

Index

• *Numerics* •

3-D Style, 186

• *A* •

Access tables, 169–170

Accessibility topic, 47

Accessories submenu, 238

Accounting Express, 172

Add button, 183

Add Horizontal Ruler Guide command, 80

Add Printer Wizard, 289

Add Vertical Ruler Guide, 80

Adobe Illustrator, 11

Adobe Photoshop, 230, 236

Adobe Stone font family, 209

Adobe Systems, Inc., 209

Adobe Type Manager (ATM), 207, 208,
209, 286

Advanced Printer Setup button, 292, 335

advertisement, 24, 32

After Paragraphs drop-down list, 192

Align command, 81

Align or Distribute command, 124

alignment

design success and, 35, 327

layout guides for, 77–80

of objects, 123–124

paragraph, 194

ruler guides and, 80

Snap to Guides feature and, 81–82

virtual rulers and, 82–83

alignment buttons, 186

All Programs submenu, 41

All Text Formats, 141, 143

Apple LaserWriter, 208

Apply a Font Scheme list, 309

Apply Master Page task pane, 86

Apply Template to the Current
Publication, 308

Apply to Page Range button, 86

Archive bit, 65

Arial font, 211

Arrange menu

aligning/positioning objects and, 124

captions and, 233

grouping objects and, 130

layering and, 125

layout guides and, 78

ruler guides and, 80

Snap To commands and, 81

text wrapping and, 128

arrow drawings, 117

arrow keys, 49, 81–82, 124

Arrow Style, 186

arrowheads, 120

ASCII format, 61–62, 140

ATM (Adobe Type Manager), 207, 208,
209, 286

AutoCorrect feature, 137

AutoCorrect Options submenu, 175

AutoFit feature, 278

autoflow feature, 139, 146, 149–150

autoformatting features, 158, 175

Autorecovery feature, 50, 62

autosave feature, 66

AutoShapes, 112, 117, 238–239, 283

AutoShapes Tool, 117

Available Borders list box, 234

Avery number, 26

award certificates, 24

• *B* •

Back button, 54

background, 311–314

Background Fill and Sound link, 311

Background Sound link, 313

Background task pane, 311, 312, 313

backup files, 50, 63, 64–65

Backup option, 57, 65

banners, 24

baseline guides, 78

- Basic Shapes pop-up menu, 117
 - Beach, Mark, 301
 - Bebak, Arthur, 305
 - Before & After, 33
 - Before Paragraphs drop-down list, 192
 - Berry, Patrick, 33
 - Best Fit format, 112
 - bitmapped fonts, 205
 - bitmaps, 13, 232, 234, 235–236, 248–249
 - Bitstream, Inc., 209
 - blank page sizes, 24
 - Blatner, David, 247
 - bleeds, 283
 - bleedthrough, 300
 - body copy, 204, 212
 - Bold button, 186
 - Bookman font, 212
 - bookmark drawing, 118
 - BorderArt, 120, 234
 - BorderArt button, 234
 - borders, 119–120, 156, 158, 234, 283–284
 - Boundaries and Guides command, 156
 - bounding box, 106, 119
 - Break Forward Link button, 151, 152
 - brochures, 24, 78
 - Broderbund ThinkFree Office 3, 11
 - Bruno, Michael, 301
 - Bulleted or Numbered List feature, 176
 - Bullets button, 186
 - business cards, 24
 - Business Contact Manager, 172
 - Business Forms, 20–21, 24
 - Business Information Sets, 100, 113–116
 - Business Information Smart Tag button, 115
- C •
- calendars, 24
 - camera, 222
 - Canon CanoScan LiDE70 flatbed scanner, 245
 - captions, 233
 - caret, 178
 - Catalog, 306
 - Catalog window, 16, 18, 20–21, 30
 - catalogs, 24
 - CD, 64
 - cells, 156, 158, 162–163
 - chain, text box
 - autoflowing text and, 149–150
 - connecting boxes of, 146–148
 - deleting story and, 152
 - editing text in, 152–153
 - jumps and, 145
 - moving within, 148–149
 - rearranging, 150–152
 - Change All button, 183
 - Change button, 183, 298
 - Change Picture Display link, 268
 - Change Picture option, 222
 - Change Table command, 162
 - Change Template button, 34, 308
 - Change Text command, 142, 153
 - Change To text box, 182, 183
 - Change to Two-Page command, 86
 - character formatting, 187–191
 - Chavez, Conrad, 247
 - Check Spelling As You Type option, 183
 - Checks in This Category list, 276
 - Checks tab, 276
 - CIE (Commission Internationale de l'Éclairage), 255–256
 - circles, 117
 - Clear All Ruler Guides command, 80
 - clip art, 13, 222, 223–225, 244
 - Clip Art task pane, 222, 223–225, 226, 227–228, 315
 - Clip Organizer, 225–228, 240
 - ClipArt AutoShapes, 239
 - Clipboard, Windows
 - copying and, 144
 - deleting objects and, 108
 - exporting text and, 142
 - file formats and, 249
 - importing text and, 163–164
 - pasting text from, 136, 139
 - picture insertion and, 222
 - picture modification and, 230
 - using, 108–109
 - Close box, 66
 - Close Master View button, 84, 218
 - Collection List task pane, 226
 - color
 - advantages of, 251
 - bleeds and, 283
 - of border stroke, 120

