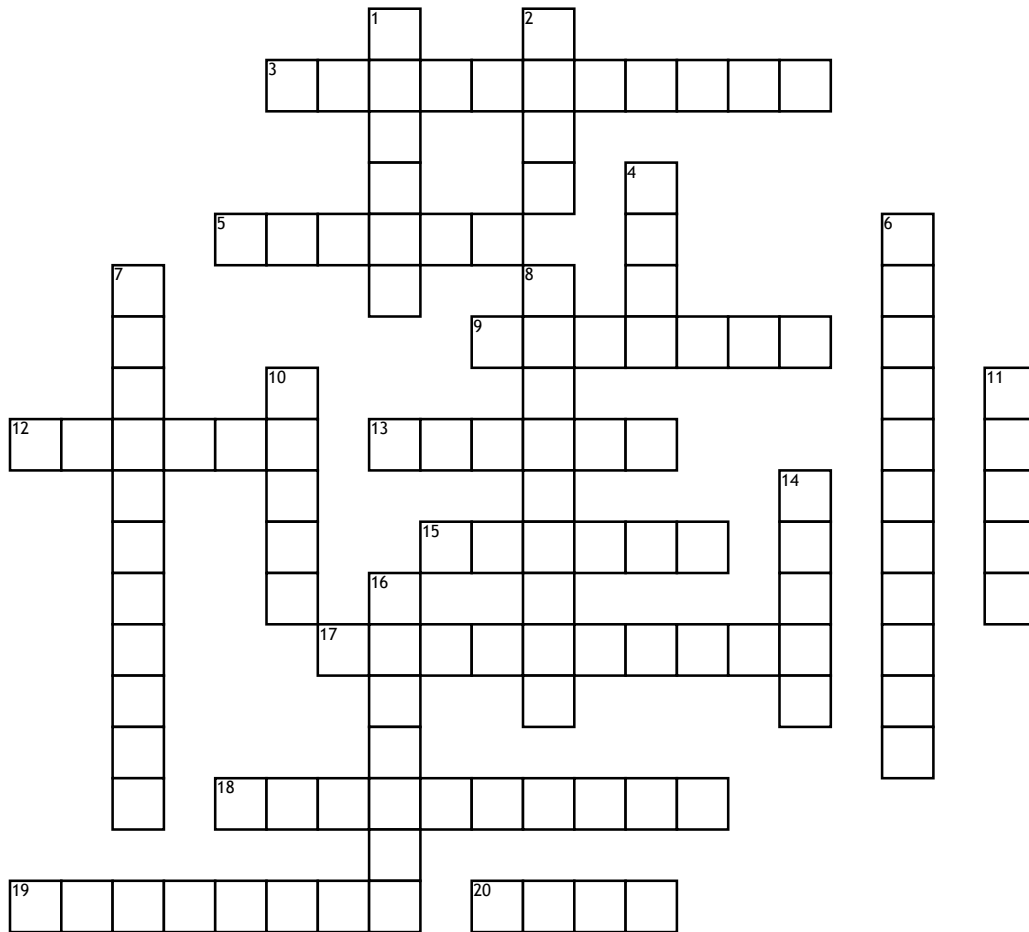


Creating Your Document



Across

3. Area surrounding a frame.
 5. When two facing pages of a document are shown.
 9. Settings that are already established when the software is first opened.
 12. Recurring information that appears at the top of the page.
 13. Border around an object or text.
 15. Recurring information that appears at the bottom of the page.
 17. The setup of margins, columns, headers, footers and orientation.
 18. Area outside the working page.

19. The statement at the end of text on one page indicating the page on which the text continues (or was continues form).

20. Space outside the printed area in which you can place instructions that should stay with your document.

Down

1. Lines that can be pulled from documents rulers to any position to make it easier to line up text and graphics on a page.

2. Area inside an object or text.

4. A printer's measurement equal to 1/6 of an inch.

6. Pages that have elements that are repeated from one page to another.

7. The area outside the document page itself.

8. Point on the vertical and horizontal page where the ruler is set to zero.

10. DTP enclosure for text or images that allows you to move the information as a unit.

11. Placing an image or color so it expands to the edge of a page.

14. A printer's measurement equal to 1/72 of an inch.

16. Bar or area on the screen that provides additional features for tools.

Word Bank

Spread

Pasteboard

Pagination

Zero Point

Frame

Guides

Point

Jump Line

Pica

Slug

Palette

Default

Scratch Area

Stroke

Master Pages

Bounding Box

Footer

Fill

Bleed

Header