

A-Z of DTP Features



Alignment

One of the principles of design, alignment refers to lining up the top, bottom, sides, or middle of text or graphic elements on a page. See also Text Alignment.



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Artwork / Graphic

Original Illustration produced for use in a publication. Such as photographs, logos etc..



Ascender

The part of lowercase letters such as b, d, g, h, k and I that rises above the main text height.

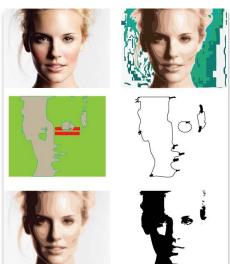




Autotracing

Creating an outline around a graphic to allow a fill or other computer effect to be applied to this area.









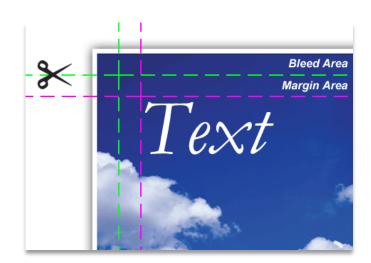
Baseline

Baseline is the imaginary line upon which a line of text rests. In most typefaces, the descenders on characters such as *g* or *p* extend down below the baseline.



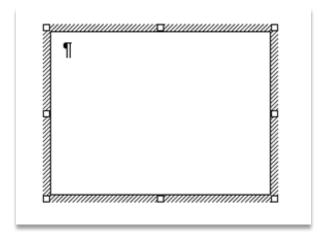
Bleed

Extension of graphic or block of colour beyond the trimmed edge of a page.



Box

Rectangular outline around text or a graphic.



Caption

Title or brief description that accompanies a photograph, illustration or table.





Gentre Spread

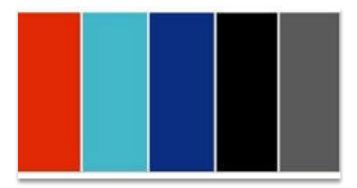
Two adjacent pages in the middle of a magazine; often designed as a double

page layout



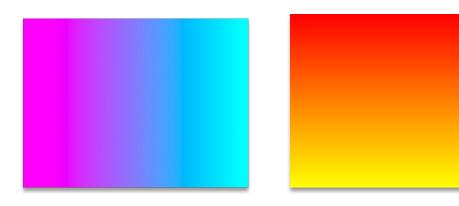
Colour Fill

Solid colour fill applied to a shape or area.



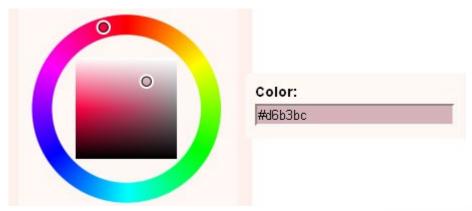
Colour Gradient

A colour gradually blending into another colour.



Colour Picking

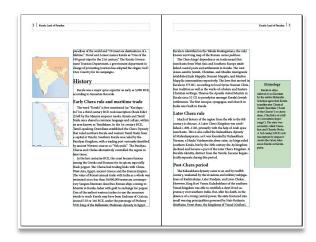
Colour Picking is the process of using the colour picker tool on illustration software to select an specific colour sample from an image or graphic.





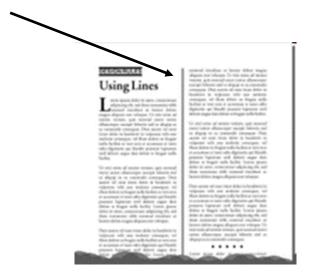


Vertical box into which text is placed. Columns help give structure to a page.



Column Rule

Vertical lines between columns.



Copy / Hard Copy

Any document physically printed.



Copy / Paste

Copy and paste is the process of piecing together something from multiple sources.



