

Vocabulary

Bulleted list List created with each item as a separate paragraph formatted with a hanging indent, a character such as a bullet (•), and a tab.

Clip art A general-purpose graphic created by an artist using illustration software.

Double spaced Paragraph format that adds more space between each line of text.

Endnote Used to document a source. Found on the last page of a document.

First line indent First line of a paragraph that is farther to the right than the rest of the paragraph.

Footer Text that is printed at the bottom of each page.

Footnote Used to document a source. Usually located at the bottom of the page that contains the footnoted material.

Hanging indent First line of a paragraph that is farther to the left than the rest of the paragraph.

Header Text that is printed at the top of each page.

HTML The file format for documents viewed using a browser.

Indent Paragraph format that decreases the width of lines of text in a specific paragraph.

Ligatures Two or more letters combined into one character.

Margins The white region around the text on a page.

Numbered list List created with each item as a separate paragraph formatted with a hanging indent, a number, and a tab. Each number indicates an item's priority in the list.

OpenType A scalable font format.

Page break Changes where one page ends and another begins.

Pagination How a document is divided into pages.

Tab Used to position text within a line.

Tab stop Specifies a location within a line of text.

Template A master document that includes the basic elements for a particular type of document.

Title Text displayed in the title bar of a Web browser.