- computer monitors and, 252–253
 - defining, 252
 - gradient and, 122
 - intensity of, 252
 - of object, 120
 - of paper, 300, 345
 - printing in, 257–260
 - range of, 252, 260
 - shading and, 122
 - of shape, 121
 - suggestions for using, 252
 - tint and, 122
- color gamut, 252, 260
- color matching, 260–262
- color models, 254–256
- Color palette, 258, 259
- Color Printing command, 298
- color schemes, 32, 252, 255, 256–257, 310
- Color selector box, 254
- color wheel, 254–255
- Color1 button, 253
- column gutter, 202
- columns
 - baseline guides and, 78
 - deleting, 160, 161–162
 - design tips and, 329
 - inserting, 160–161
 - resizing, 160
 - size of, 35
 - snaking, 145, 201
 - text box resizing and, 279
- Columns button, 202
- Columns Number drop-down list, 202
- Columns section, 21
- Columns Spacing drop-down list, 202
- Commercial Printing Checks option, 276
- Commercial Printing option, 257, 260
- Commission Internationale de l'Éclairage (CIE), 255–256
- Communication Arts, 33
- composite black, 259
- composite proof, 297
- Computer Graphics format, 249
- Connect Text Boxes toolbar, 146, 147, 148, 151, 152
- Connection Status menu, 46
- consistency, 34
- Content Library, 12, 118, 242–244
- Content Library task pane, 243–244
- context-sensitive menu
 - Format Text Box dialog box and, 155
 - hyperlinks and, 317
 - monitor color display and, 253
 - picture collections and, 226
 - picture insertion and, 222
 - picture replacement and, 225
 - ruler display and, 82
 - shortcut files and, 56
 - spelling check and, 183
 - table modification and, 162
 - text editing and, 277
 - text fitting and, 278
 - text insertion and, 142
 - utilizing, 110
- contone, 259
- contrast, 35
- Control Panel, 205
- Convert to Embedded Picture, 267
- Convert to Web Publication Wizard, 314
- Cool Switch box, 144, 245
- Copies section, 292
- Copy button, 144, 170
- Copy command, 109
- copyfitting, 277
- copying. *See also* cut/copy-paste technique
 - files, 56
 - object format, 123
 - objects, 60
 - table text, 165–166
 - text, 175
- copyright laws, 32–33, 250, 327, 333
- Corel WordPerfect Office X3, 11
- CorelDRAW, 11
- Coriolis Group Books, 33
- Courier font, 204
- Create a New Publication Using My Text and Graphics option, 308
- Create button, 21, 58
- Create from File option, 239–240
- Create from File radio button, 167
- Create New radio button, 237, 240
- Create Shortcuts Here command, 56
- Create Text Box Link button, 138, 147, 151
- Creating Web Pages For Dummies, 305
- Crop button, 232
- crop marks, 336
- cropper pointer, 232
- cropping, 232–233

- Cropping tool, 232
 - curly quotes, 175
 - current page, 72
 - Current Position box, 45
 - Customize command, 77
 - Customize submenu, 51
 - Cut command, 108, 109
 - cut/copy-paste technique
 - context-sensitive menu and, 222
 - for hanging quotation mark, 285
 - picture insertion and, 226
 - PowerPoint slide insertion and, 245
 - for text, 139, 142, 144–145, 164, 174
- D •**
- Dash Style, 186
 - dashes, 285
 - Database window, 170
 - decorative fonts, 205
 - Decrease Font Size button, 186
 - Decrease Indent button, 186
 - Delete Master Page button, 86
 - Delete Object command, 108
 - Delete Text command, 108
 - deleting
 - Business Information Set components, 116
 - columns/rows, 160, 161–162
 - files, 56
 - frames, 108
 - hyperlinks, 317
 - master page, 86
 - pages, 94–95
 - ruler guides, 80
 - story, 152
 - tab stops, 196
 - text, 172
 - delimiters, 163
 - Design Checker, 274–276, 320–321, 336
 - Design Checker command, 177
 - Design Checker task pane, 320
 - Design for Response: Creative Direct Marketing That Works, 32
 - Design Gallery
 - copyrights and, 32
 - design tips and, 328
 - drawing tasks and, 117
 - elements in, 282
 - inserting object from, 241–242
 - modifying objects in, 282
 - objects in, 177
 - overview of, 118, 240–241
 - Design Gallery Object button, 241
 - Design Gallery Object tool, 118
 - Design Gallery window, 241
 - design makeover columns, 33
 - design, publication
 - alignment and, 35, 327
 - blunders of, 331–333
 - budget for, 38–39, 333
 - consistency and, 34
 - contrast and, 35
 - copyright laws and, 32–33
 - overview of, 15
 - page assembly and, 17
 - page hierarchy and, 35
 - related elements and, 35
 - resources for, 33
 - samples for, 32–33
 - simplicity and, 34–35, 328, 332
 - storyboarding and, 15–16
 - style resources for, 38
 - success principles for, 34–35
 - target audience and, 31–32, 327, 331
 - tips for, 327–329
 - Desktop button, 60
 - Desktop Publishing & Design for Dummies, 187
 - Desktop, Windows, 42, 56, 57, 291
 - Details button, 59
 - display fonts, 212
 - Distance from Text area, 128
 - Distribute command, 81
 - DOS, 62
 - dot matrix printers, 288
 - Dover Publications, 244
 - drag-and-drop technique
 - Content Library and, 243
 - files and, 56
 - objects and, 60, 164
 - page navigation and, 45
 - printing and, 291
 - between publications, 60, 109
 - for text editing, 165, 174–175
 - dragging, 123
 - drawing tools, 116–118
 - drawings, 13, 116–118, 238, 283, 295

drawn graphics, 13, 232, 234, 236, 248, 249, 283
 drop cap, 216, 282
 Duplicate option, 94
 dye sublimation printers, 289

• E •

Easy Web Wizard
 accessing, 306
 adding pages and, 309
 background and, 311–314
 color scheme and, 310
 ease of using, 315
 editing and, 307–308
 information types and, 307
 navigation bars and, 310–311
 sound and, 312–313
 templates for, 306, 308
 Edit button, 116
 Edit Category List button, 243
 Edit command, 17
 Edit Keywords button, 226
 Edit Master Pages task pane, 85
 Edit Master Pages toolbar, 84, 86
 Edit menu
 Business Information Sets and, 114, 115, 116
 copying and, 109, 139, 144, 164
 cutting and, 109, 164
 deleting frames and, 108
 deleting pages and, 95
 exporting text and, 142
 find/replace feature and, 177
 OLE and, 102
 page navigation and, 72
 pasting and, 109, 110, 139, 145, 164, 170, 245
 picture insertion and, 226
 replacing text and, 180
 selecting and, 106, 152, 153, 174
 text and, 144, 153
 undo feature and, 57, 94
 Edit Story in Microsoft Word, 144, 153, 277
 Edit Wrap Points command, 128, 232
 editing
 Business Information Sets, 115–116
 copyfitting and, 277

