

accent#Marking placed above, below or through a character to alter its pronunciation.

advance#The position of a character, or set of characters, in relation to the baseline. In PagePlus, the change is measured in points and a negative value moves the selected text upwards.

ascender#The part of tall letters, such as ‘b’ or ‘d,’ that extends above the x-height.

alignment#The placement of paragraph text in relation to its margins.

ascent#For a given font, its maximum distance above the baseline.

ASCII#The acronym for American Standard Code for Information Interchange; text-only files are stored in this form. Files saved in the ASCII format include all characters, tabs, and carriage returns, but not paragraph formats or character formatting such as bold or italic.

aspect ratio#The proportions of a graphic element, i.e. the relationship of its height and width.

banner#A periodical’s title, set in a recognizable way using a special typeface, size, and color. The banner is usually consistent across issues. See **logo**.

bars#Thick rules or lines used to separate articles or banners or to emphasize pull quotes or pictures.

baseline#The imaginary line upon which a line of type appears to sit. Lower case letters with descenders such as ‘p’ and ‘q’ drop below the baseline. In some typefaces, the bottom stroke of letters like ‘a’ may also drop below the baseline.

baseline shift#Moving the baseline of a text selection to create superscripts or subscripts, fractions, notes and special effects. See **bounce**.

Bézier curve#Equations that describe the shapes of characters in electronic typography. Named for Pierre Bézier, French mathematician.

blackletter#Typefaces which resemble 15th century script or have an old world feel. Also known as “Old English.”

bleed#A picture, photograph or tint that runs off the edge of a page.

blurb#A short text block, often containing a quote, capsule description, or selling message.

body size#See **point size**.

body text#The main text within a publication, usually set in 9 - 12 point type. Also referred to as “body copy” or “running text.”

boldface#A dark typeface, usually of heavy weight, used for emphasis (highlighting).

bookface#See **text face**.

bounce#A special effect in which characters alternate in up/down positions. The **baseline shift** of alternating letters is adjusted.

breaker#One or more lines of text in mid-story, often set bold, introducing a section that follows.

bullet#A typographical element used to define points on a list.

byline#The name of the author of an article.

callout#A label for identifying part of an illustration.

camera-ready#Artwork that can be directly made into printing plates.

cap height#Capital height; the height of uppercase letters.

cap line#An imaginary line drawn at the cap height.

caption#A phrase or sentence that accompanies a picture. Also called a “legend.”

case#Property of a letter or line of text (i.e., uppercase, lowercase, or a mix of both as in “sentence case”). In PagePlus, text can be set to “normal,” “all caps” or **small caps**.

centered#Text aligned about the midpoint of left and right margins. See **alignment**.

character#A single letter or symbol.

character-delimited file#A text file output from a database program, using special characters (“delimiters” such as tabs, commas, etc.) to indicate breaks between fields and records. By interpreting the delimiters, a program such as PagePlus can reconstruct (“remap”) the original field/record data structure, e.g. for mail merge.

Character Map#The Windows Character Map is used to insert extended characters not found on most keyboards into a publication. These include characters provided in symbol and dingbat fonts and foreign characters.

character set#The complete collection of alphanumeric, punctuation marks and special characters that make up a specific font.

client#When two computers are connected, the client makes use of data management services on the other, known as the **server**. When viewing Web pages, the Web browser that runs on your machine is the client.

clipart#Collections of pictures that provide general or specific images to be used within a publication.

Clipboard#A Windows accessory that holds the most recently cut or copied object from an application, ready to be pasted into the same, or a different application.

