

Office Systems & Technology  
Chapter 6– A

1. \_\_\_\_\_ According Fold
2. \_\_\_\_\_ BMP Files
3. \_\_\_\_\_ Bond Paper
4. \_\_\_\_\_ c Fold
5. \_\_\_\_\_ Caption
6. \_\_\_\_\_ Cropping
7. \_\_\_\_\_ Dithering
8. \_\_\_\_\_ Finish
9. \_\_\_\_\_ French Fold
10. \_\_\_\_\_ Greeking
11. \_\_\_\_\_ Halftone
12. \_\_\_\_\_ Imagesetter
13. \_\_\_\_\_ Masthead
14. \_\_\_\_\_ Print Run
15. \_\_\_\_\_ Printer Spreads
16. \_\_\_\_\_ Rag Content
17. \_\_\_\_\_ Resolution
18. \_\_\_\_\_ Rotating
19. \_\_\_\_\_ Signature
20. \_\_\_\_\_ Thumbnails
21. \_\_\_\_\_ 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. \_\_\_\_\_ A c fold is common with tri-fold brochures.
23. \_\_\_\_\_ A *JPEG/JPG* file cannot be saved to *TIFF* once it is opened.
24. \_\_\_\_\_ Captions are usually placed in the footnotes.
25. \_\_\_\_\_ Convenience copiers are good for high-volume production.
26. \_\_\_\_\_ Folding a piece of paper in half creates two panels for a document.
27. \_\_\_\_\_ It is not important to know the purpose and intended audience of a document before planning the layout and design process.
28. \_\_\_\_\_ *JPEG/JPG* support 16 million colors and *GIF* supports 256 colors.
29. \_\_\_\_\_ The purpose impacts the decision about whether the document will be a brochure, flyer, post card or in some other format.
30. \_\_\_\_\_ *TIFF* should be the image format chosen when scanning images for reproduction.