Excel worksheet, 168–169
 frames, 108–110
 open, 240
 in place, 240
 table frame text, 164
 text
 copying text and, 175
 deleting text and, 172
 find/replace feature and, 177–182
 hyphenation and, 184–185
 insertion point and, 172–173
 moving text and, 174
 navigation keys and, 172–173
 overview of, 171
 selecting text and, 174
 spelling check and, 182–183
 symbols and, 175–176
 in text box chain, 152–153
 tools for, 177
 during typing, 137
 in Word, 144, 153, 277
 Web site, 307–308
 em dash, 285
 e-mail, 24, 275, 316
 Empty Recycle Bin command, 57
 en dash, 285
 Encapsulated PostScript (EPS) files, 244, 249, 298, 339, 340
 end-of-row markers, 163
 end-of-story marks, 156
 envelopes, 24, 34
 EPS (Encapsulated PostScript) files, 244, 249, 298, 339, 340
 Esselte Letraset USA, 209
 Excel, Microsoft, 62, 135, 167–169, 172, 240
 Exit command, 66, 67
 Expense Report, 20
 Export command, 140
 exporting text, 142–143

• F •

facing pages, 79, 86
 fair use doctrine, 250
 Fax Cover sheet, 20–22
 Felici, James, 38
 file extension, 56
 file formats, 61–62, 140, 244, 248–249, 339

- File list box, 59
- File menu
 - Catalog and, 306
 - closing files and, 66
 - commercial printing and, 295
 - exiting application and, 66, 67
 - exporting text and, 143
 - new publication and, 58, 59
 - opening file and, 59
 - page setup and, 96
 - printing and, 290, 291, 293, 335
 - saving file and, 58, 63
 - web publications and, 314, 319, 321, 322, 323, 324
- File Name text box, 29, 313
- file organization, 50
- File Transfer Protocol (FTP), 320, 321, 322–324
- files. *See also* publication
 - backing up, 57, 63, 64–65
 - copying, 56
 - corruption of, 64
 - deleting, 56
 - finding, 60
 - inserting, 62, 143
 - moving, 56
 - naming, 61
 - overview of, 56
 - overwriting, 65
 - picture, inserting, 228–229
 - printing services and, 295
 - recovering, 57
 - saving, 61–65
 - selecting, 56
 - shortcuts to, 56
 - view options for, 63
 - viewing text, 141–142
- Files of Type drop-down list, 59, 141
- Files of Type text box, 141
- fill, 120
- Fill Color button, 121, 258
- Fill Down command, 165–166
- fill effects, 120
- Fill Effects button, 122
- Fill Right command, 165–166
- Find and Replace task pane, 177–178, 180
- Find Next button, 179, 180
- Find This File text box, 64
- Find What text box, 178, 179–180, 181
- find/replace feature, 177–182, 280
- fixed fonts, 205, 208
- Fleishman, Glenn, 247
- flyers, 24
- Folder text box, 60
- folders, 59, 63, 324
- Font and Function, 209
- Font Color button, 186, 258, 259
- Font Color tool, 284
- Font drop-down list, 210
- Font list box, 176, 186, 187–188
- font schemes, 21, 32, 35, 212
- Font Schemes task pane, 212
- Font Size list box, 186, 189
- fonts
 - buying, 208–209
 - choosing, 187–188, 210–211
 - defined, 204
 - fixed, 205, 208
 - PostScript, 207–208
 - print services and, 295, 297, 298, 340
 - sizing, 188–189, 206
 - styles of, 204–205
 - technological advances and, 208–209
 - text effects and, 211
 - TrueType, 206–208
 - typewriters v. computers and, 203–204
 - typography and, 211–213
 - underline options for, 211
 - for Web site, 309
- foot mark, 176
- footers/headers, 88–90
- Format menu
 - baseline guides and, 78
 - borders and, 234
 - captions and, 233
 - fonts and, 187, 189, 210, 212
 - fractions and, 286
 - kerning and, 190
 - line spacing and, 137, 192
 - master page and, 86
 - object properties and, 128
 - paragraph indents and, 197
 - resizing objects and, 111, 112, 230–231
 - shape borders and, 119–120
 - shape color and, 121
 - styles and, 199

- table text and, 166
 - tabs and, 195
 - text boxes and, 128, 198, 201
 - Format Painter, 123, 200
 - Format Publication task pane
 - color scheme and, 256, 310
 - graphics and, 264
 - Web pages and, 308–319
 - Format WordArt button, 218
 - formatting
 - page numbers, 90
 - paragraph, 192–202
 - table text, 166
 - tables, 158
 - text, 137, 185–191. *See also* formatting, paragraph
 - text boxes, 200–202
 - Formatting toolbar
 - alignment and, 194
 - components of, 185–187
 - displaying, 185
 - font color and, 284
 - font selection and, 210
 - object borders and, 120
 - object selection and, 44
 - shape properties and, 121
 - styles and, 200
 - text boxes and, 101
 - Forward button, 53
 - FotoSearch, 244
 - fractions, 175, 181, 286
 - frames. *See also* table frames; text boxes; WordArt
 - creating, 100–105
 - defined, 99, 100
 - deselecting, 108
 - Design Checker and, 274
 - drawings and, 116
 - editing, 108–110
 - moving, 110–111, 113
 - picture, 100–102, 128, 221–222, 223, 224, 234
 - properties of, 100
 - resizing, 111–113
 - selecting, 105–108
 - types of, 100
 - Free Rotate command, 124
 - Freeform AutoShape tool, 239
 - FTP (File Transfer Protocol), 320, 321, 322–324
 - full-color printing, 258–259, 260
 - fully justified alignment, 194, 213, 276
- **G** •
- Gay, Robert Malcolm, 38
 - Getting It Printed: How to Work With Printers and Graphic Imaging Services to Assure Quality, Stay on Schedule and Control Costs, 301
 - Getting Started window, 57, 58, 59, 306
 - Getty Images, 244
 - gift certificates, 24
 - Go to Next Text Box button, 105, 146, 147, 148
 - Go to Previous Text Box button, 105, 146, 147, 148
 - gradient color patterns, 121, 122, 259, 297, 298
 - grammar checker, 277
 - graphics. *See also* WordArt
 - buying, 244
 - creating, 222
 - drawn, 13, 232, 234, 236, 248, 249, 283
 - EPS, 244, 340
 - frames and, 99
 - painted, 13, 232, 234, 235–236, 248–249
 - printing services and, 298
 - types of, 234, 235
 - Graphics Manager, 263
 - Graphics Manager task pane
 - converting pictures and, 266–267
 - finding pictures with, 265–266
 - opening, 264, 269
 - picture details and, 269
 - picture display and, 268
 - undocking, 264
 - greeting cards, 26
 - grid guides, 78, 80, 327
 - grid, page, 35
 - gridlines, 156
 - Group Objects button, 107, 108, 130, 147
 - grouped objects, 106, 107
 - grouping, 125, 130–131, 233
 - Grow to Fit Text command, 159, 160, 163
 - guide, ruler, 45
 - gutters, 79

