

KEY TERMS

Term	Definition
Address List	The name given to a data source in Publisher.
Align	To line up objects using the top, bottom, center, left, or right edges.
Autoflow	Feature that automatically places text not fitting within a text frame into the next available text frame.
Background	Behind-the-scenes area of a page used for repetitive objects or text.
Bleed	An object that extends beyond a printer's print area that can be trimmed later.
Booklet	A publication containing a series of folds or binds.
Border	The delineating outside line of a frame or an object in a publication. The line thickness and color of the border can be changed.
BorderArt	Decorative borders that come with Publisher and can be placed around a frame or box. Customized BorderArt can also be created.
Bulleted List	These lists are used to illustrate items that can occur in any order.
Catalog	Helps create different types of publications.
Cell	The intersection of a column and a row in a table of information where the data is placed. A table makes it easy to arrange data in a highly organized format.
Online Pictures	Electronic artwork available on the computer in the Office.com clip art gallery, Bing Image Search, Facebook, or Flickr. These images can be inserted into a publication.
Contextual Tabs	These tabs appear when an object, such as an image or table, is selected. Each tab contains commands pertaining to the selected object.
Continued On/ Continued From Notices	Text that automatically tells where a story is to continue on or be continued from.
Copyfitting	Makes the copy fit the space within a publication.
Crop	Allows the user to remove portions of an image.
Data Source	The document that contains the variable information that is to be inserted into a publication. A data source can contain names, addresses, phone numbers, titles, favorite colors, or any other information that changes from person to person.
Design Gallery	Formatted elements – such as pull quotes, sidebars, and titles – that can be added to an existing publication.
Design Sets	Groups of matching elements in the Design Gallery that contain common themes, colors, or objects.
Desktop Publishing Program	A program that allows for the manipulation of text and graphics to create a variety of publication documents.
Dot Leaders	Tiny dots or dashes that make it easier to read a table of contents or other information.
Drawing Tools	Toolbox buttons that are used to create geometric designs.
Drop Caps	A formatting feature that makes it possible to change the appearance of a paragraph's initial character.

Term	Definition
Embedding	Placing images on a publication page. Before a publication is professionally printed, these embedded objects may have to be converted to linked files.
Entry (Record)	The specific information that is entered for each person for the entire collection of fields.
Facing Pages	The pages that appear side-by-side in an open publication.
Field	The separate categories of information from a data source. Examples of fields are First Name, Last Name, Phone Number, or City. A collection of these fields makes an entry (record).
Field Codes	Placeholder text that shows Publisher where to insert the particular item of information from an Address List into a publication
Flip	Objects created using drawing tools that can be rotated horizontally or vertically using a toolbar button.
Font	The overall look and shape of typed text is determined by its character style or typescript. Fonts come in a wide variety of appearances; the text that is typed in a new text frame will be created in the default font.
Footer	Text that is repeated at the bottom of each page in a publication.
Foreground	Area of a page where most information is placed.
Formatting Toolbar	Buttons on a toolbar for changing the appearance of objects within a publication.
Frame	The area in a publication that an object resides in, such as text, graphic images, tables, or any combination of these. It is possible to format frame borders, change the color of frames, and manipulate frames in various ways.
Graphic Image	A piece of artwork in electronic form.
Grid Guides	Nonprinting vertical and horizontal guidelines that are used to line up and position the various items that are placed on a page. These lines appear on every page, no matter what page is created.
Group/Grouping	Turns several objects into one, which is an easy way to move multiple items.
Handles	Small (usually black or white) squares displayed around the perimeter of a selected object.
Header	Text that is repeated at the top of each page in a publication.
Horizontal Ruler	A measuring guide that appears above the publication window.
Hypertext Markup Language (HTML)	The language that Web sites are written in. Publisher's Web Site Wizard can help in the creation of a Web site without having to know HTML.
Kerning	Adjusts the space between character pairs.
Keywords	Words used to locate images within the Online Pictures Gallery.
Input Device	A hardware device, such as a scanner or digital camera that can be used to capture images that can be placed in a publication.
Internet Service Provider (ISP)	The company that provides Internet and Email service to a home or office computer for a fee. Internet Service Providers typically set up

Term	Definition
	a connection to the Internet so that the World Wide Web can be used.
Linked	When embedded objects, such as images, are converted so that they become separate files that are attached to a publication.
Layer	Changes the position of objects in relation to one another so that one appears to be on top of or behind another.
Layout Guides	Horizontal and vertical lines on a publication's background and visible on the screen that help to accurately position objects on a page.
Logo	Distinctive shape, symbol, or color that is visibly recognized as belonging to a company or product.
Mail Merge	The process of combining names and addresses, or other information, stored in a data source with standard, unchanging text in a main publication to produce customized documents.
Mailing List	The list of people and their addresses to which the publication is to be sent. This list can be created in Publisher and merged with the publication to personalize the mailing for each person on the list.
Main Publication	Any publication to which variable information from an Address List can be inserted. Any existing publication can be turned into a Main Publication.
Masthead	The banner at the beginning of a newsletter that contains its name, volume, issue, and date.
Merge	The process of combining the Main Publication and the Data Source to make a customized publication. When the merge is complete there will be a new document for each entry in the Data Source.
Merge Code	A placeholder for the information that is pulled from mailing list files.
Mirrored Guides	Layout guides and margins on left and right facing pages that appear to be mirror images.
Numbered List	Used to list items that occur in a particular sequence.
Object	Any item – such as a picture, text box, logo, calendar, or coupon – that is added to a publication page. Publisher provides a great deal of help when it comes to placing objects into a publication. The Publisher status bar and rulers are designed to help place and size objects appropriately.
Object Linking and Embedding (OLE)	This option is used to place objects created in other applications into a publication. These types of objects are often referred to as OLE objects. (See also embedding and linked.)
Object Shadow	Gives an object the illusion of depth by adding a shadow behind it.
Orientation	Position that the paper is printed on. The two options are Portrait and Landscape.
Pack and Go	A method of compressing publication files so that they can be transported easily. This feature compresses a publication and allows for the placement of the compressed file on one or more disks.

