

Office Systems & Technology
Chapter 7-A

1. _____ Digital Duplicating
2. _____ Direct-image Master
3. _____ Metal Plates
4. _____ Offset duplicating
5. _____ Photocopying
6. _____ Reproduction

- A. Combines convenience copying with the economy of offset printing.
- B. Creation of exact images directly from original copies of text material through xerographic, fiber optic or laser imaging processes.
- C. Especially useful in duplicating forms or other documents that will be rerun from time to time.
- D. Smooth paper material that is prepared by keying or writing directly on it.
- E. The image area is receptive to in (grease) and the non-image area is receptive to water.
- F. The preparation of multiple copies of images.

True or False

7. _____ A product does not need to go through a finishing process to be complete.
8. _____ The duplicating process is used for large volume of copies of the same document are needed.
9. _____ The offset duplicator can quickly produce a large number of copies at an economical cost.

Match the Following:

- A. Low-volume copier
 - B. Medium-volume copier
 - C. High-volume copier
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10. _____ Can perform a job recovery feature is the operator is interrupted while making copies.
 11. _____ Good if printing 128,000 copies per month.
 12. _____ Good if printing 15,000 copies per month
 13. _____ No special skill is needed.
 14. _____ Produces 30 – 60 copies per minute.
 15. _____ Ran by only trained personnel.