

Name _____

Date _____

Chapter 2: Publishing a Trifold Brochure – Short Answer

Instructions: Fill in the best answer.

1. A(n) _____, or pamphlet, usually is a high-quality publication with lots of color and graphics, created for advertising purposes.
2. _____ options are small thumbnails representing format choices that appear in a small gallery on a shortcut menu when you are ready to paste.
3. A(n) _____, sometimes called a non-printing character, is a special character that Publisher displays on the screen.
4. _____ characters appear somewhat thicker and darker than regular characters.
5. _____ are two or more characters combined into a single character in order to create more readable or attractive text.
6. A(n) _____ is a special font option to add distinction to your text, including outlining, embossing, and shadows.
7. A(n) _____ system is a computer service that allows users to communicate with each other and share files.
8. _____ includes all clips that contain any kind of animation or action.
9. A(n) _____ is explanatory or identification text or a title that accompanies a graphic, figure, or photo.
10. The _____ finds potential design problems in the publication.