Glossary

A

Accent

A mark on a character denoting pronunciation in a given language e.g. the acute on é.

Additive colours

Red, Green and Blue. The primary colours of light that may be mixed to generate all colours in photographic reproduction.

Alignment

The arrangement of the surplus space in a line of type. Type may be aligned left, centred, aligned right or fully justified, (i.e. space divided equally throughout the line). Vertical alignment is the arrangement of surplus space vertically in a frame.

Alphanumeric set

A set of characters containing letter and figures, but possibly containing punctuation marks and other symbols.

Ampersand

The symbol & used in place of the word ‘and’.

Antialiasing

A technique which reduces the jagged edges of fonts or bit-mapped images by displaying pixels at the edges in intermediate shades of the image colour. This has the effect of softening the edges of the image.

Ascender

The part of a lower-case letter which extends above the x-height e.g. the upper part of b.

ASCII

An abbreviation for American Standard Code for Information Interchange. This defines how numeric codes are assigned to the alphanumeric characters used by most computers.

Aspect ratio

The ratio of an object’s width to its height.

Autoflow

The facility to flow type automatically from one frame or page to another.

B

Back to back

Printing on both sides of a sheet.

Banner

A main heading across the full width of a page.

Base alignment

See *Base line grid lock.*

Base line

The imaginary line upon which the bases of capitals sit.

Base line grid lock

The alignment of base lines to a common grid.

Bézier curve

A mathematically defined curve between two points. The curve is edited my dragging control points.

Binding margin

An inside margin that is wider than the standard margin to allow for punching or binding.

Bit-depth

The number of bits used to define the number of grey levels or colours available e.g. 24-bit colour.

Bitmapped font

A font with jagged edges made up of pixels as opposed to a smooth-edged outline font.

Bitmapped graphic

An image such as a Sprite made up of pixels as opposed to an object-oriented graphic such as a Draw file.

Bleed

The part of a page that extends beyond the trim marks of the page.

Body

The main part of a story not including headings etc.

Bold

A type style in which characters are emphasised with thicker-than-standard black lines.

Border

A decorative outline drawn around a frame, used to highlight the contents of the frame or to distinguish it from its surroundings.

Box rule

A paragraph or graphic, ruled off on all four sides.

Bromide

A high quality print on paper coated with silver bromide emulsion.

Bullet

A large dot or symbol normally preceding listed items which require emphasis.

C

©

The mark used to identify the copyright owners name and to signify that an item is protected by international copyright laws.

Cap line

An imaginary line running across the top of capitals.

Caps

An abbreviation for capitals i.e. upper-case letters.

Caps and smalls

Type consisting of capitals for initial letters and small caps for lower-case letters.

Caption

Descriptive text normally attached to an illustration.

Caret

The I-shaped cursor in DTP software which indicates where text will appear when typed.

Case

Alphabetic characters may be either lower-case (small letters) or upper-case (capitals).

Centred

Alignment of type so that it is centrally placed on each line, with any remaining space divided equally between the left and right margins. Type may also be centred vertically in a frame.

Character

Any printable letter, number or symbol.

Chromalin

A proofing system.

Cicero

A European unit equal to 4.511mm or 12 Didot points.

Clipart

A set of pictures and symbols for importing into documents.

Clipboard

In DTP software, a temporary store for text, pictures or objects which have been cut or copied from the document. The contents of the clipboard may be pasted back into any document.

CMYK

The four process colours of Cyan, Yellow, Magenta and Key (Black) used in four-colour printing.

Codet

See *Colour bar*.

Collate

A printing option that puts pages in the correct order when printing multiple copies.

Colour bar

A standard set of colour bars, printed outside the page area, used in four-colour printing to show the strength and registration of the colours.

Colour correction

The adjustment of colour values to improve colour reproduction of the printed image.

Colour model

The system in which colours are defined and edited. The most common models used in DTP are RGB (Red, Green,Blue), HSV (Hue, Saturation and Value) and CMYK (Cyan, Magenta, Yellow and Key).

Colour separations

The division of colours into separate plates for printing using the spot-colour or four-colour process.

Column

A section of a frame or page divided vertically

Column rule
The vertical line drawn between columns.

Condensed type
A typeface with a narrow appearance or a normal typeface that has been squashed horizontally.

Contrast
The degree of separation of tones in an image.

Copy
The text from which the printed page is to be prepared.

cpi
Abbreviation for Characters Per Inch.

cpl
Abbreviation for Characters Per Line.

Crop
The process of discarding the unwanted edges of a graphic.

