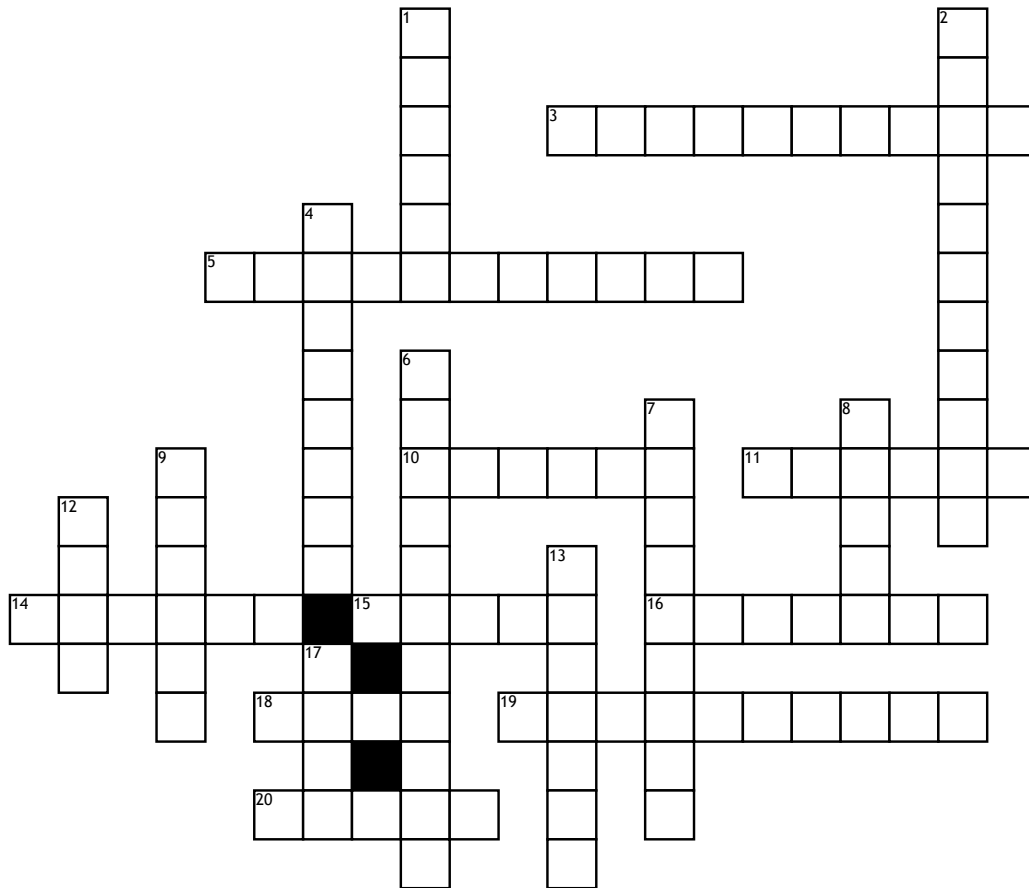


# Creating Your Document



## Across

3. the area outside the document page itself  
 5. the area surrounding a frame  
 10. the border around an object or text  
 11. recurring information that appears at the bottom of the page  
 14. nonprinting lines that provide visual points of reference, making it easy to align text, images, or frames  
 15. a DTP enclosure for text or images that allows you to move the information as a unit  
 16. a bar or area on the screen that provides additional features for tools

18. a printer's measurement equal to 1/6 of an inch

19. the setup of a document including margins, columns, headers, footers, and orientation  
 20. the practice of placing an image or color so that it extends to the edge of the page

## Down

1. made up of two facing pages of a document  
 2. outside area of the document page itself  
 4. the statement at the end of text on one page indicating the page on which the text continues (or was continued from)

6. contain recurring items such as page numbers as well as other design elements

7. the point on the vertical and horizontal page where the ruler is set to zero  
 8. a printer measurement equal to 1/72 of an inch  
 9. is recurring information that appears at the top of the page  
 12. a nonprinting area in which details about the document are stored for other uses  
 13. used with software, a setting that is already established when the software is first opened  
 17. the area inside an object or text

## Word Bank

Point

Fill

Slug

Scratch Area

Zero Point

Footer

Pagination

Frame

Pasteboard

Palette

Header

Bounding box

Stroke

Guides

Jump line

Pica

Bleed

Default

Spread

Master pages