CMYK#Cyan, Magenta, Yellow and black (Key). CMYK is the four-color process ink model used to render color images in print.

color palette#An attribute of 8-bit bitmap images (those using 256 or fewer colors). Each such image has an associated color palette, called the color lookup table or CLUT, which defines up to 256 colors, assigning each one a number. There are many so-called “standard” palettes (Windows and Mac system palettes, Netscape’s color cube, etc.) – or an image can have its own custom palette. Palettes are mainly an issue in designing for the screen, as many users are limited to 256-color monitors. Also traditional use; see **palette**.

color separation#The process that allows continuous-tone color artwork to be broken into four colors (cyan, magenta, yellow and black) for reproduction in lithographic presses.

column rule#A vertical ruled line separating adjacent columns of text.

commercial printer#A printing company that handles jobs ranging from tabloid newspapers to four-color brochures.

condensed type#Type in which individual characters are narrower than normal, giving more characters per line. The opposite is expanded type.

constraining#To limit variability or restrict proportions when drawing or redrawing an object. For example, to draw an oval as a circle, or keep a picture at its original **aspect ratio**.

continued line#A line of text that indicates that an article is continued on a subsequent page or pages. Also called a “jump line.”

copy fitting#The process of editing text to fit into a required space.

copyright#Legal ownership of a work by the creator.

cromalin#A make of color-accurate proof used to check color separations or final layouts. They are composed from four layers of plastic that simulate the process colors and are bound together to resemble a printed page.

crop#To cut, trim or eliminate an object to show only the area that is desired for print.

crop marks#Symbols placed in the margin outside the page area that indicate the area to be printed and/or trimmed.

cursive#Typefaces which imitate handwriting, but (unlike **script** faces) without connected letters.

cutoff rule#A horizontal ruled line separating a block of text from different material below it.

dateline#In a newsletter-style publication, a line below the title that can include the volume, number, date, location, etc.

deck#A line following a headline that gives extra information. Also called a tagline.

decorative type#See **display type**.

descender#The lowest portion of letters, such as ‘g’ or ‘j,’ that extends below the baseline.

descent#For a given font, its maximum distance below the baseline.

dingbats#A typeface which contains decorative symbols rather than readable characters. Once known as “printer’s flowers.”

display type#Large type, often set in bold for attention grabbing text like headlines or headings. Same as “decorative type.”

DNS#Domain Name Server. Software that converts **host** names to **IP addresses** and searches for them.

dot gain#When a page is printed, each dot of ink tends to spread as it is applied to the paper; this spreading is called dot gain.

DPI#Dots per inch, a measurement of resolution. More dots per inch equals higher resolution.

dropped (drop) cap#An enlarged initial letter that drops below the first line of a paragraph. PagePlus can insert the effect automatically.

drop shadow#A copy of a line of type, picture, or graphic dropped behind the original and recolored (or shaded) to create a shadow.

ear#The projection on letters like lowercase ‘g.’

Egyptian#A typeface style with square (“slab”) serifs. Also known as “Western” faces through association with their usage in the 19th-century American West.

ellipsis#A three- or four-dot punctuation mark used to indicate an incomplete thought or a deletion from a quote.

em#A unit of measure in printing, equal to the square of a given face’s point size. Traditionally, based on the width of the widest letter, the capital ‘M.’

em dash#A dash one em wide, used to indicate missing material or a break in thought. Sometimes spaces are added to either side of the dash.

em space#A space one em wide, often used to indent paragraphs.

emulsion#The film and printer paper coating that is light-sensitive (photosensitive). Because this coating is fragile, emulsion should be treated carefully. Film should be shipped with its emulsion side carefully protected from scratching.

en#A unit of measure in printing, equal to half of a given face’s point size, i.e. one-half of an em.

en dash#A dash one en wide, used to indicate duration, or to connect numbers (as in “see pages 10–15”). May also be used in

compound adjectives such as “post–World War II.” Sometimes spaces are added to either side of the dash.

en space#A space one en wide.