• H •

halftone, 246, 259, 288
 hand pointer, 56
 hanging indent, 197–198
 hanging quotation mark, 285
 Header and Footer toolbar, 88, 89, 90
 headers/footers, 88–90
 headlines, 212, 277–279, 281, 285
 Help (?) button, 48
 Help feature
 accessing, 52, 55
 closing, 55
 Design Checker and, 275
 hyperlinks in, 56
 navigating in, 54
 printing and, 291, 293
 search options of, 53–54
 searching with, 54–55
 step-by-step instructions in, 55
 using, 46–47
 Help menu, 46, 52, 293
 Help window, 46, 47, 52, 53, 55
 Helvetica font, 211
 Hewlett-Packard LaserJet printers, 288
 Hide Pictures radio button, 246
 Hide Table of Contents button, 53
 hinting, 207
 horizontal ruler, 196
 How Design Book, 301
 How Tos Help system screens, 47
 How Will This Publication Be Printed?
 drop-down list, 295
 HTML (HyperText Markup Language),
 305, 321
 hue, 254
 hyperlinks, 56, 305, 309, 316–317
 HyperText Markup Language (HTML),
 305, 321
 hyphenation, 184–185, 194, 201, 276,
 280–281
 Hyphenation Zone text box, 184
 hyphens and dashes, 285

• I •

IBM, 249
 icons, 6, 42, 45, 51

Ignore All button, 183
 Ignore button, 183
 image formats, 223, 226, 229, 238
 images. *See also* graphics; pictures
 bitmapped, 13, 232, 234, 235–236, 248–249
 clip art, 13, 222, 223–225, 244
 copyright laws and, 250
 editing, 238
 file formats and, 223, 248–249
 graphic types and, 234, 235
 halftone, 246, 289
 JPEG, 50
 on Microsoft Web site, 13, 227
 picture frames and, 221
 printing and, commercial, 18
 resolution of, 236
 scanning, 245–248, 333
 sources for, 244
 imagesetter, 289, 340
 impact printers, 288, 289
 Import Styles button, 200
 Import Word Documents template, 26
 importing. *See also* inserting
 Access tables, 170
 chapters on, 17
 Excel worksheet, 167–168
 text, 62, 136, 140–142, 146
 text into table, 163–164
 inch mark, 176
 Increase Font Size button, 186
 Increase Indent button, 186
 indent markers, 197–198
 indenting text, 137, 197–198
 inkjet printers, 288
 Insert a Page link, 309
 Insert Date button, 90
 Insert menu
 Business Information Sets and, 114
 clip art and, 222
 Content Library and, 242
 Excel worksheet and, 167
 files and, 143
 hyperlinks and, 316, 317
 importing text and, 140, 141, 164
 objects and, 239
 OLE object and, 102, 237
 page numbers and, 155
 pages and, 92, 93

pictures and, 223, 228, 229
scanner driver and, 247
sections and, 90
symbols and, 176
Insert Object button, 241
Insert Page Number button, 89
Insert Picture tool, 223
Insert Table tool, 157
Insert This Field command, 114, 116
Insert Time button, 90
Insert WordArt tool, 214
inserting
 clipart, 223–255
 columns, 160–161
 date/time, 90–91
 Design Gallery object, 241–242
 files, 143, 152
 page numbers, 89–90
 pages, 92–93
 pictures
 from file, 228–229
 linked, 266
 overview of, 222–223
 scanned, 229–230
 via Clip Art task pane, 223–225
 via Clip Organizer, 225–228
 PowerPoint slides, 245
 rows, 160–161
 sections, 90
 text, 143–145, 152
inside printing, 291
Installer, 41
International Paper Company, 38, 301
Internet. *See also* Web sites
 Design Checker and, 275
 font resources on, 209
 picture sources on, 225, 244
 printing services on, 294
Internet Explorer, 319
Internet service provider (ISP), 321,
 322, 323
Inventory List, 20
invitation cards, 26
Invoice, 20
ISP (Internet service provider), 321,
 322, 323
Italic button, 186
Item from Content Library button, 242

• J •

JPEG format, 50, 248, 249
jumps, 145, 153–155
justification, 128, 186, 194, 213, 276, 280

• K •

Katz, David J., 32
Kenly, Eric, 301
Kern Text At scroll box, 190
kerning, 112–113, 190–191, 278, 279

• L •

labels, 26
Language submenu, 184, 277, 281
laser printers, 288
layering, 123, 125–126
layout guides, 77–82
left/right justified alignment, 194
letterheads, 24, 27, 34
Line Color button, 186, 258, 259
line drawings, 117
line spacing, 113, 192–194, 279
Line Spacing button, 186
Line Spacing settings, 137
Line Spacing text boxes, 194
Line/Border Style button, 120, 186, 234
List button, 59
Logo, 114
Longman publishers, 38
Look In drop-down list, 59, 141, 229
Looking Good in Print, 33
Loop Forever radio button, 313
luminosity, color, 254

• M •

Macintosh, 62, 249
Manual button, 184
margin guides, 78, 79
margins, text box, 128
marketing campaigns, 12
marketing gurus, 32
Marquee style, 28

