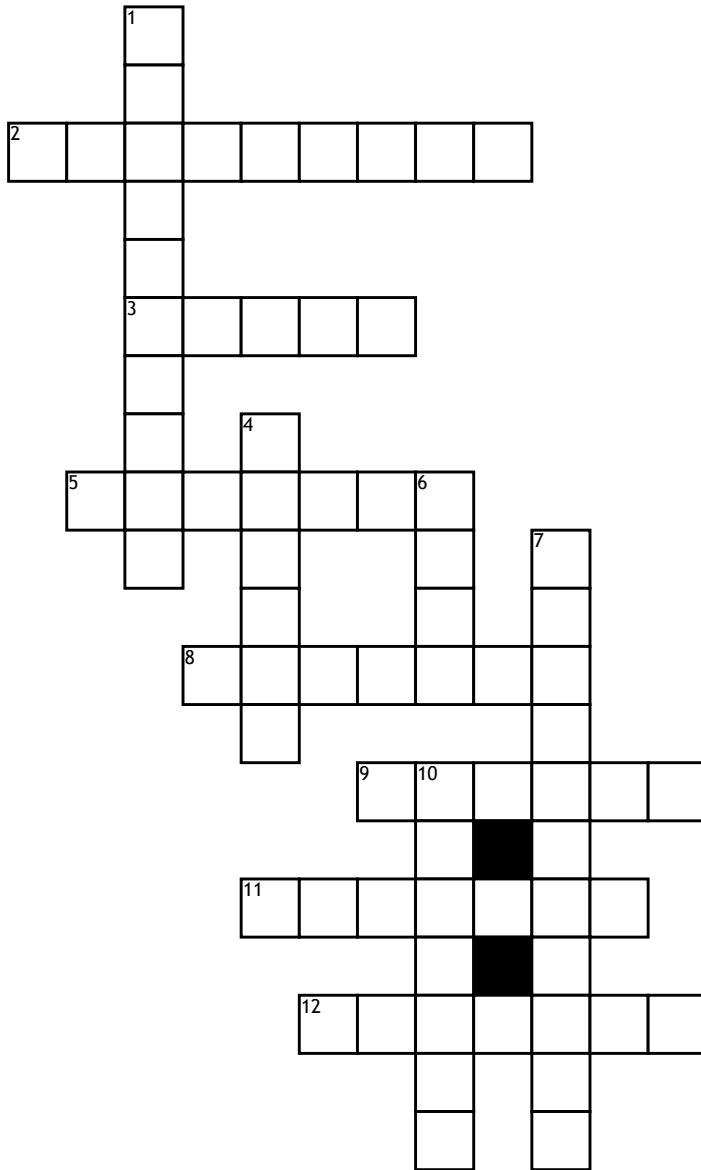


# Document Preparation



**Across**

- 2. Alternative words
- 3. Used before a conjunction in a series of three or more
- 5. created for words or phrases repeated more than once in a document
- 8. President who issued a plain language executive memo dated June 1, 19\_\_

- 9. location of signature on page
- 11. In lower case unless part of a title
- 12. voice-type to avoid

**Down**

- 1. Keep 'turned on' while writing
- 4. spacing between a period at the end of a sentence and start of next sentence

- 6. Word to indicate a requirement
- 7. kept within quotation marks
- 10. Quick Reference Guide author