EPS#Encapsulated PostScript. A computer document file format used for the exchange of PostScript graphics files between applications.

expanded#A typeface whose letters have been made wider without visually adding weight.

extended#A typeface whose letters are stretched (or expanded) horizontally while keeping their original height.

face#See **typeface**.

family#The set of all sizes and styles of a single typeface; the complete character set of a font. The various members share a common design, but differ as to character width, weight, and posture (i.e., Roman vs. Italic). Typically, a computer family unit includes Roman (or Regular), Italic, Bold, and Bold Italic – in all sizes. See **font**.

fancy first letter#See **initial cap**.

fill#A color, gray or texture used to fill an area in an illustration or other image.

film#A transparent medium covered with a light-sensitive emulsion. Film in graphics arts is like the kind you used in your camera, but it is thicker and sold in sheets. Most graphic art film is designed to become transparent or remain black with no grays in between. This allows better transfer of dot structures for lithographic reproduction.

flush#Aligned or even with a margin, as in flush left (left aligned or left justified) text.

fold marks#Dotted or dashed lines, printed outside the image area of artwork to indicate where the printed piece is to be folded.

folio#The page number.

font#Traditionally, the set of characters, having a specific size, weight and attribute, in a given typeface: for example, 12 point Elementary Heavy Bold. Now used interchangeably with the term **typeface** in desktop publishing circles. Derived from the word “found,” as in “type foundry.” See also **family**.

foot#The bottom part of the page.

footer#A line at the bottom of a page which can contain information including the title, author, issue date, or page number of a publication. Also called a “running foot.”

force-justified#Little-used form of **justified** text alignment that forces all lines, even the last line, out to the margins. See **alignment**.

frame text#Text placed in a text frame, usually used for **story** text that will flow into columns or pages.

free text#Text placed directly on a page, generally used for small blocks of text used as headlines, captions, or **display text**.

FTP#File Transfer Protocol. An Internet convention allowing for efficient transfer of data files.

gamma correction#A mathematically defined function where the middle tones of an image are adjusted based on a curve rather than on a linear change in brightness or darkness. Gamma correction is a powerful tool for fixing images where one area is extremely bright but most of the image is too dark.

GIF#Graphics Interchange Format. Originally pronounced “giff,” now widely “jiff.” Commonly used, proprietary graphics format with “lossless” compression, ideal for line art and non-photographic Web page images. Supports multi-part animation.

grayscale#Black and white continuous tone images are scanned into the PC as grayscales made up of 4, 16, 64, or 256 grays. For output, grayscales are converted into black and white halftone where dots of varying sizes are used to represent grays ranging from black to white.

grid#A series of non-printing horizontal and vertical lines on a page to indicate where objects are to be placed and aligned.

gutter#The white space between columns, esp. between facing pages.

gutter margin#The inside margin of a facing page.

hairline rule#A very thin rule.

half-fill text#A special effect using partially reversed text. For example, an exact copy of a white text block is layered over a black text block; then the front layer is cropped back.

hanging indent#An indent in which the left margin of the first line extends beyond the left margin of subsequent lines.

hard return#A return character that starts a new paragraph.

head#The top part of the page.

header#A line at the top of the page containing information such as the title, author, issue date, or page number of a publication. Also called a “running head.”

home page#The “entry page” of a single- or multiple-page Web site.

host#A computer primarily dedicated to facilitating communications.

HTML#HyperText Markup Language. A simple page-description convention for inserting “tags” into an ASCII text file so that Web browsers can display the page or link to hypermedia.

HTTP#HyperText Transfer Protocol. An advanced convention developed for exchanging hypertext documents across the Internet.

hyperlink#Short for “hypertext link,” often simply “link.” A jumping-off point encoded into a hypertext document (uch as a Web page. Clicking the link triggers an action and/or displays new content.

hyphenation#The process of breaking a word after a syllable and placing the remainder on the next line. PagePlus supports both auto-hyphenation and the placement of hyphenation marks for fine-tuning.

imagesetter#Devices that convert PostScript code into a rasterized format for high-resolution output on film or paper. Imagesetters are used to convert page layout files into film for print.

indent#Moving a line of type to the left or right. First-line indents are used to indicate the first line of a new paragraph.

initial cap#An oversized first letter for the first word in an article. Same as “ornamental cap” or “fancy first letter.” See **drop cap**, **raised cap**, and **picture cap**.

Internet#A worldwide network of computer networks.

IP address#A unique identifier using numbers, as opposed to a host name, used to designate a computer connected to the Internet.