- master pages
 - adding objects to, 87–91
 - creating, 85
 - deleting, 86
 - deleting pages and, 95
 - design tips and, 328
 - exiting, 84
 - layering and, 125, 126
 - moving between, 86
 - moving to, 84
 - multiple, 85–87
 - object duplication and, 94
 - object selection and, 106
 - overview of, 83–84
 - recognizing, 84
 - recovering, 86
 - suppressing objects in, 91–92
 - text wrapping and, 126
 - watermark and, 218
 - Measurement toolbar, 112
 - Measurement Units option, 49
 - Measurement Units text box, 82
 - Menu bar, 14
 - menus, 27, 51, 136. See also specific menus
 - Merge Cells command, 162
 - metafiles, 248, 249
 - Microsoft Access, 169–170
 - Microsoft Excel, 62, 135, 167–169, 172, 240
 - Microsoft Office, 42, 43, 46, 76
 - Microsoft Office Fluent user interface, 136
 - Microsoft Office Online, 1, 12, 13, 46, 225, 227
 - Microsoft Office Small Business, 172
 - Microsoft Office submenu, 41
 - Microsoft Outlook, 172
 - Microsoft Paint, 230, 236–238, 248
 - Microsoft PowerPoint, 172, 245
 - Microsoft Publisher 2007 Web site, 47
 - Microsoft Software License Terms (MSLT), 32–33
 - Microsoft Word
 - autoformatting feature of, 175
 - capabilities of 2007, 11
 - editing text in, 144, 153, 277
 - find/replace feature and, 179
 - grammar checker in, 277
 - importing files from, 26
 - Microsoft Office Small Business and, 172
 - Publisher text features and, 136
 - Publisher toolbar and, 143
 - saving files in, 62
 - styles and, 200
 - tables in, 135
 - templates from, 26
 - Microsoft Works, 11, 62, 140
 - MiniFonts.com, 209
 - modifying
 - Design Gallery objects, 282
 - page layout, 96–98
 - pictures, 230–234
 - tables, 158–163
 - Modular style, 27
 - More AutoShapes option, 239
 - More Backgrounds link, 311
 - More Colors button, 258
 - More Fill Colors option, 121
 - Move Both Rulers box, 82
 - Move Both Rulers button, 195
 - moving
 - files, 56
 - frames, 110–111, 113
 - Graphics Manager task pane, 264
 - between master pages, 86
 - objects, 111, 123
 - from page to page, 72
 - ruler guides, 80
 - rulers, 82
 - tab stops, 196
 - table text, 165
 - in tables, 156–157
 - text, 174
 - in text box chain, 148–149
 - MSLT (Microsoft Software License Terms), 32–33
 - Multiple Masters font family, 209
 - My Collections, 225
 - My Templates link, 30
- N •
- Name of FTP Site box, 323
 - naming files, 61
 - navigation bars, 310–311
 - navigation keys, 172–173
 - New command, 58, 59
 - New Folder button, 63
 - New Hart/Es Rules: The Handbook of Style for Writers and Editors, 38

- New Master Page button, 85
 - New Style button, 199
 - New York Public Library Digital Gallery, 244
 - newsletters, 21, 27
 - nonprintable area, 46
 - Norton Utilities, 57
 - Not in Dictionary text box, 182
 - Nova Publishing Company, 33
 - Nudge command, 81–82, 124
 - nudging objects, 124
 - Num Lock key, 172
 - Number Format drop-down list box, 90
 - Number of New Pages text box, 93
 - Numbering button, 186
- 0 •
- Object Linking and Embedding (OLE)
 - creating graphics and, 222
 - Excel and, 240
 - function of, 102, 110
 - Graphics Manager and, 263
 - launching, 153
 - Paint objects and, 237
 - server programs and, 239
 - tables and, 13
 - using, 102
 - Object Size box, 45
 - Object Type list box, 237, 239
 - object-oriented art, 236
 - object-oriented programs, 117
 - objects. *See also* Design Gallery; frames; graphics; images; pictures
 - adding, to master pages, 87–91
 - aligning, 81, 123–124
 - categories of, 99
 - Content Library and, 242–244
 - copying, 60
 - defined, 99
 - deleting, 108
 - Design Checker and, 274
 - drawn, 283
 - duplicating, 94
 - flipping, 124
 - format duplication and, 123
 - grouping, 130–131
 - inline to table cells, 164
 - inserting, 239–240
 - layering, 125–126
 - lining up, 77
 - moving, 111
 - nudging, 49, 124
 - positioning, 123–124
 - properties of, 119–123
 - resizing, 111
 - rotating, 124
 - selecting, 105–108
 - suppressing, in master page, 91–92
 - ungrouping, 107, 130
 - wrapping text around, 126–130
 - Objects pane, 170
 - Objects toolbar
 - AutoShapes and, 238–239, 283
 - clip art insertion and, 223
 - connecting text boxes and, 146
 - Content Library and, 243
 - creating frames and, 100–101
 - drawings and, 13, 116, 238
 - overview of, 15
 - Text Box tool on, 139
 - using, 44–45
 - WordArt and, 214
 - Office Assistants, 46, 52
 - Office button, 144
 - Office Collections, 225
 - Office Diagnostics feature, 47
 - OLE. *See* Object Linking and Embedding
 - Open command, 59
 - open editing, 240
 - Open Read-Only command, 59
 - OpenType fonts, 206
 - operating systems, 1
 - Options button, 158
 - Options submenu, 46
 - Options task pane, 306
 - Order submenu, 125
 - Organize Clips link, 226
 - orphans, 279
 - Outlook, 172
 - outside services for printing
 - avoiding problems and, 297–298
 - cost of, 38–39, 341, 343–345
 - deadlines and, 344
 - imagesetter and, 340
 - need for, 293–294
 - paper and, 299–300, 344, 345
 - printer's needs and, 294–297, 336, 344
 - questions for, 339–341

outside services for printing (*continued*)
 references from, 341
 resources for, 301
 selecting, 294, 343
 setting up for, 298–300, 345
 ovals, 117
 overage, 294, 341
 overflow area, 138
 overwriting, 57, 61, 63, 65, 164, 165
 Oxford University Press, 38

• p •

Pack and Go Wizard, 294, 295, 296–297, 336, 339
 page assembly, 17
 page grid, 35
 page hierarchy, 35
 page layout, 96–98
 page numbers, 89–90, 155
 page proofs, 295
 Page Range section, 292
 Page Selection bar, 15
 Page Width command, 77
 Page Width view, 75
 PageMaker, 61
 page-navigation controls, 45, 72, 84, 86, 92
 page-number mark, 89
 pages. *See also* master pages
 adding, 92–94
 aligning, 77–82
 current, 72
 defined, 46, 71
 deleting, 94–95
 facing, 74, 79, 86
 improving, 281–286
 inserting, 92–93
 layer orders of, 125
 navigating among, 72
 scrolling within, 73
 Paint, Microsoft, 230, 236–238, 248
 Paint OLE engine, 237–238
 Paintbrush Picture object, 240
 painted graphics, 13, 232, 234, 235–236, 248–249
 Pantone Color Matching system, 261–262
 paper, 299–300, 343, 345
 paper folding projects, 27
 PaperDirect, 299, 344
 paragraph formatting. *See* formatting, paragraph
 paragraph mark, 191
 Paragraph submenu, 78
 ParaType, Inc., 209
 Parker, Roger C., 33, 187
 Paste button, 170
 Paste command, 109
 Paste Special command, 102, 110
 pasteboard, 46
 pasting, 145. *See also* cut/copy-paste technique
 pattern, 120, 121
 PDF format, 12, 18, 339
 Peachpit Press, 247
 photographs, 295
 Photoshop, 248
 pica, 49, 82, 120
 PICT format, 249
 picture elements, 49
 Picture Frame tool, 222
 picture frames, 100–102, 128, 221–222, 223, 224, 234
 Picture toolbar, 232, 234
 pictures
 borders for, 234, 283
 captions for, 233
 converting, 266–267
 cropping, 232–233
 Design Checker and, 274
 design tips and, 328
 details of, 269
 display options for, 268
 embedded, 266–267
 finding, 265–266
 hiding, 246
 inserting. *See* inserting, pictures
 as layout component, 13
 linked, 266–267
 modifying, 230–234
 page improvement with, 281
 properties of, changing, 128
 replacing, 225
 resizing, 112, 230–232
 restoring, 232
 scanning, 229–230
 sources for, 244
 on Web page, 315–316
 pixel, 49, 82, 120

