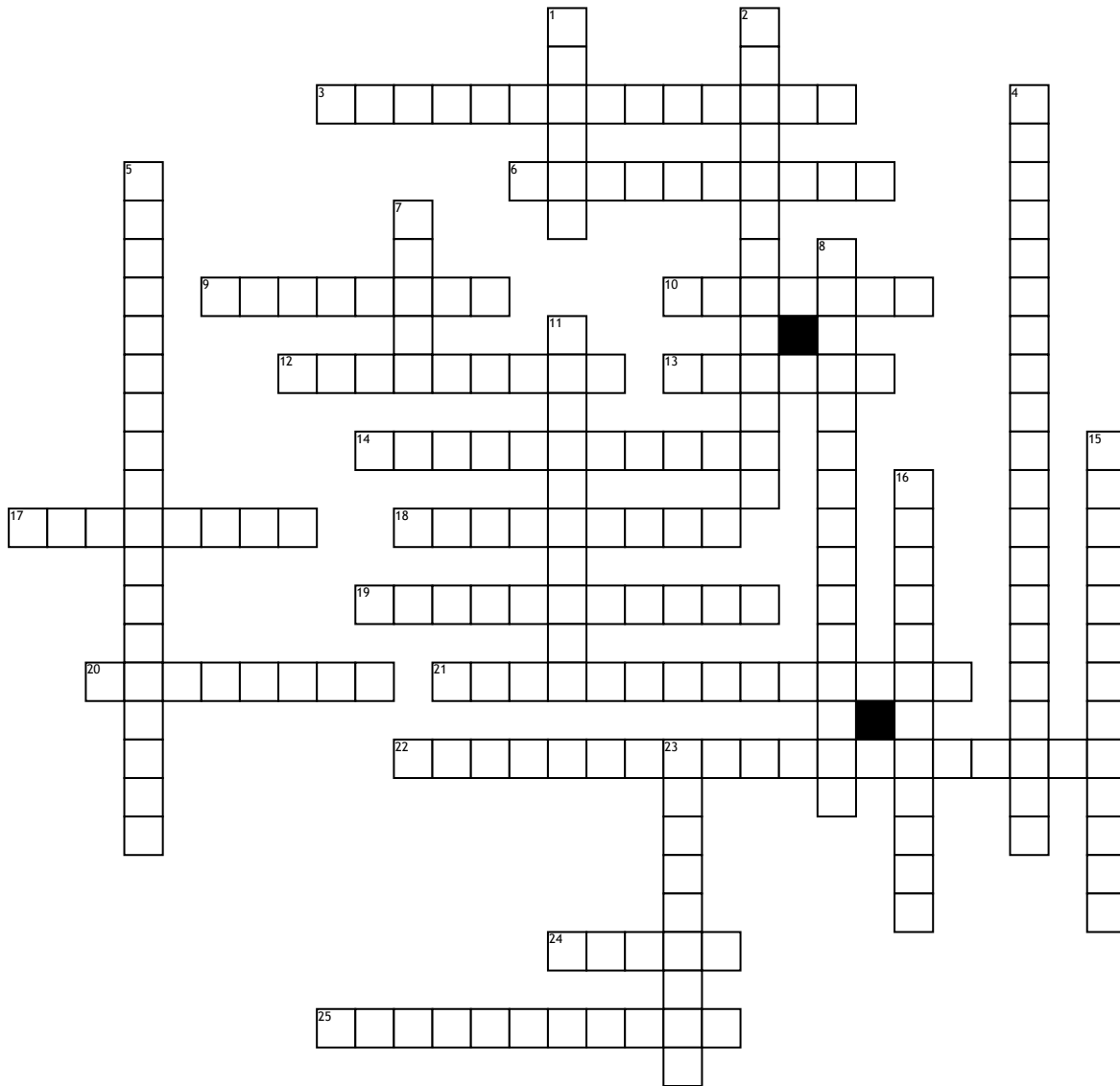


# Planning your document



## Across

3. Uses glue along the edge of pages to create a book  
 6. The even-numbered pages in a document with facing pages  
 9. Divides the page in half, often a booklet fold  
 10. Print on both sides of the page  
 12. Paper used in a photocopier or a personal printer  
 13. A standard American paper size that is 11 x 17 inches  
 14. The vertical or horizontal position in which a page is printed  
 17. Folds the sides into the middle of a page

18. A better quality than bond  
 19. A DTP term indicating that there are right and left sides  
 20. A paper size that is reduced or cut from a standard size  
 21. Low quality and inexpensive  
 22. A page design in which the shortest side is the top of the page  
 24. A standard American paper size that is 8.5 x 14 inches  
 25. One to which a finish has been added, producing a better-quality print

## Down

1. A standard American paper size that is 8.5 x 11 inches

2. Uses plastic or metal combs  
 4. A page design in which the longest side is the top of the page  
 5. Folds a page into thirds to fit in a standard business envelope  
 7. Divides a page into thirds, with print on one side  
 8. A heavy stock  
 11. The odd-numbered pages in a document with facing pages  
 15. Divides a page into fourths  
 16. Places staples in the middle of folded pages  
 23. Very high quality