ISP#Internet Service Provider.

italic#A right-slanting letter used for quotes, special phrases, foreign words, etc. Typically, a font family includes an Italic font.

JPEG#Joint Photographic Experts Group. JPEG or .JPG is an image file format with “lossy” compression, especially well-suited to photographic images.

jump line#See **continued line**.

justified#Text that lines up at both the left and right margins, also called “fully justified.” See also **force-justified** and **alignment**.

kerning#The process of improving the appearance of certain letter pairs (known as “kerning pairs”) by adjusting the white space between them. In DTP, kerning may be performed automatically – often for larger point sizes – or manually, or both. PagePlus normally defaults to automatically kerning any text larger than 16 points, meaning that larger text in headlines is kerned but body text is not.

kicker#See **teaser**.

knockout#When two colors print on top of each other, one color is removed so that overprinting doesn’t occur. This knockout allows the second color to print on blank paper rather than on top of another ink, which would change its color.

LAN#Local Area Network. A group of computers connected together to share resources in a physical area.

landscape#Horizontal orientation, wider than it is tall. The opposite of **portrait** format.

layout#The process of arranging text, graphics and pictures to build up a page; the resulting composition.

lead-in#The first few words of a section, sometimes set bold for emphasis.

leading#Pronounced “ledging.” The distance from the baseline of one line of text to the baseline of the next line of text. Leading is measured in points or as a percentage of type size. Derives from early printing, when strips of lead were physically inserted between lines of type to separate them. The best setting for leading varies according to the format of each line of text. Headlines (especially if set in capitals) often look much better with tight leading because the lines become integrated into a single visual unit rather than a series of unrelated lines. For body text, extra leading can give a relaxed, open, and light feel to a publication, especially if you are using a sans serif typeface.

left justified#Type aligned with its left margin, also called “flush left,” “left aligned,” or “ragged right.” See **alignment**.

legend#See **caption**.

letterspacing#Traditionally, separating all the letters in a word with spaces. Since this makes body text difficult to read, the technique is best applied to headings. In PagePlus, a measure of the overall inter-letter spacing in a block of text, or **tracking**. See also **word spacing**.

line art#Line art is made up of lines and solids with no grays or colors.

Linotronic#Imagesetters manufactured by Linotype are called Linotronic imagesetters. Many people call all imagesetters Linotronics, regardless of manufacturer.

logo#A graphic identifying a company or product. Short for “logotype.” Also refers to a periodical’s **banner**.

lowercase#The small letters of a typeface. Derives from early printing, when small letters were stored in the lower part of a printer’s typecase.

mask#To allow only a certain area of an image to be changed or manipulated, a mask is created to block the areas where no change is desired. Masks are used for a variety of assembly and production processes in publishing.

master page#In PagePlus, the background of your publication, where you can place objects you’d like to appear on every page – such as headers and footers, page numbers, or a border design. You can have one or two master pages (see **mirrored margins**).

masthead#A section that provides information about a publication and its editors. Not to be confused with the publication's **logo** or **banner**.

mean line#An imaginary line drawn at the x-height, or top point of all lowercase letters without ascenders.

measure#The length of a line of type.

mirrored margins#In a **spread**, identical settings for inside (gutter) and outside margins. In a PagePlus publication with two **master pages**, the left margin setting becomes the inside, and the right margin becomes the outside.

monospaced type#Characters (such as typewritten letters) that take up the same amount of horizontal space. Useful for setting numbers in columns. See **proportional type**.

negative#Film or paper with the light areas reversed to dark and the dark areas reversed to light. Negatives are usually produced on film for direct plating at a print shop.

