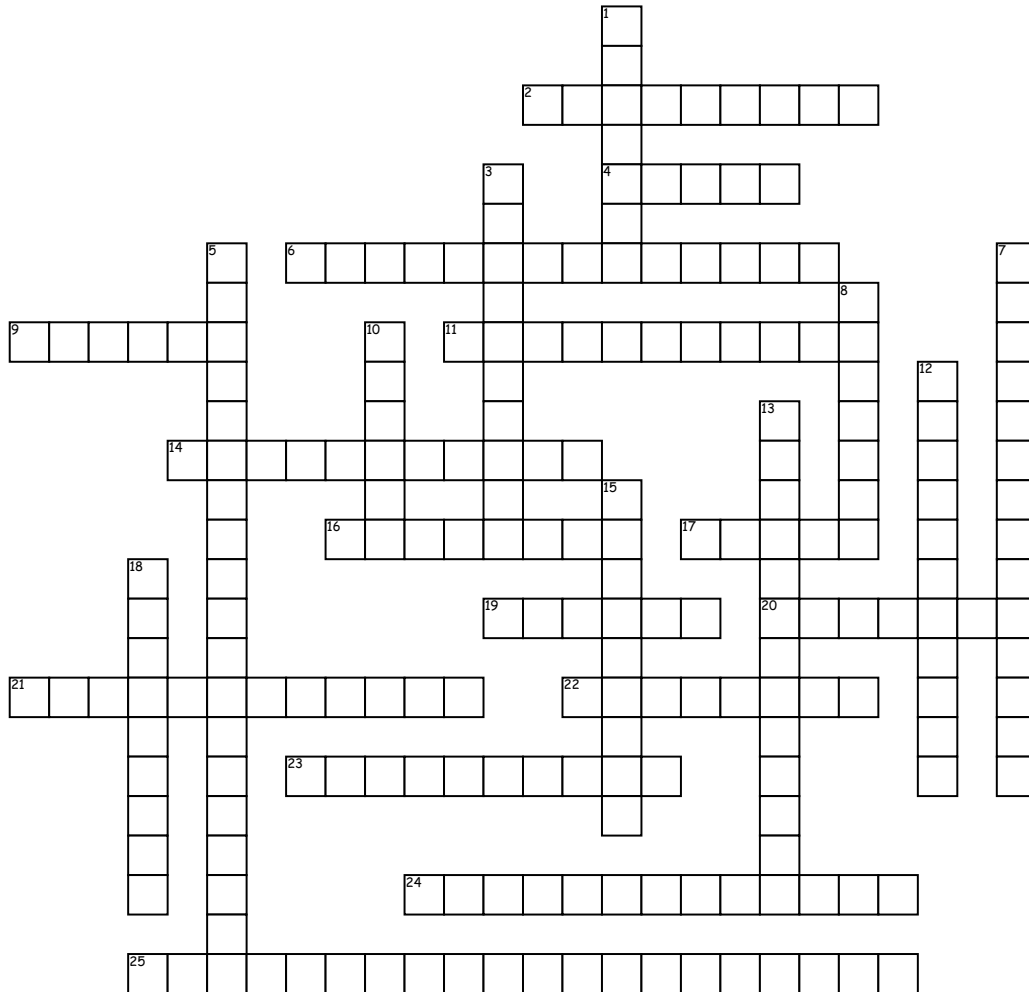


Planning Your Document



Across

2. better quality than bond
 4. a standard American paper size that is 8.5x14 inches
 6. low quality and inexpensive
 9. a standard American paper size that is 8.5x11 inches
 11. one to which a finish has been added, producing a better-quality print
 14. a DTP term indicating that there are right and left sides
 16. a paper size that is reduced or cut from a standard size
 17. divides a page into thirds, with print on one side

19. the inside margin of a document with facing pages, slightly wider than the outside margin to allow for binding space
 20. describes the spreading of ink once it is applied to paper
 21. places staples in the middle of folded pages
 22. divides the page in half. it is often a booklet fold
 23. are the odd-numbered pages in a document with facing pages
 24. uses plastic or metal combs
 25. a page design in which the longest side is the top of the page

Down

1. a desktop published document that consists of two pages printed front and back on a single sheet of paper

3. the even-numbered pages in a document with facing pages
 5. a page design in which the shortest side is the top of the page
 7. uses glue along the edge of pages to create a book
 8. much like a Z fold but with both sides containing print
 10. a standard American paper size that is 11x17 inches it is also known as tabloid size
 12. The vertical or horizontal position in which a page is printed
 13. divides a page into fourths
 15. very high quality
 18. usually used in a photocopier or a personal printer

Word Bank

Ledger	Portrait Orientation	Spiral Binding	Text Paper	Saddle Stitch
Bond Paper	Perfect Binding	Coated Paper	Gutter	Accordion Fold
Verso Pages	Trifold	Legal	Half Fold	Book Paper
Recto Pages	Facing Pages	Z Fold	Dot Gain	Trim Size
Orientation	Booklet	Letter	Landscape Orientation	Newsprint Paper