

Office Systems & Technology
Chapter 6– A

1. T - According Fold
2. G - BMP Files
3. Q - Bond Paper
4. U - c Fold
5. F - Caption
6. S - Cropping
7. M - Dithering
8. N - Finish
9. A - French Fold
10. H - Greeking
11. R - Halftone
12. E - Imagesetter
13. D - Masthead
14. O - Print Run
15. B - Printer Spreads
16. K - Rag Content
17. I - Resolution
18. L - Rotating
19. C - Signature
20. P - Thumbnails
21. J - Washout

True or False

- A. 8-panel fold
- B. Arranging the pages in the order required for printing.
- C. Consists of a group of panels that are printed on one sheet of paper for a document.
- D. Credit box that gives information about the publication.
- E. High-end laser printer with very high-resolution output.
- F. Line of text that identifies the image and/or the source of the image.
- G. Mainly used for background wallpapers, not recommended for document reproduction.
- H. Nonsense type
- I. Number of dots per inch (dpi).
- J. Occurs when printed matter is trimmed off on the inside panels of a signature. Also called creep.
- K. Percentage of scrap cloth that is mixed with the pulp fibers during the manufacturing process.
- L. Pivoting an image around the image's center point.
- M. Process where dots are either on or off; creating halftones.
- N. Ranges from rough to smooth texture depending on the paper grade
- O. Refers to the number of finished pieces required when working with a reproduction center or commercial print shop.
- P. Rough sketches on paper where layout and design options are explored.
- Q. Strong, durable paper that is especially suitable for electronic printing and use in copiers and desktop printers.
- R. The reproduction of a continuous-tone image on paper.
- S. Trimming the unwanted edges of the image.
- T. When two parallel folds are in opposite directions
- U. When two parallel folds are in the same direction, parallel to each other.

22. T - A c fold is common with tri-fold brochures.
23. F - A *JPEG/JPG* file cannot be saved to *TIFF* once it is opened.
24. F - Captions are usually placed in the footnotes.
25. F - Convenience copiers are good for high-volume production.
26. F - Folding a piece of paper in half creates two panels for a document.
27. F - It is not important to know the purpose and intended audience of a document before planning the layout and design process.
28. T - *JPEG/JPG* support 16 million colors and *GIF* supports 256 colors.
29. T - The purpose impacts the decision about whether the document will be a brochure, flyer, post card or in some other format.
30. T - *TIFF* should be the image format chosen when scanning images for reproduction.