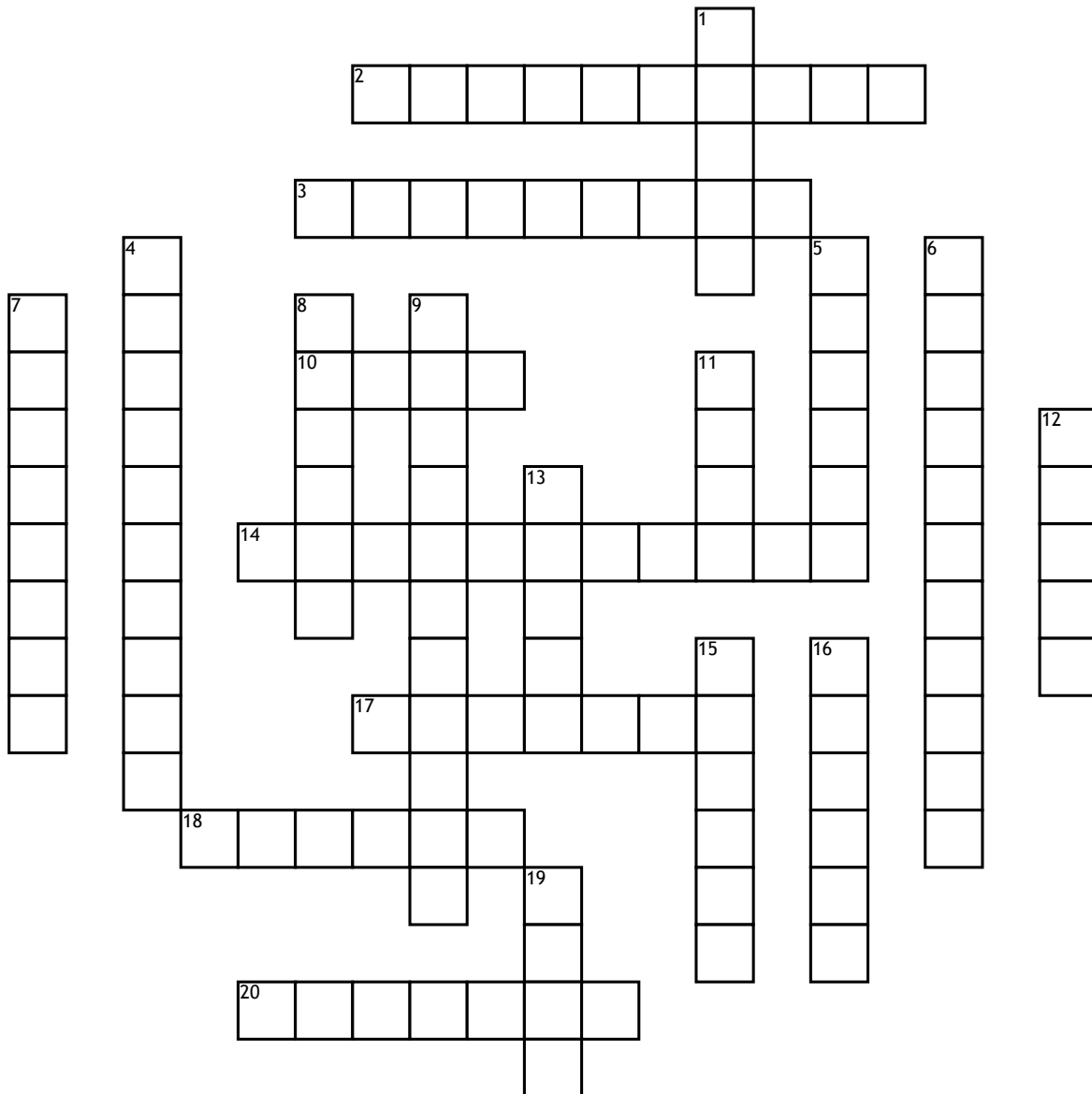


Creating Your Document



Across

- 2. Area outside the document page itself
- 3. Point on the vertical and horizontal page where the ruler is set to zero
- 10. A printers measurement equal to 1/6 of an inch
- 14. Contain recurring items such as page numbers as well as other design elements.
- 17. A bar or area on the screen that provides additional features for tools
- 18. Recurring information that appears at the bottom of the page

20. It is used with software, is a setting that is already established when the software is first opened

Down

- 1. A printer measurement equal to 1/72 of an inch
- 4. The setup of a document including margins, columns, headers, footers, and orientation
- 5. Nonprinting lines that provides visual points of reference, making it easy to align text, images, or frames
- 6. The area surrounding a frame
- 7. Statement at the end of text on one page indicating the page on which the text continues (or was continued from)

- 8. Made up of two facing pages of a document
- 9. Area outside working pages
- 11. Nonprinting area in which details about the document are stored for other uses
- 12. Practice of placing an image or color so that it extends to the edge of the page
- 13. DTP enclosure for text or images that allows you to move the information as a unit
- 15. Recurring informations that appears at the top of the page
- 16. Border around an object or text
- 19. Area inside an object or text