

Publisher Bellwork

1. **Desktop Publishing:** The process of using a computer to combine text and graphics to create an attractive document.

2. **Mock-up:** A model usually full scale, used for planning a layout and design.

3. **Page Orientation:** Determines whether your page will be printed portrait (tall) or landscape (wide).

4. **Templates:** a file that contains formatting and text that you can customize.

5. **Wizard:** Similar to a template, a wizard asks you questions and formats a document for you.

6. **Pasteboard Area:** A temporary storage area around a publisher document where you can hold objects.

7. **Layout Guides:** Pink or Blue lines that help you to align objects

8. **Text Frames:** A frame that holds text and enables you to position it anywhere because it is “floating.”

9. **Picture Frames:** A frame that holds a graphic and enables you to position it anywhere because it is “floating.”

10. **Automatic Copyfitting:** A feature in Publisher that resizes text to fit inside a text frame.