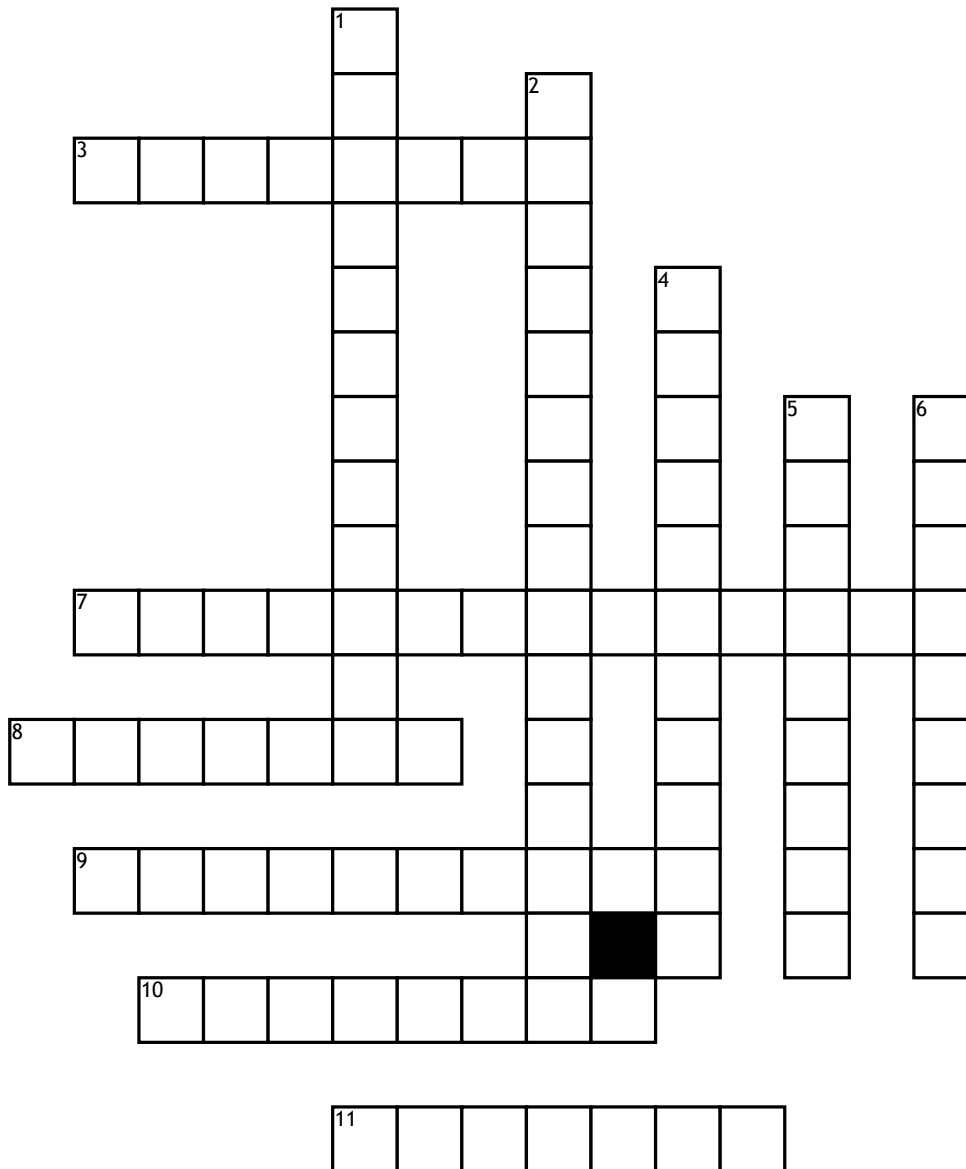


Name: _____

Date: _____

Office Equipment



Across

- 3. Used to get rid of confidential documents
- 7. Used to produce booklets from individual documents
- 8. Used to produce documents
- 9. Used to transmit documents via the telephone line
- 10. Used to communicate, prepare documents and for research
- 11. Used to create electronic copies of documents

Down

- 1. Used to prepare documents by listening to instructions
- 2. Used to stamp mail
- 4. Used to prepare hard copies of documents
- 5. Used to protect paper documents from damage
- 6. Used to communicate internally and externally