Crop marks
Marks which act as a guide for cropping the printed material.

Cut and paste
The process of deleting an item from a document, placing then placing it elsewhere. In DTP software, this is done via the clipboard.

Cyan
One of the four process colours, often called process blue.

D

Dash
Either an em-dash — (ASCII 151) or an en-dash – (ASCII 150), as opposed to a hyphen - .

Decimal tab
A tab stop which aligns the decimal point in decimal numbers on the tab stop.

Descender
The part of a lower-case letter which extends below the baseline e.g. the tail of y.

Desktop publishing
The activity of document creation or graphic design using a desktop computer. The final result is usually camera-ready artwork or data files in a form suitable for high-end printing.

Didot point
The European unit for type equal to 0.0148in.

Dingbat
A font of decorative symbols such as Selwyn font.

Discretionary hyphen
See Soft hyphen.

Dithering
A technique used to simulate extra colours by mixing colours in different patterns.

Document description language (DDL)
A type of language used to describe an entire document.

Dot gain
The process during reproduction where halftone dots grow in size.

Dot matrix printer
A low-cost printer that creates printed characters by hitting the correct combination of pins through an inked ribbon.

Double page spread
Two facing pages of a document.

Draw files
Object-oriented graphics that are compatible with the Acorn Draw module and the Draw application.

Drop cap
A large initial character at the beginning of a paragraph that drops into the lines beneath.

Drop shadow
A shadow behind an image or frame, designed to bring the object forward.

Duotone

Normally refers to the process of printing a halftone in two colours using two halftones generated from the same original. This is also called duplex halftone. Strictly speaking, a duotone is a monochrome image printed in two shades of the same colour.

Duplex halftone

See *Duotone*.

E

Ellipsis

The symbol … indicating that the end of the text has been omitted.

Em

A linear measurement equal to the point size of the type, but traditionally the area of the capital letter M.

Em dash

A dash that is an em wide — (ASCII 151).

Emulsion side

The side of photographic film which hold the emulsion. The emulsion on positive film is on the back of the film (emulsion side down) while on negative film it is on the front (emulsion side up).

En

Half the width of an em.

En dash

A dash that is an en wide – (ASCII 150).

EPS

Abbreviation for encapsulated PostScript which is a standard graphics file format.

Exception dictionary

A user-defined list of words that should not be hyphenated using the standard hyphenation algorithm.

Expanded type

A typeface with a wider appearance or a normal typeface that has been stretched horizontally.

Export

The facility to save all or parts of a document in an appropriate format for use in another application e.g. text may be saved as an ASCII file.

F

Facing pages

Pages that face each other in a double-sided document.

Family

A set of typefaces in all sizes and styles.

Feint ruling

Lines horizontal lines drawn on a page as a guide for placing text.

First line indent

The indent applied to the first line of a paragraph. A zero first line indent combined with a positive left indent is used to produce a hanging indent.

Fixed word spacing

The standard spacing between words for unjustified text.

Fixed hyphen

See *Hard hyphen*.

Fixed space

See *Hard space*.

Flat plan

A diagrammatic plan used to organise the layout of a document.

Flush left/right

See *Left align/Right align*.

Flush paragraph

Paragraph where the first word is not indented, but set flush against the left margin.

Font

A complete set of alphabetic and numeric characters, punctuation marks or other symbols of matching style and size. Also called a Typeface.

Foolscap

In Europe a paper size of 13½" × 17".

Footer

Text or graphics repeated at the bottom of every page (above the bottom margin). Typically, the footer contains the page number.

Footnotes

Short, explanatory notes printed at the bottom of a page or at the end of a chapter and referenced to the appropriate passages in the main text.

Format

Collective term for paragraph attributes such as justification, indentation, tabs etc.

Fount

See *Font*.

Four-colour process

The colour printing process using the colours Cyan, Magenta, Yellow and Key (Black).

Frame

Boxes in which text and graphics are placed when creating documents using DTP software. normally frames may only be rectangular, but in Ovation Pro they may be any regular or irregular shape.

Frontispiece

An illustration facing the title page of a book.

G

GIF

Abbreviation for Graphic Image Format. A standard bitmapped graphic format.

Glyph

A shape representing a character code in a font. In a text font, a letter, in a symbol font, a symbol.

Greeking

A process in some DTP systems which substitutes text or pictures with a grey tint to speed up screen redraw.

Grid

A matrix of equally spaced lines or points drawn in the background, allowing objects such as frames and lines to be positioned with greater accuracy and consistency.

Guideline

A line which appears on the screen as an aid in laying out the document, but which is not printed.