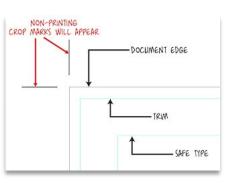


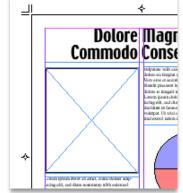




Crop Marks

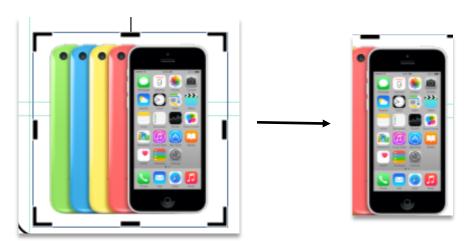
Crossed lines placed at the corners of an image or a page to indicate where to trim it are known as **crop marks**. Crop marks are typically used when printing to a larger sheet of paper than the final trim size of the document, especially when doing bleeds.





♣ Crop — Square Crop

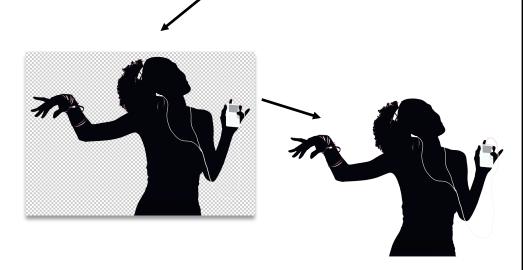
Trimming excess material from a photograph or graphic while still retaining it's rectangular shape.



Crop—Full Crop

Full crop is a process of removing background and removing any other desired items from an image.









Descender

The part of lowercase text such as g, j, p, q and y that drops below the baseline.





Drop Capital

A capital letter which is larger than the accompanying text and which drops below the baseline of text, used to start sections or paragraphs.

ropped Caps: Drop the initial letter into the paragraph with the drop cap feature. Make sure that the top of the dropped cap aligns with the top of the first line. You can control how many lines deep the cap drops.

nce upon a time, while Little Red Riding Hood was carrying a basket of lunch to Grandma's house, the Mean Old Wolf was lurking in a nearby pool hall. He was

Drop Shadow

A shadow created behind an object or text to create depth and emphasis.

Drop Shadow

Extended Text

A wider, expanded version of a typeface.

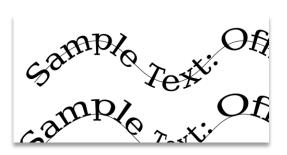
Normal Condensed Extended





Flow Text Along a Path

Text that follows in the same direction as a line, curve or shape.





Folio

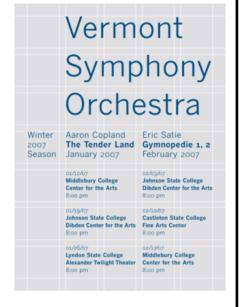
Page Number majority of time is found in the footer space.

paragraph is going to wrap onto another line and maybe another

Page 1



Transparent lines and patterns which appear on the screen as construction aids but do not form part of a document.



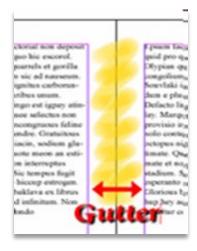
Guides

Similar to grids but these are often used to help frame and align elements in layouts. This helps make it easier for create layouts and structure.

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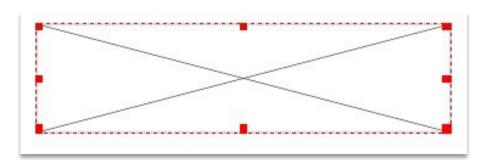


Space between columns on a page .



Handles

The small rectangle or other icons, which surround a selected frame. Handles allow the frame to be resized, moved, rotated.



Hanging Indent

Describes when the first line of a paragraph aligns to the margin, but the following lines are indented.

