

Office Systems & Technology  
Chapter 7-B

1. \_\_\_\_\_ Composition Process
2. \_\_\_\_\_ Photocomposition
3. \_\_\_\_\_ Pica
4. \_\_\_\_\_ Points
5. \_\_\_\_\_ Type Font
6. \_\_\_\_\_ Typesetting Process

- A. A group of letters, numbers and symbols with a common typeface.
- B. Complements the typesetting process by formatting the text into appropriate page and document layout.
- C. Measurement used for the width and length of a line.
- D. Measures character size
- E. Process whereby the composer automatically sets the type as the text is being keyed from the keyboard.
- F. Produces a master copy in the type style and size of type desired.

True or False

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