OPI#Open Prepress Interface. A set of PostScript language comment conventions that allow PagePlus to pass layout information about imported bitmap images to an OPI-compatible system. OPI comments describe the placement, size, rotation and cropping of imported bitmap pictures so that the OPI server can insert high-quality pictures before printing the page(s).

ornamental cap#See **initial cap**.

orphan#The last line or two of a paragraph that is forced to become the first line of a new column.

outline#A text effect that defines a character by using only a line border. Works best with bold typefaces or typefaces with thick strokes.

overline#A brief tag above a headline to categorize a story.

overprint#When two colors print over one another. Used mostly to escape registration problems, black type and lines are commonly overprinted on top of other lighter colors.

page area#In PagePlus, the central screen region used for text, graphics, and pictures that are to be printed. See **pasteboard area**.

palette#In PagePlus, as traditionally, the set of colors defined and available for use in a publication. Has special meaning applied to 256-color bitmaps: see **color palette**.

Pantone Matching System#A patented process for defining colors. Pantone colors (PMS) can be specified from a swatch book and then closely duplicated by a print shop from books that explain how to mix colors to match the numbered inks in the swatch books.

paragraph spacing#Space inserted above or below a paragraph; in PagePlus, an attribute of the text block.

pasteboard area#In PagePlus, the region outside the **page area** used for text, graphics, or pictures that are being prepared or waiting to be positioned on the **page area**. As the pasteboard is shared by all pages, it is useful for transferring elements between pages.

PCX#Windows Paintbrush bitmap format.

PhotoCD#Format for storing photographic images on CD-ROM, developed by Kodak. Images are stored at varying resolutions, for output ranging from thumbnails to poster-size reproductions.

pica#A unit of measure, equal to 12 points (one-sixth of an inch). 6 points = 1 pica; 72 points = 1 inch.

picture cap#An ornate initial cap combining text and graphic effects. For example, you can use a capital letter on top of a clipart border.

pixel#PICTure ELeMent. A dot on a computer monitor screen; the smallest region whose display a monitor can vary. Monitor resolution is expressed in pixels per inch, and display area as horizontal by vertical pixels (e.g. 800 x 600).

plates#Press images are transferred to paper by metal or plastic press plates. Metal plates are superior to plastic. Quality color publishing jobs are rarely printed with plastic plates.

point#A measurement used in the graphic arts to specify type sizes, line weights (widths) and trapping values. Equal to 1/72 of an inch. Traditionally, slightly more or less than that, depending on the system.

point size#Traditional term for the height of the type body, measured from the highest ascender to the lowest descender (plus any extra white space to the descender line). Also called "body size."

portrait#Vertical or "tall" orientation, the opposite of **landscape** format.

positive#The opposite of a film negative. In a positive, light areas remain light and dark areas are dark. Resin coated (or bromide) paper is usually run as positive because it can be proofed more easily. Plates may be made from negatives or positives, but negatives are standard.

PostScript#A page description language developed by Adobe Systems and used to describe type and visual elements so they can be output on devices with PostScript interpreters. PostScript instructions are highly portable across a wide range of computer platforms and output devices.

PPP#Point-to-Point Protocol. A convention for transmitting packet-switched data over computer networks, commonly used for Internet connections.

prepress#The process of getting a job ready for print. In the case of PC color publishing, this begins with readying a page layout for output at the service bureau. It ends when the job is on the press being printed. Prepress involves processes like camera work, stripping and plate making.

process color#A system of breaking down and producing all visible colors (in theory) in print. The process colors are cyan, magenta, yellow, and black.

proofs#Proofs are used to catch mistakes and identify problems before going to press.

proportionally spaced type#Characters whose widths vary according to the features of the letter; applicable to most computer fonts. See **monospaced type**.

pull quote#A sentence excerpted from the body copy and emphasized with large type to draw the reader's attention to the page. Also called a breakout or **blurb**.

raised cap#An initial cap created by positioning the large initial so its baseline is level with the baseline of the paragraph text. PagePlus can insert the effect automatically.

recto#The right-hand page. See **verso**.

registration marks#Marks that appear on a printed image, generally used for CMYK color separations. They help the printer align the various plates used to print the piece.

regular#Text with no style (such as *Italic* or **Bold**) applied to it.

resolution#A measurement of the amount of information in output, specified as dots per inch, pixels per inch, bits per pixel, or lines per inch; depending on the device and application. Higher numbers have higher resolution, which results in more information in the output image.

reverse#To get a “free” color when paying for printing, objects such as type are often reversed out of another color or picture. For example, it is common to have white type reversed out of a black background. The type appears white because the paper shows through. Sometimes a color can be printed over the reversed area. See **half-fill text**.