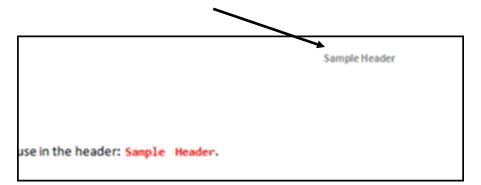
Hanging indent

Tabs are essential tools for desktop publishing. Because of the proportion used in DTP documents, lining up text by spacing is virtually impossi the slightest deviation from one line to the next causing disharmony in Often novices believe that they can "eyeball" a page well enough that this However, remember that what you see on the screen isn't always an e

will be wrinted. The solution to this problem is to establish tabs as may

+ Header & Footer

Text placed in the header / footer space that is repeated throughout a document.





😛 Heading

Large text displayed at the top of a page to introduce an article.



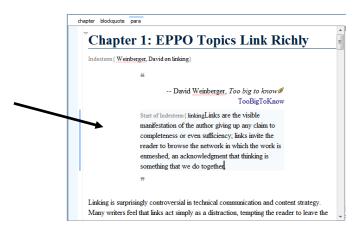
Highlight

An area of white used to show reflected light.



Indent

Where one or several lines of text are positioned a specific distance from the margins or main text.



Justification

A text alignment which spaces text equally between left and right edges of a column.

"Lorem ipsum dolor sit amet, sumo malis usu eu. Duo brute saepe recteque eu, dicam doming consetetur nam no. Sit an voluptatum ullamcorper, ad duis dolore nonumy vix. Discere assueverit ne qui.

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Kerning is the adjustment of the spacing between individual characters.

Ke r ni ng Kerning

Layers

This allows designers to 'build up' a document with an image on 1 layer and text contained on another, allowing greater control of structure.



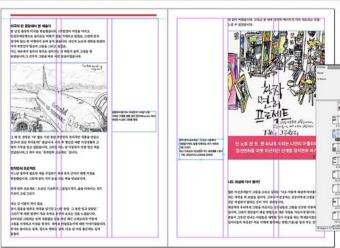
Leading

Spacing between lines of text.

A helicopter is a type of rotorcraft in which lift and thrust are supplied by one or more engine driven rotors.

😛 Margin

Space at either side and top and bottom of a page that is not printed on.

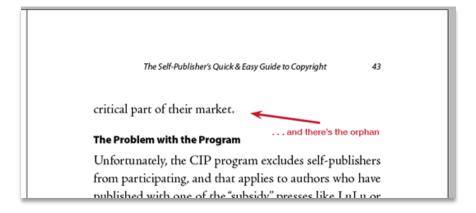






🌘 Orphan

A line of text that begins a paragraph but has been left at the bottom of the previous column or page; to be avoided in page layout.



Pull Quote

A **pull-quote** is a small selection of the copy *pulled out and quoted* in a larger typeface or using some other formatting distinct from the rest of the article.

entry in the second agild for Tory Pittenberger, Coowner of the Colden Geole Goalen Center in Guslan

New York 1992. Black of the Colden Geole Goalen Center in Guslan

New York 1992. Black with Increase our vegetile selectron by 100-20 percent.

Because

Becau

early years. His father, John Robert Coltrane, died in 1939, leaving twelve year-old John and his mother on their own. His mother, Alice Blair Coltrane, moved to New Jersey to work as a domestic while John completed high school. John played

Miles Davis called upon Coltrane in the summer of 1955 to join a group he was forming. first the clarinet, then alto saxophone in his high school band. His first musical influence was the tenor saxophonist Lester Young of Count Basie's band. In June of 1943, after

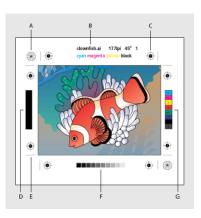
graduation, Coltrane moved to Philadelphia to be closer to his mother.

After a yearlong stint in the Navy (1945-46), Coltrane began playing gigs in and around Philadelphia. During this time he became involved in drug and alcohol use, vices that

Register Mark

Printer's cross-hairs (thin lines) placed outside the page area in order to check that printed colours are accurately aligned.





