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.

Ascender

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

Artwork / Graphic

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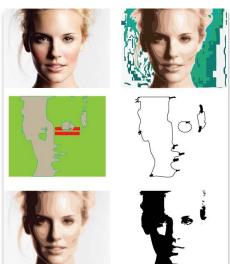
Autotracing

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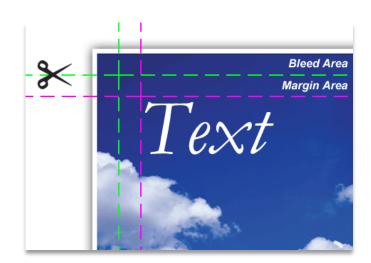
Baseline

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.

Box

Rectangular outline around text or a graphic.
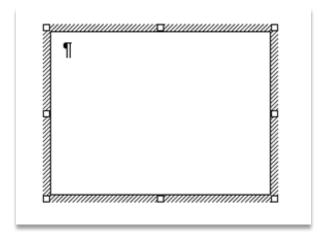
Bleed

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

Caption

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

Centre Spread
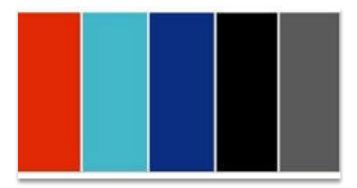
Two adjacent pages in the middle of a magazine; often designed as a double page layout

Colour Gradient

A colour gradually blending into another colour.

Colour Fill

Solid colour fill applied to a shape or area.

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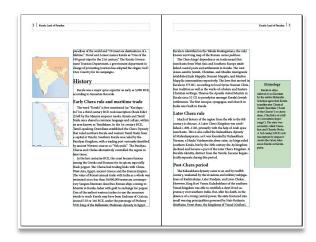
Colour Picking is the process of using the colour picker tool on illustration software to select an specific colour sample from an image or graphic.

Color:

#d6b3bc

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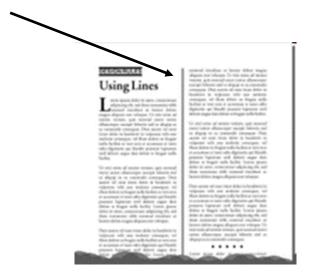
Vertical box into which text is placed. Columns help give structure to a page.

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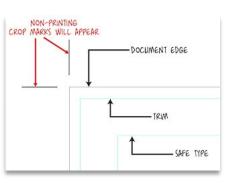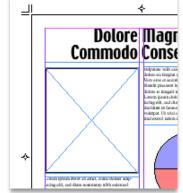
Crop Marks
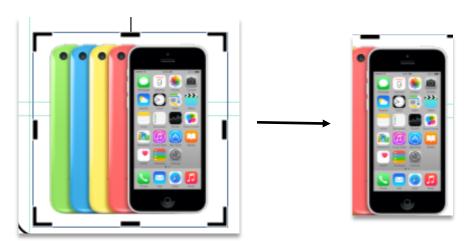
Crossed lines placed at the corners of an image or a page to indicate where to trim it are known as **crop marks**. Crop marks are typically used when printing to a larger sheet of paper than the final trim size of the document, especially when doing bleeds.

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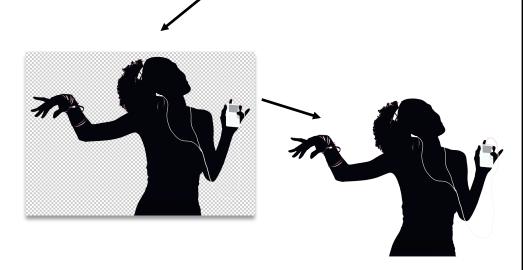
Trimming excess material from a photograph or graphic while still retaining it's rectangular shape.

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 base-line.

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.

Drop Shadow

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

Extended Text

A wider, expanded version of a typeface.
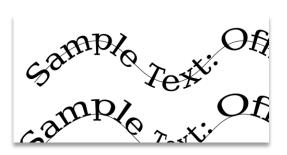
Flow Text Along a Path

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

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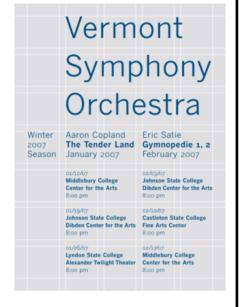
Page Number majority of time is found in the footer space.