RGB#Red, Green, Blue. The standard color model for color monitors and color televisions. It is based on the use of red, green, and blue electron guns that cause phosphors on the monitor’s screen to glow. Different amounts of output mix together to create different colors. RGB paint-type (bitmap) images combine 8 bits each of R, G, and B values to form a 24-bit pixel (8+8+8=24).

right justified#Type aligned with its right margin, also called “flush right,” “right aligned,” or “ragged left.” See **alignment**.

Roman#Traditionally, refers to fonts with upright, thick-and-thin weighted, usually serifed type. Can also mean the same as Regular (or Plain), i.e. text with no style (such as Italic or Bold) applied to it.

rule#A straight line with its weight measured in points, e.g. **column rule** or **cutoff rule**.

running#Describes text such as title, header, or footer that “runs” or repeats on successive pages.

sans serif#A typeface without serifs. More legible in headings than in body text. Many examples of environmental typography, such as road signs, use sans serif type to aid instant recognition.

scale#To increase or decrease the size of an image.

scanner#A hardware device that converts real photographs or artwork into a bitmapped graphic file.

screen#In traditional publishing, the screen was the patterned glass or film through which a photograph was converted to a halftone. In electronic publishing, the term “screen” is often used to refer to the halftone pattern itself.

screen angle#When printing black and white or color images, each color is broken into a halftone with a screen. The angle of the screen refers to the direction of the lines that comprise it. Choosing the wrong screen angle results in noticeable screen lines, or in the case of process color images, moiré patterns.

screen color#A color made up from screens of two or more of the four process colors.

screen frequency#The lines-per-inch resolution used to screen an image. So a color separation run out at 133 lpi has a screen frequency of 133.

screen tint#Solid colors such as Pantone colors or solid process colors can be lightened by screening them; the resulting color is called a screen tint or simply a **tint**. For example, magenta printed as a 40 percent tint appears as a medium pink.

script#A decorative typeface, designed to give the feel of handwriting. Unlike a **cursive** face, the letters are connected.

serif#A line or curve projecting from the end of a letterform. Also, a typeface which has serifs. In general, serif type is more legible than sans serif for body text, but in practice legibility is equally affected by size, line length, leading, and use of white space.

server#When two computers are connected, the server is the one that runs the primary data management tasks. A Web server transmits Web site files to machines that connect to it. See **client**.

service bureau#A company that provides publishing services to desktop publishers. A typical service bureau sells time on an

imagesetter by the page or minute. Other services may include proofing, scanning, advice, and problem-solving.

set solid#Type with the same leading and point size, expressed as 100% leading.

set-width#The width of a letter and its surrounding space; the space needed to set a line of text in a specific typeface. Also known as “advance width.”

shading#In PagePlus, the percentage of a selected color applied to an object. See **tint**.

sidebar#A small, self-contained story, often separated from the body copy by a box and its own headline.

slant#A character attribute that tilts a letter. In PagePlus, slant is measured in intervals of 5 degrees.

SLIP#Serial Line Internet Protocol. A convention for transmitting packet-switched data.

small caps#Capital letters whose height more or less equals that of the typeface’s x-height (lowercase letters).

soft return#A return character that breaks the text line while continuing the same paragraph.

spot color#Color that doesn’t use process color separation, but instead consists of solid-colored type and design elements.

spread#Two facing pages in a publication are a spread; also called a “double spread” or “double truck.” In printing, the enlargement of a color area to trap with abutting areas of a different color is also called a spread.

standoff#The distance between a picture and text in a wraparound.

stock#The type of paper a job is to be printed on.

story#All the text in a single article.

strikethrough#A text effect using a horizontal line drawn through the letters, most commonly used in editing to mark text for deletion.

stripping#The assembling of negatives or positives to create a printing plate for an entire page.

sub-heading (subhead)#A secondary headline, often introducing a section of body text.

table#Information, often numerical, displayed in rows and columns within a ruled box.

tabloid#A large-format publication, such as a newspaper.

tagline#A story subheading, also called a **deck**.