Gutter

The common term for the margin between columns in multi-column documents. A standard gutter width is 1 pica (12pt).

H

Halftone

An image reproduced by the halftone process. The halftone process is where an image is simulated by a pattern of dots of varying sizes.

Handles

In DTP software, small squares attached to the active object, and used to re-size or re-shape the object.

Hanging indent

The effect where the first line of a paragraph is flush with the left margin and subsequent lines are indented, so that the body of the paragraph appears to ‘hang’ from the first line.

Hanging punctuation

Punctuation marks allowed to fall outside the right margin.

Hard hyphen

A non-breaking hyphen. Words separated by a hard hyphen are never split between lines.

Hard space

A non-breaking space. Words separated by a hard space are never split between lines.

Header

Text or graphics repeated at the top of every page (below the top margin). Typically, the header contains the chapter name.

Heavy

See *Bold*.

Hinting

A technique used by the font manager to improve the rendering of outline fonts, especially at lower resolutions.

Horizontal Scale

A style effect which allows type to be condensed or expanded horizontally.

Hue

The pure pigment of a colour, not including any black or white.

Hyphenation

The process of introducing hyphens in words at the end of lines so that they are split across two lines. The position of the hyphen in the word is determined by a hyphenation algorithm and exceptions dictionary.

I

Image file

See *Bitmapped graphic*.

Imagesetter

A high-resolution output device used to produce film or camera-ready artwork on bromide paper.

Import

The introduction of text or graphics from another application into a document either directly or from a file on disc.

Indent

The left indent is the distance between the left margin and the start of the line of text. The right indent is the distance between the end of the line of text, and the right margin.

Inferior character

See *Subscript*.

Inset

The margin around the inside of a text or picture frame, which prevents the contents of the frame running into the frame edge.

Italics

A specially designed sloping version of a typeface.

J

Jaggie

The term used to described the stepped appearance of bit-mapped fonts and images.

JPEG

A popular compressed bitmapped graphic format.

Justification

The arrangement of the surplus space in a line of type where extra white space is inserted between the words and letters in a line so that both left and right edges are aligned to the margins.

K

Kerning

Fine adjustment of white space between letter pairs to enhance their appearance. It is mostly used to reduce the white space between characters in larger font sizes.

Key

The black plate in CMYK printing.

Keyline

A line indicating the size and position of an illustration.

L

Laminate

A transparent plastic coating applied to paper or cardboard giving it a protective finish.

Landscape

The orientation of a page such that its longest edge is horizontal.

Leader

A line of characters (usually dots) that lead the eye across the page between tabbed text.

Leadering

See *Leader*

Leading

The vertical spacing between lines of text. Pronounced ‘ledding’, it takes its name from the strips of lead that were used to space out lines of type in mechanical printing. In ***Ovation Pro***, leading may be specified as an distance between the baselines of type (as a percentage or an absolute value) or as a gap between the bounding boxes of type.

Left aligned

A paragraph format option where text is aligned to the left margin, leaving the right edge ragged. Left aligned is also referred to as ‘flush left’, ‘ranged left’ or ‘ragged right’.

Legal

A standard paper size 8.5 inches wide by 14 inches long.

Letter

A standard paper size 8.5 inches wide by 11 inches long.

Letterspacing

The spacing between letters. Letterspacing may be adjusted using kerning, tracking or by fully justifying the paragraph.

Linking

The process of connecting a number of text frames together so that text of one story flows automatically from frame to frame.

M

Macro

A single label that identifies a larger unit of text. The text is often a sequence of commands that may be executed by 'expanding' the macro.

Magenta

One of the four process colours, sometimes called process red.

Margins

The blanks areas around the edges of a page.

Master Frames

Frames which appear on the Master Pages and as a result appear on each page in the document.

Master Pages

Special pages in DTP software that act as a template for all the pages that are inserted into the document. Master pages define the format of the page and may contain text, pictures and lines that are to be inserted on every page. Usually there are separate master pages for every chapter of the document.

Mono spaced

The situation where all characters in a font have even spacing regardless of their actual widths. So a mono spaced letter 'I' uses the same horizontal space as an 'M'. A typical mono spaced font is Courier. The opposite of Mono spaced is Proportionally spaced.

N

Negative leading

The situation where the absolute leading is smaller than the size of the type e.g. 12pt text on 10pt leading.

O

Outset

See *Standoff*.

P

Page

One side of a leaf.

Page description language (PDL)

A type of programming language, such as PostScript, used to describe a document to a printer.

Pamphlet

A short, unbound booklet.