- plain text format, 61–62, 140
- Pocket Pal: The Handy Little Book of Graphic Arts Production, 38, 301
- point, 49, 82, 120, 189, 206
- Pointer tool, 44
- Popular Publication Types pane, 57
- Position on Page area, 111
- postcards, 27
- PostScript drawing, 236
- PostScript fonts, 188, 206, 207, 210
- PostScript printer, 260
- power outage, 67
- PowerPoint, 172, 245
- Prentice Hall, 38
- Preset drop-down list, 197
- press check, 298
- Preview box, 97
- Preview command, 59
- Preview Your Web Site link, 307, 319
- PrimeType GmbH, 209
- primitive, 117
- print broker, 345
- Print button, 291
- Print Colors As drop-down list, 260
- Print Colors As drop-down menu, 335
- Print Preview, 22
- print queue, 293
- Print to File option, 292
- print wheel printers, 288
- printable area, 46
- printer driver, 38–39, 98, 257, 289, 291, 298, 332
- printer engine, 287
- printer font, 188, 205
- Printer Name drop-down list box, 290, 291
- printers, 288–291
- printing. *See also* outside services for printing
 - bleeds and, 283
 - checks before, 335–337
 - in color, 257–260
 - crop marks and, 336
 - design blunders and, 331, 332–333
 - Design Checker and, 275
 - Help feature and, 293
 - options for, 96–97
 - output quality and, 287–289
 - overview of, 17
 - page layout and, 96
 - procedure for, 291
 - proofing and, 273
 - scanning and, 247
- Printing Options button, 295
- process color, 257, 258–259, 260, 261
- Program Files folder, 42
- Programs submenu, 41
- proof pages, 260, 273
- proofreading, 183
- Properties button, 292, 293
- publication. *See also* design, publication; pages
 - closing, 66–67
 - opening, 59–60
 - proofing, 273–281
 - saving, 58
 - starting, 57–58
- Publication Preview, 59
- publication types
 - listed, 24–28
 - Page Options tab and, 21
 - program options and, 49
 - starting session and, 58
- Publication Types pane
 - creating publication and, 58
 - fax cover creation and, 20–21
 - location of, 20
 - startup and, 18
 - template preview and, 16, 57–58
- Publication workspace, 15
- publication-level settings, 289
- Publisher Help button, 55
- Publisher Tasks, 12
- Publisher Tasks button, 28
- Publisher Tasks drop-down menu, 274
- Publisher Tasks pane
 - Change Template button on, 34
 - custom templates and, 28
 - displaying, 28
 - overview of, 15
 - startup and, 18
 - tabs on, 21
- Publisher toolbox, 99
- Publisher Tutorials, 47
- pull quote, 282
- Purchase Order, 20

• Q •

Quark XPress, 61
Queries button, 170

• R •

radio button, 93, 95
ragged right/left alignment, 194, 280
raised cap, 216, 282
Random House Information Group, 38
raster graphics, 13, 232, 234, 235–236, 248–249
raster image processing (RIP), 236
Rathbone, Andy, 43
read-only option, 59
Real World Scanning & Halftones, 247
Recent Publications pane, 58
Recover command, 57
Recover Text from Any File, 62, 140
rectangles, 117
Recycle Bin, 56, 57
Refund, 20
Relative to Margin Guides option, 124
Remove Link button, 317
Replace All button, 181, 182
Replace as You Type area, 175
Replace button, 180
Replace command, 180–181
Replace Straight Quotes with Smart Quotes, 176
Replace With text box, 180, 181
Research Task Pane opens, 277
Reset button, 231, 233
Reset Tips button, 50
resizing
 columns/rows, 160
 Graphics Manager task pane, 264
 pictures, 230–232
 tables, 158–159
 text boxes, 279
 WordArt, 231
resolution, 236, 288
Restore command, 57
Results pane, 60
Results Should Be drop-down list, 224
resumes, 28
reverse crop, 232
reversed text, 283

rezero a ruler, 82–83
Ribbon, 43, 136, 142
rich text format (RTF), 61, 62, 140
right-click menu. *See* context-sensitive menu
RIP (raster image processing), 236
Ritter, R. M., 38
Rockport Publishers, 32
Rotate or Flip submenu, 124
Rotation drop-down list, 111
Roth, Steve, 247
rows, 160–162
RTF (rich text format), 61, 62, 140
Ruler Guide submenu, 80
ruler guides, 80, 81, 124
rulers, 15, 44, 45, 82–83
rules, 212, 282

• S •

Sample box, 197
sans serif fonts, 204, 212
saturation, color, 254
Save As command, 56, 58, 63, 65, 143
Save As Linked Picture command, 267
Save As Type drop-down list, 29, 267
Save button, 63, 64
Save command, 63, 65
Save In drop-down list, 63, 267, 323
Save In location, 29
Save to Business Information Set command, 115–116
Save with Backup option, 64
saving
 Business Information Sets, 114
 file formats and, 61–62
 files, 61–65
 pictures, 267
 publication, 58
scaling. *See* resizing
scanner/scanning, 222, 229–230, 245–248, 252, 333, 340
scratch area, 46, 145
screen font, 205
Screen Tips, 44, 50
Scribble AutoShape tool, 239
scroll arrows, 73
scroll bars, 15, 45, 46, 73
scroll boxes, 73