Term	Definition
Page Width View	A process that zooms in on a publication page, still allowing for the viewing of the left and right margins.
Placeholders	Generic objects placed in a Wizard-created publication that can be replaced with other pictures or with other objects.
Point Size	The measurement of the height of a character. 1/72 nd of an inch equals one point.
Process Color	A color-printing mode that uses four-color channels: cyan, magenta, yellow, and black. These colors are used by printing service bureaus to print multicolor publications, especially those that include photographs.
Proof Print Publication	Approximation of how a final printed publication will look. A document created in Publisher. A publication can be a flyer, business card, a brochure, a greeting card – any number of documents that have special looks and layouts.
Publisher Catalog	A listing of design choices that appears when Publisher is opened. It is used when a new publication is begun using a Publication Wizard, a Design Set, or a template.
Pull Quote	A short statement extracted from the text and set aside from the body of the text.
Reversed Text	A formatting method that displays light characters on a dark background.
Ribbon	The ribbon is used to find the commands that are needed to complete a task. These commands are organized in logical groups that are collected together under tabs. Each tab contains groups and buttons for performing the different commands.
Rotate	Changes the position of an object in degrees (measured from a horizontal plane)
Rotation	An object's position measured in degrees from a horizontal plane.
Ruler Guides	Created in the foreground of individual pages by dragging a ruler while holding down the Shift key. (See also Grid Guides)
Rulers	Horizontally and vertically scaled, these bars are displayed beneath the toolbars and to the left of the workspace.
Scanner	Hardware that enables information on a paper copy to be turned into an electronic file format.
Scratch Area	The area that surrounds the publication page, which can be used to store elements.
Server Application	The software application in which an embedded object was created. When an OLE object is placed on a publication page, the object can be edited in the original server application by double-clicking on the object.
Shortcut Menu	A menu that appears when the right mouse button is clicked on any object in the publication page.
Sidebar	Information not vital to a publication, which is placed to the side of the regular text.

Term	Definition
Smart Object	Logos, mastheads, and other specially designed objects that Publisher provides through a set of Wizards in the Design Gallery. Smart objects can be edited at any time with the appropriate Wizard.
Snap To Commands	When turned on, this feature has a magnet like effect that pulls whatever is being lined up to the layout guide.
Snap to Object	A built-in feature that makes it easy to align an object to another object.
Spell Checker	This option is used to check a story – or the publication – for spelling errors.
Spot Colors	A professional printing term for coloring publications that use only one or two colors. Spot color is used for black-and-white publications that also use a color or two for highlighting and emphasis on the page.
Status Bar	This bar provides information relevant to the current task. It is located at the bottom of the Publisher window.
Story	Text in a publication.
Style	A defined set of text formatting attributes, such as the text size, color, and alignment that are saved and assigned to selected text.
Table	Tabular arrangement of information using columns and rows for organization.
Tab	A defined location that the insertion point advances to when the Tab key is pressed.
Tabs	Located on the ribbon, tabs are used to gain access to different commands. The main tabs are Home, Insert, Page Design, Mailings, Review, and View. Each tab contains groups and buttons that are used to perform the different commands.
Template	A model publication, containing basic layout and formatting, that can be used as a base for a new publication.
Text Frame	Graphic object in which text is typed. A text frame makes it easier to move text around in a publication. All text in a publication must be inserted into a Text Frame.
Text Overflow	Text that does not fit within a text frame. If the frame is linked to another frame, the text will flow into the next frame. If there aren't any other frames, then the text will be hidden until the Text Frame is enlarged.
Title Bar	This bar displays the program name and the file name of the publication. It also contains the Minimize, Maximize, Restore, and Close buttons.
Two-Page Spread View	View that makes it possible to see two pages of a publication at one time.
Ungroup/ Ungrouping	Turns one combined object into individual objects.
Vertical Ruler	A measuring guide that displays to the left of the page.
Watermark	A faint, lightly shaded image that appears behind other images.

Term	Definition
Web Server	A computer that makes a Web site available on the World Wide Web and then “serves it up” to people using a Web browser.
Whole Page View	A bird’s-eye view that is excellent for determining the overall layout of a publication page and the positioning of the various text frames, picture frames, and other objects.
Wizard	A special software feature that goes through the steps of creating publications or various objects in Publisher. Each Wizard is specific to certain publication types but share a common way of creating the publication.
WordArt	An object containing curved or wavy text.
Workspace	The area where a new or existing publication appears.
Workspace Page	This is where the current page is displayed – the place where the insertion point is located.
World Wide Web	A global group of interconnected computers that store Web pages. Web browsers are used to help navigate through the many Web pages that are available.
Zero Point	The location of zero on both the vertical and horizontal rulers that can be moved. They allow for precise measurement of objects.
Zoom Mode	This mode makes the page scale larger or smaller, which allows for moving into or away from page objects.