

Office Systems & Technology  
Chapter 7-B

1. B - Composition Process
2. E - Photocomposition
3. C - Pica
4. D - Points
5. A - Type Font
6. F - Typesetting Process

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| <ol style="list-style-type: none"><li>A. A group of letters, numbers and symbols with a common typeface.</li><li>B. Complements the typesetting process by formatting the text into appropriate page and document layout.</li><li>C. Measurement used for the width and length of a line.</li><li>D. Measures character size</li><li>E. Process whereby the composer automatically sets the type as the text is being keyed from the keyboard.</li><li>F. Produces a master copy in the type style and size of type desired.</li></ol> |
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True or False

7. F - Common point sizes for text are 14 and 16.
8. T - There are 6 picas to the inch.
9. T - Type sizes and styles may vary within the same document.
10. T - Typesetting is sometimes called *cold type*.