- Search and Replace feature, 177–182, 280
- Search box, 52, 53, 54
- Search button, 53, 54
- Search drop-down list box, 179
- Search For text box, 224, 277
- Search In drop-down list, 224
- searching
 - in Content Library, 243
 - for files, 60
 - help topics, 46, 54–55
 - for pictures, 225, 265–266
- Select a Picture pane, 265
- Select All command, 106, 152, 153, 174
- Select an Item to Fix box, 276, 296, 321
- Select an Item to Fix pane, 275
- Select Business Information Set drop-down list, 114
- Select Objects tool, 104–105, 106, 139, 174
- Selected Objects command, 75, 77
- selecting
 - files, 56
 - frames/objects, 105–108
 - table frame text, 164–165
 - text, 174
 - tools, 105
- selection box, 106
- selection handles, 22, 105, 111, 155, 156
- separations, 260, 294, 335
- serif fonts, 204, 212, 278
- servers, 239–240
- Set As Default Printer command, 290
- Set button, 196
- shade, 252
- shaded boxes, 282
- shading, 121, 122, 158, 283–284
- Shadow Style, 186
- shape, 119
- Shared Collections, 225
- Sherr, Leslie, 32
- shortcut keys, 44
- shortcuts, 56
- Show Content Only from This Computer, 46
- Show drop-down menu, 265
- Show Header/Footer button, 88
- Show Screen Tips, 44
- Show Special Characters, 137
- Show Tippines, 66
- Shrink Text on Overflow format, 112
- Shut Down command, 67
- sidebars, 282
- signs, 28
- simplicity, 34–35
- Single File Web Page, 140
- Single Page view, 74, 92, 93, 94
- Sitarz, Daniel, 33
- Size and Rotate area, 111
- Size drop-down list box, 290
- Skillin, Marjorie, 38
- small caps, 284
- smart quotes, 175, 284
- Smart Tag button, 115
- Smith, Bud, 305
- snaking columns, 145, 201
- Snap To commands, 77, 81, 124
- Snap to Guides feature, 45, 81–82
- soft carriage return, 137, 280
- Sort By drop-down menu, 265
- sound, 312–313
- Source drop-down list box, 290
- spacing
 - in headlines, 277–279
 - line, 113, 192–194, 279
 - text, 184, 194, 276, 280–281
 - white space and, 34, 332
- Spacing boxes, 80
- special characters, 137, 156, 178, 179–180, 286
- special text effects, 99, 100
- Spelling and Grammar button, 277
- spelling check, 137, 182–183, 216, 277
- Split Cells command, 162
- spot color, 257, 259–260, 261–262, 298
- spreadsheet program, 164
- squares, 117
- stacking order, 123
- Standard toolbar
 - copying and, 144
 - format copying and, 123
 - Help feature from, 46
 - hyperlinks and, 316, 317
 - overview of, 15
 - pasting and, 145, 170
 - printing and, 291
 - Save button on, 63
 - special character display and, 137
 - Undo button on, 86, 92
 - using, 44
 - Zoom feature and, 45, 76

- Start At scroll box, 90
 - Start menu
 - default printer and, 290
 - fonts and, 205
 - Help feature and, 291
 - Microsoft Paint and, 238
 - Shut Down command on, 67
 - startup and, 41
 - Statement, 20
 - status bar, 45–46, 82, 101
 - Stone, Sumner, 209
 - story. *See also* chain, text box
 - chain and, 145
 - defined, 100, 145
 - deleting, 152
 - editing, 152–153
 - end of, 337
 - jumps and, 145
 - text flow and, 135
 - storyboarding, 15–16
 - straight quotes, 175
 - stroke, 119, 120
 - Strunk, William, Jr., 38
 - Style list box, 186, 200
 - style resources, 38
 - style sheet, 34, 199
 - styles, 198–200, 204–205
 - Styles task pane, 199, 200
 - subscript, 189–190, 286
 - Suggestions list box, 182, 183
 - Suitcase Type Foundry, 209
 - superscript, 189–190, 286
 - symbols, 175–176, 205, 284–286
 - system font, 188
- T •**
- tab leader, 195, 196
 - Tab Stop Position list box, 196
 - Table AutoFormat command, 158
 - table frames
 - Access, 169–170
 - borders and, 283
 - columns and, 202
 - creating, 102–104, 155, 157–158
 - Excel, 167–169
 - formatting, 158
 - gridline display and, 156
 - as layout component, 13
 - merging/splitting cells in, 162–163
 - modifying, 158–163
 - moving in, 156–157
 - resizing, 112, 158–159
 - ruler and, 83
 - shading and, 283
 - styles of, 158
 - text alignment and, 155
 - text in, 126, 163–166
 - use for, 100
 - Table menu
 - activating commands of, 158
 - columns/rows and, 161, 162
 - merging cells and, 162
 - resizing and, 159, 160
 - selecting and, 165
 - splitting cells and, 162, 163
 - Table of Contents pane, 52, 53, 54, 55
 - Tables button, 170
 - tabs, 21, 163, 194–196
 - Tagged Image File Format (TIFF), 248–249
 - Take to a Commercial Printing Service task
 - pane, 295, 296
 - target printer, 289–291
 - Task Pane drop-down menu, 269
 - Tasks pane, 256
 - Tasks toolbar, 28
 - technical support, 47
 - templates
 - capabilities of, 22
 - consistency and, 34
 - creating, 29–30
 - custom designing, 28
 - design tips and, 328
 - ease of, 20
 - for fax cover sheet, 20–22
 - function of, 65
 - grids guides and, 78
 - help search feature and, 53
 - individual objects in, 22
 - new features for, 12
 - page setup and, 96
 - for publication types, 20, 24–28
 - startup and, 18, 57
 - target audience and, 32
 - viewing, 16
 - for Web site, 306, 308