Reverse

Reversing the colour of text and background. White becomes black and black becomes white.







A line that is printed often found horizontally but can be any direction. They can vary in thickness 1pt, 3pt, 10pt etc.

Running Headline

A line of type appearing consistently in the top margin of each page or alternative left/right hand pages in printing.



Serif Font

Small terminal stroke at the end of letters, such fonts like Times, Garamond or Palatino.



Body Copy - Pri definiebas ullamcorper et an. In quo ridens rationibus, ea amet rationibus vix. Discere reprimique mea.



Sans Serif Font

Typeface which has no serifs such as, Arial, Tahoma or Verdana. Sans Serif fonts are more readable on computer screens.

Sans Serif

HEADLINES



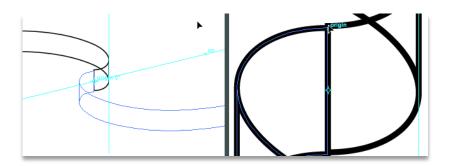
Digital, Web





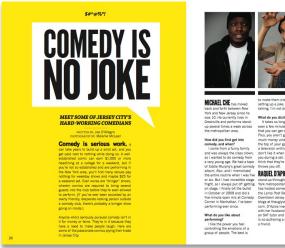
Snap

A CAG command that locks or 'Snaps' the cursor to the nearest 'snapable' point. This might be points on a screen-displayed grid, or any point naturally arising as a 'lockable' point (a line-end or vertex).



Sub Heading

Minor heading above an article or item in the body text.





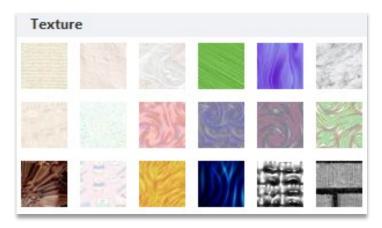
Text Wrap

Allows text to be placed on a page around a piece of artwork such as a graphic or table.



Texture Fill

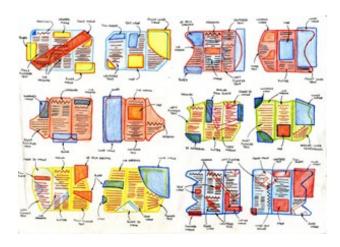
An area in which a texture can be used to fill the space, often used for background purposes.





Thumbnails

Design sketches of page layouts and other concepts.



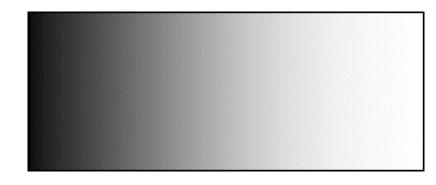
Title / Strap Line

Bold type introducing an article or story.



Tonal Scale

One colour gradually becoming lighter or darker.



Tracking

Uniformly adjusting the s p a c i n g between letters to improve visual impact.

Tracking set to 0

A helicopter is a type of rotorcraft in which lift and thrust are supplied by one or more engine driven rotors.

Tracking set to 100

A helicopter is a type of rotorcraft in which lift and thrust are supplied by one or more engine driven rotors.





Transparency

Transparency is a measure of how see-through something is or how much light can pass through. A graphic image in which the background appears to be invisible has 100% transparency.



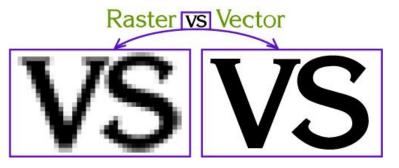
Underline

A line under text to add emphasis.

UNDERLINE

Wector Graphics

Empty areas on a page. Graphic Designers use white space to balance layout, complement graphics, create emphasis—does not have be the colour 'white'.



White Space

Empty areas on a page. Graphic Designers use white space to balance layout, complement graphics, create emphasis—does not have be the colour 'white'.

