

Chapter 7
Office Systems and Technology
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- A. A process that electronically produces a master copy (camera-ready copy) in the professional type style and type size desired; also called cold type. **(25) Typesetting**
- B. Technology that is used in two ways in the electronic office: (1) sending a document from one location to another and (2) digitizing text from a printed page and transferring it to a computer disc or to a master for printing. **(8) Facsimile**
- C. A method for holding all pages of a final document together. **(1) Binding**
- D. A process that utilizes a beam of light that reflects off a series of mirrors with the final mirror diverting the image to a drum that transfers the image to paper. **(12) Laser imaging**
- E. The preparation of multiple copies or images. **(19) Reproduction**
- F. A plain-paper copier process that uses a camera to project the original image onto a positively charged drum with the image adhering to the negatively charged plain sheet of copy paper; the image is permanently fixed with a powder or liquid toner and heat. **(26) Xerographic imaging**
- G. The process of sorting each page into a set of pages using a stand-alone collator or a collator attached to a copier or a duplicator. **(2) Collating**
- H. An electrographic process where tiny glass strands transmit information in the form of pulsating laser light from the original document to an electrically charged drum; toner is used to fuse the copy paper with an image of the original document. **(9) Fiber optic imaging**
- I. A camera captures the original material which is transferred to a metal master for offset duplicating of documents that are rerun; plates are saved and reused, producing as many as 50,000 copies per plate. **(13) Metal plates**
- J. A process for making engineering and architectural drawing copies where the original document is in a translucent state with printing only on one side of the page; accepts ink or pencil additions and special correction devices for deletions or erasures on the original. **(3) Diazo**
- K. A process that uses two or more staples at the fold of the paper. **(20) Saddle-stitch binding**
- L. Process that combines convenience copying with the economy of offset print ring. **(4) Digital duplicating**
- M. A smooth paper material that is prepared by keying or writing directly on it with special writing implements; can produce up to 2,500 copies. **(5) Direct-image master**
- N. A process that digitizes text from a printed page and transfers it to a computer disc or to an electronic master for printing. **(21) Scanning**

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- O. Three cylinders (master, blanket, and impression) that work together to produce the duplicated offset copy. **(14) Offset cylinders**
- P. When an operator is interrupted while making copies, the copier “remembers” the point where the original job was stopped and can continue the process from that point. **(10) Job recovery**
- Q. A process that uses a roll of wire from which staples are automatically cut to the size needed. **(22) Stitching**
- R. The process of making an offset master or overhead transparency from an original using a copy machine. **(6) Electrostatic imaging**
- S. Based on the principle that grease and water do not mix, the image area is receptive to ink (grease), and the non-image area is receptive to water; the material to be reproduced is prepared on a master – direct-image master, electrostatic master, or metal plates. **(15) Offset duplicating**
- T. Copying original material (printed hard copy or copy drawn [usually with black ink] onto a sheet of bond paper) onto a sensitized offset master; can be used to duplicate as many as 5,000 copies. **(7) Electrostatic master**
- U. A group of letters, numbers, and symbols with a common typeface that consists of two elements – typeface and point size; font refers to the style of the characters. **(23) Type font**
- V. The process whereby the composer automatically sets the type as the text is being keyed from the keyboard; often referred to as direct entry composition. **(16) Photocomposition**
- W. A process that protects and preserves documents and other frequently used items from wear and tear by permanently bonding the original document (both sides of a page) in a plastic film **(11) Laminating**
- X. A specific type – sans serif, serif, decorative, and Pi; each comes in different type fonts. **(24) Typeface**
- Y. The measurement used for the width and length of a line; 6 = 1”. **(17) Pica**
- Z. The measurement of a character size ranging from 6 points to 96 points, with 10 or 12 points being the most common point size; 72 = 1” **(18) Points**