Grid

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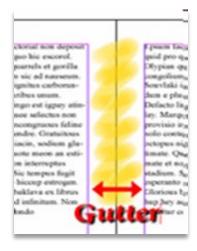
Guides

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.

Gutter

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.
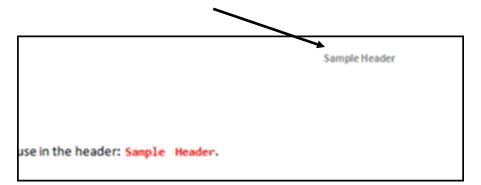

Hanging indent

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 printed. The solution to this problem is to establish tabs as ma

Header & Footer

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

Sample Header

use in the header: Sample Header.

![dtp logo]

Heading

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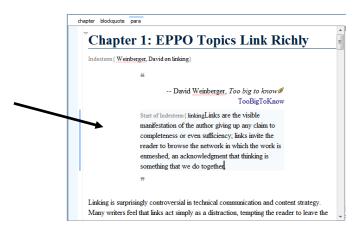
Highlight

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.

His te mutat aperiri. Et dolorum forensibus est, vix doctus omittam et, ne eam omnis aliquid scriptorem. No inermis corpora est, brute detraxit definitionem mel eu. Vidit ipsum eu duo, vix te deseruisse efficiendi defin-

![dtp logo]

Kerning

Kerning is the adjustment of the spacing between i***ndividual*** 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.

Margin

Space at either side and top and bottom of a page that is not printed on.
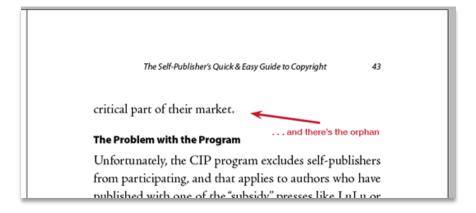
Orphan
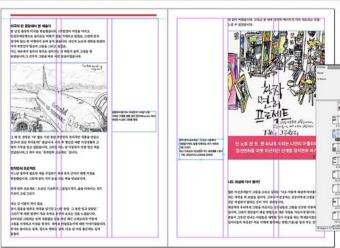
A line of text that begins a paragraph but has been left at the bottom of the previous column or page; to be avoided in page layout.

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.

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.

Rule

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.

Serif

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

Print

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
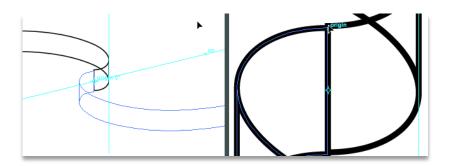
Digital, Web
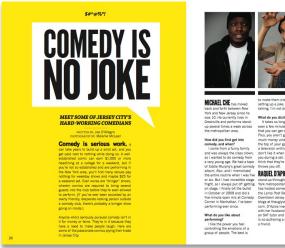
Snap

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

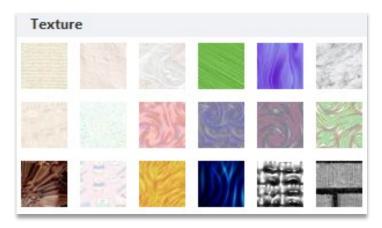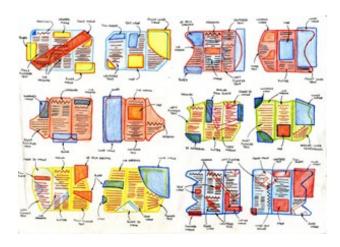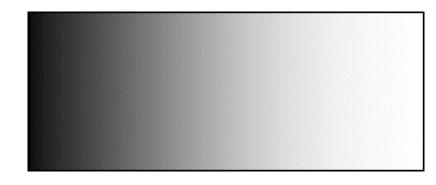Bold type introducing an article or story.

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.
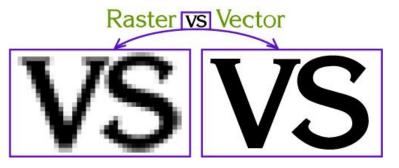

Underline

A line under text to add emphasis.

UNDERLINE

Vector 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'.