

Chapter 7
Office Systems and Technology
Key Terms

1. Binding _____
2. Collating _____
3. Diazo _____
4. Digital duplicating _____
5. Direct-image master _____
6. Electrostatic imaging _____
7. Electrostatic master _____
8. Facsimile (fax) _____
9. Fiber optic imaging _____
10. Job recovery _____
11. Laminating _____
12. Laser imaging _____
13. Metal plates _____
14. Offset cylinders _____
15. Offset duplicating _____
16. Photocomposition _____
17. Pica _____
18. Points _____
19. Reproduction _____
20. Saddle-stitch binding _____
21. Scanning _____
22. Stitching _____
23. Type font _____
24. Typeface _____
25. Typesetting _____
26. Xerographic imaging _____

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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.
- 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.
- C.** A method for holding all pages of a final document together.
- 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.
- E.** The preparation of multiple copies or images.
- 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.
- 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.
- 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.
- 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.
- 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.
- K.** A process that uses two or more staples at the fold of the paper.
- L.** Process that combines convenience copying with the economy of offset printing.
- 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.
- N.** A process that digitizes text from a printed page and transfers it to a computer disc or to an electronic master for printing.
- O.** Three cylinders (master, blanket, and impression) that work together to produce the duplicated offset copy.

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- 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.
- Q.** A process that uses a roll of wire from which staples are automatically cut to the size needed.
- R.** The process of making an offset master or overhead transparency from an original using a copy machine.
- 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.
- 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.
- 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.
- 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.
- 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
- X.** A specific type – sans serif, serif, decorative, and Pi; each comes in different type fonts.
- Y.** The measurement used for the width and length of a line; $6 = 1''$.
- 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; $72 = 1''$.