TCP/IP#Transmission Control Protocol/Internet Protocol. Acronym for the packet-switching conventions used on the Internet.

teaser#A phrase before a headline that provides information about a story. Also called a “kicker.”

template#An electronic prototype that provides the layout grid and style sheets for a publication.

text face#A font especially suited for large sections of body text; usually serifed and set in sizes from 9 to 12 points. Also called “bookface.”

text frame#In DTP, a frame that contains a **story**, typically one that continues from one page to another. A text frame is effectively a mini-page, with its own margins and column guides, and preceding/following frames.

text wrap#In PagePlus, using **wraparound** text to flow text around (or inside) a graphic, picture, or other text. Fine-tune the effect by adjusting the **standoff** and the **wrap outline**.

thumbnail#A postage-stamp-sized replica that provides a preview of an image or layout; in PagePlus, miniature pages that can be printed in groups on a normal page.

TIFF#Tagged Image File Format. TIFF or .TIF is a standard format for storing bitmapped (paint-type) pictures in uncompressed form.

tiling#Method of printing oversize pages by printing a page in smaller parts which can then be pasted together.

tint#A tint is a color obtained by adding white to a solid color or an alternative term **for screen tint**.

tone#The range of grays between black and white or the variation in color.

tracking#The process of reducing the space between characters by a consistent amount. Also, the overall letterspacing in a text block.

trapping#Traps are assembled when one color touches another to guard against ordinary and acceptable shift of registration on press. When two colors trap, their edges overlap slightly.

TrueType fonts#Fonts that are scalable and are sometimes generated as bitmaps. They can be scaled to any height and print out exactly as they appear on the screen.

TWAIN#Thing Without An Interesting Name (really!). Standard for graphic-input peripheral devices such as scanners.

type#Printed or typewritten letters or characters.

typeface#A particular rendering of a character set (usually including letters, numbers, punctuation, and symbols) that uses a consistent design. Often shortened to “face.” In DTP, used interchangeably with **font**.

URL#Universal Resource Locator. An address used to define a World Wide Web resource. The format consists of service + hostname + port number + path/file name. For Web pages, the service is usually “http” and the port number is usually not needed.

uppercase#The large, capital letters of a typeface. Derives from early printing, when these letters were stored in the upper part of a printer’s typecase.

verso#The left-hand page. See **recto**.

Web browser#A client program used for viewing pages on the World Wide Web.

weight#The amount of blackness, or stroke width, of a type style (light, bold, demibold, black). Also, a measure of paper thickness.

white space#The page areas containing no text, graphics or pictures. A vital part of good page layout.

widow#The last line or two of a paragraph that is forced to become the first line of a new page.

width#The horizontal measure of a letter, described as condensed, normal, or expanded.

WMF#Windows MetaFile. The native draw-type (vector) graphics format for Microsoft Windows.

word spacing#The amount of space between words in a line or paragraph. Unlike letterspacing, it can be varied to adjust line length without affecting readability. See also **letterspacing**.

World Wide Web#A system of interconnected resources on the Internet, including hypertext and hypermedia, using URLs as addresses.

wraparound#Text that wraps around a graphic, picture or other text. Also called “runaround text.” See **text wrap**.

wrap outline#In PagePlus, an object’s editable border that determines how **wraparound** text flows around the object.

WYSIWYG#What You See Is What You Get. A relatively accurate screen representation of the final output. If something is “true WYSIWYG,” what you see on the screen is identical to what you see in print.

x-height#In a typeface, the height of lowercase letters that lack ascenders, i.e. the distance from mean line (top) to baseline (bottom) of the lowercase ‘x.’ (The ‘x’ is used because each of its four arms touch a bounding line.)