Paragraph

In ***Ovation Pro*** a paragraph is defined as the text between two carriage returns.

PCD

See *Photo CD*.

Photo CD

A CD containing high resolution bitmapped graphic images.

Pica

A unit used in typesetting. A pica is equal to 1/6 of an inch, or 12pt.

Point

The standard unit of measuring type size. In DTP work, a point is equal to 1/72 of an inch. Strictly speaking a point is 0.013837in or 72.27 to the inch.

Portrait

The orientation of a page such that the longest edge is vertical.

Posterize

To divide a continuous tone image into a number of flat tones.

Process colours

See *CMYK*.

Proportionally spaced

The situation where characters in a font have been designed with varying widths. So a proportionally spaced letter 'I' uses less horizontal space then the letter 'M'. The opposite of proportionally spaced is Mono spaced.

R

Ragged left/right

See *Right aligned/Left aligned*.

Ranged left/right

See *Left aligned/Right aligned*.

Register marks

Marks positioned outside the page area used to ensure that the separations are accurately superimposed.

Right aligned

A paragraph format option where type is aligned to the right margin, leaving the left edge ragged. Right aligned is also referred to as 'flush right', 'ranged right' or 'ragged left'.

Rivers (of white)

A problem that occurs in badly justified type where spaces between words form streams of continuous white areas down the page.

Rule

A straight horizontal or vertical line used to separate or emphasise areas of type.

Runaround

The way in which type fits around frames and irregular graphics.

Running head

See *Header*.

S

Sans serif

A typeface which lacks 'serifs', the minute cross-lines finishing off the main strokes of the characters. Helvetica is an example of a sans serif typeface.

Screen angle

The angle at which halftone screens are rotated to minimise undesirable dot patterns.

Script

A typeface designed in the style of handwriting.

Separations

See *Colour separations.*

Serif

A small cross-line finishing off the main strokes of the characters in some fonts. Times is an example of a serif typeface.

Set solid

Type which has been set without any leading.

Skew

An effect which allows you to slant text, graphics or frames.

Small caps

Capitals that are smaller in size than standard capitals. Normally they are generated by scaling full size capitals, but strictly speaking they should be a specially designed font.

Soft hyphen

A hyphen inserted into a word by the user which is only displayed if that word appears at the end of a line and needs to be split. Also called a Discretionary hyphen.

Story

In DTP software, an independent block of text contained within a text frame, or in a series of linked text frames.

Strikeout/strike through

The term describing type with a horizontal line drawn through its centre.

Stylesheet

In ***Ovation Pro***, a file which describes the exact format and style of a document and which may be used as a template for other documents. A stylesheet contains master page definitions, defined styles, view options etc.

Subscript

Smaller sized characters set below the baseline, as in H_2O. Also called Inferior.

Superscript

Smaller sized characters set above the baseline, as in n^2. Also called Superior.

Swatch

A sample of material, paper or colour.

T

Tab leadering

See *Leader*

Tabloid

A standard paper size 11 inches wide by 17 inches long.

Tab stop

A horizontal position to which type is aligned when the Tab key is pressed.

Text chain

A text story that flows through a series of linked frames.

TIFF

An abbreviation for Tagged Image File Format. A standard bitmapped graphic format.

Tiling

The process of printing a sheet over a series of smaller sheets which must be joined to create the complete image.

Tint

The effect of adding white or allowing the background to show through a solid colour. Tints are specified as percentages of the solid colour.

Tracking

Fine adjustment of the space between characters. Tracking is similar to kerning, but applies to selected text instead of letter pairs.

Trapping

The deliberate overlapping of colours to eliminate gaps that may be caused by registration problems when printing

Trim marks

See *Crop marks*.

Typeface

See *Font*.

Type family

See *Family*.

Typesetting

The process of setting text in a typeface in preparation for printing.

U

UCR

See *Under colour removal*.

Under colour removal

The process of removing equal (usually) amounts of Cyan, Magenta and Yellow and replacing them with Black. This process reduces the amount of ink used and gives better reproduction of certain colours.

Unjustified

Type that is left aligned or, strictly speaking, not fully justified.

V

Vignette

An image with no discernible border or an image which gradually fades into the background. Also used to describe a graduated fill.

W

Word underline

A text style that underlines all characters except spaces.

Word wrap

The forcing of words that are not hyphenated and which will not fit on the end of the line to be carried over to the next line.

X

x-height

The height of the main body of lower-case characters excluding their ascenders e.g. the height of a, c, e, i, m, etc.

Y

Yellow

One of the four process colours.

Notes