
Glossary: Unit 12 Publishing

Term	Definition
Binding	Methods of securing the loose pages of a publication together, using stitching, staples, wire, plastic tape or glue.
Callout	A label used to identify parts of an illustration - similar to a photo caption.
Camera ready copy (CRC)	Artwork or documents that are properly prepared and ready for final multi-printing.
CMYK separation	The process of converting images into the four colours of ink (cyan, magenta, yellow and black) that are placed on the paper in layers of dots and combine to create the illusion of many colours.
Customising and automating tools	Features of a DTP application that make the production of documents easier.
En-rule	Used for spacing text, a rule the width of the letter n.
Filters	A graphics or DTP application tool that alters the appearance of an image by removing certain colours from it
Final production stage	The stage where a publication is printed in large volumes.
Folding	Ways of making a multi-page document out of one sheet of paper.
Greeking	A process used to check layout and overall appearance without the distraction of the actual text.
Grouping	Collecting together several objects of publication so that they can be edited (e.g. moved, rotated or enlarged) together as a combined object.
Gutters	The inside margins or blank space between two facing pages.
House styles	A set of rules that determine how publications of an organisation will use fonts, colours, graphics etc. (see style sheet)
Kerning	The adjustment of space between pairs of letters to make them more visually appealing.
Latining	Special characters or repeating elements - can also include Greek characters.
Layers/layering	A technique used in graphics (particularly photographic work) where several images each have their own layer, which are then overlaid upon each other to produce a final image.
Leading	The space between lines of type.

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Master page layouts	Non-printing lines that aid in text flow and alignment that are common for every page in a document.
Orphans	The first line of a paragraph appearing alone at the bottom of a page, with the rest of the paragraph continuing on the next page.
Page proofs	A (usually monochrome) pre-press proof used to check for accuracy etc. prior to printing.
Printing devices and services	Printers (home and commercial) and other devices (e.g. collators, binders) used to produce the final volume copies.
Style sheet	Used to describe how documents are presented on screen or in print. It includes rules and definitions of elements e.g. font specification.
Text attributes	Features of text such as bold, underscore or italics.
Text enhancement	Similar to text attributes; ways that text can have added emphasis, such as shadows, outlines, emboldening etc.
Watermarks	A faint image in the background of a printed publication, sometimes used for design effect, or to detect unauthorised copies.
White space	Space on a printed publication with no images or text on it
Widows	The last line of a paragraph left alone at the top of the following page.