- text
 - autoflowing, 149–150
 - borders and, 283
 - box required for, 136
 - color of, 284
 - editing. *See* editing, text
 - exporting, 142–143
 - file formats for, 61–62
 - fitting techniques for, 276–281
 - flow of, 135
 - formatting, 166. *See also* formatting, text
 - frames and, 99
 - indenting, 137
 - inserting, 140–142, 146, 152, 163–164
 - as layout component, 12
 - pasting, 139
 - proofreading, 277
 - reversed, 283
 - selecting, 164–165, 174
 - shading and, 283
 - in tables, 163–166
 - typing, 136–138, 146
 - on Web page, 315
 - Web page background and, 311
 - wrapping, 126–130
- Text Box tool, 139, 146, 315
- text boxes. *See also* chain, text box
 - baseline guides and, 78
 - captions and, 233
 - creating, 101–102, 136, 139
 - end of story and, 337
 - fitting text in, 279–280
 - formatting, 200–202
 - inserting text into, 139, 140–142, 143–145
 - margin guides and, 79
 - margins in, 128, 198
 - overview of, 100
 - purpose of, 135
 - resizing, 138, 279
 - typing text in, 136–138
- text effects, 189–190, 211, 216–218
- Text File command, 163
- Text in Overflow indicator, 138, 146–148
- text scaling, 112
- text style, 198
- Text Wrapping button, 232
- thesaurus, 277
- Thumbnail view, 265
- TIFF (Tagged Image File Format), 248–249
- Tight option, 128
- Time Billing, 20
- Times New Roman font, 212
- Times Roman font, 211
- tint, 122, 252
- tippages, 50, 66
- Tips for Printing Your Publication, 293
- Title bar, 14
- Title box, 242
- toggles
 - grouping and, 108
 - master page access, 84, 92
 - Snap To commands, 81
 - superscript/subscript and, 286
 - type styles and, 190
- tool icon, 105
- Toolbar Options button, 44
- toolbars. *See also* Formatting toolbar;
Objects toolbar; Standard toolbar
 - Connect Text Boxes, 146, 147, 148, 151, 152
 - customizing, 44
 - display options for, 51
 - Edit Master Pages, 84, 86
 - Header and Footer, 88, 89, 90
 - Measurement, 112
 - Picture, 232, 234
 - Tasks, 28
 - typing text and, 136, 143
 - view options for, 77
 - WordArt, 214, 215–216, 218
 - Word-Publisher compatibility of, 143
- Toolbars submenu, 44, 112
- Tools menu. *See also* Options dialog box
 - autoformatting features and, 175
 - color printing and, 258, 259
 - commercial printing and, 298
 - Design Checker and, 274, 320, 336
 - features of, 177
 - hyphenation and, 184, 281
 - nudging and, 81
 - options from, 46, 48, 51
 - Screen Tips and, 44
 - spelling check and, 182, 183
 - symbols and, 284
 - thesaurus and, 277
 - toolbar display and, 77
- Topics pane, 52, 53, 54, 55, 56
- tracking, 112, 278, 279
- transparency, object, 122–123, 125, 126

Troubleshooting, 291
 TrueType fonts, 188, 206–208, 210–211, 336
 tutorials, 47
 TWAIN standard, 247
 two-color printing, 259, 260
 two-page spread, 91, 92, 93, 95, 281
 Two-Page Spread view, 45, 74, 92
 type style, 189–190
 typeface. *See* fonts
 typesetting, 49
 typewriters, 203–204
 typography, 38, 211–213

• U •

Underline button, 186
 Underline list box, 189–190
 underline options, 211
 Undo button, 86, 92, 164
 Undo command, 57, 94, 165
 ungrouped objects, 106
 University of Chicago Press, 38
 Up One Level button, 58, 63
 Update Publication button, 114, 116
 Update Publication command, 115
 URL, 321, 322, 323, 324
 USB memory drive, 64
 User radio button, 323

• V •

VBA (Visual Basic Applications), 53, 54
 vector graphics, 13, 232, 234, 236, 248, 249, 283
 vector programs, 117
 View Boundaries and Guides command, 80
 View menu
 Connect Text Boxes toolbar and, 146
 gridline display and, 156
 headers/footers and, 88
 hiding pictures and, 246
 layout guides and, 80
 master page and, 84, 85, 86, 91, 218
 Measurement toolbar from, 112
 page numbers and, 89
 Picture toolbar and, 232
 Publisher task pane and, 264
 ruler display and, 82
 Screen Tips and, 44

 special character display and, 137
 Tasks Pane and, 256, 269
 for whole-page view, 75
 Zoom feature and, 75, 77
 viewing pages, 73–77
 Views button, 59, 63, 228
 virtual rulers, 82–83
 virus detection software, 244
 Visual Basic Applications (VBA), 53, 54
 VueScan software, 248

• W •

watermark, 218
 Web browser software, 319
 Web Collections, 225
 Web host, 321
 Web page, 305
 Web server, 305, 320, 323, 324
 Web Site Options, 307
 Web sites
 adding pictures to, 315–316
 adding text to, 315
 converting publication to, 314
 creating. *See* Easy Web Wizard
 defined, 305
 hyperlinks and, 316–317
 previewing, 319–320
 publishing, 320–324
 templates for, 28
 Weekly Record, 20
 weight, 120
 What's This? feature, 48
 White, E. B., 38
 white space, 34, 332
 Whole Page command, 77
 Whole Page view, 74–75
 widows, 279
 wildcard symbols, 178
 Wiley Publishing, 43, 187, 305
 Williams, Robin, 38, 138
 Window menu, 60
 Windows. *See also* Clipboard, Windows
 bitmaps and, 248
 color selection in, 253–254
 Control Panel in, 291
 Desktop of, 42, 56, 57, 291
 file format for, 249
 fonts and, 207

page scrolling and, 73
printer drivers and, 289
printing and, 291
Search dialog box in, 60
Start menu of, 67
Windows Explorer, 42, 56, 57, 291
Windows Taskbar, 60, 170, 245
Windows Vista, 205, 207, 236
Windows Vista For Dummies, 42–43
Windows Write, 62
Windows XP, 41, 205, 207, 236
Windows XP For Dummies, 42–43
Wingdings, 176, 205
With Compliments cards, 28
wizards, 18. *See also* Easy Web Wizard
WMF formats, 244
Word, Microsoft. *See* Microsoft Word
word processor filters, 62
word processor formats, 61
WordArt
for captions, 233
creating, 104–105, 214
finding text in, 179
for headlines, 212, 278
as layout component, 13
OLE and, 102

overview of, 100
printing services and, 297
properties of, changing, 128
purpose of, 135, 214
resizing, 112, 231
spelling check and, 182, 216
text wrapping and, 128
watermarks and, 218
WordArt toolbar, 214, 215–216, 218
WordPerfect, 62, 140, 249
Words into Type, 38
workspace, 43, 46
Wrap Point handles, 128–130
Wrapping Style area, 128
writing style, 31, 38



xerographic printers, 288
Xerox DocuTech 6180, 288
XPS format, 12



zooming, 45, 75–77, 82, 138
ZSoft's Paintbrush, 238

