

# Glossary of dtp+printing terms

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You may come across these terms again and again.

Here are some quick definitions to help you "walk the walk and talk the talk".

## 3½" Disk

A disk that measures 3½" across and comes in a rigid plastic case. In the Macintosh such disks come in three sizes: 400K, 800K and 1.4 Mb. Earlier models of the Mac used single-sided 400K disks; later models used double-sided 800K; and the newest models can take advantage of the high-density 1.4 Mb versions.

## 56KB Line

A digital phone-line connection (leased line) capable of carrying 56,000 bits-per-second. At this speed, a Megabyte will take about three minutes to transfer. This is four times as fast as a 14,400 bps modem.

See: *Bandwidth*.

## 4/0, 4/1, 4/4

Trade designations for a printed piece with four colours on one side and no printing, one colour print and four colour printing on the back respectively. Pronounced four over zero, four over one and four over four.

## a

### Acetate

An Acetate sheet is a high quality, clear/transparent sheet of plastic. Acetate is used for "overhead" transparency printing or the planning of film. It can also be referred to as Mylar and clear layout base.

### Achromatic Colour

A scanning procedure reproducing colour with only two process colours and black in any area of the reproduction.

See: *GCR*.

### ACS-(Address Change Service)

An automated process that provides change-of-address information to mailers who maintain computerised mailing lists. The information is captured in the Computerised Forwarding System (CFS) units and sent to mailers on electronic media to eliminate manual processing of change information.

The cost is less than manual notices.

### ADN

(Advanced Digital Network)

### Alert Box

A box that appears on the screen that reports an error condition or gives a warning about something. The computer usually sounds a beep when this kind of window appears.

### Anonymous FTP

See: *FTP*

### APR

Automatic Picture Replacement is Scitex's implementation of the process in which a low-resolution image is automatically replaced by the high-resolution version of the image.

See: *DCS and OPI*.

### Archie

A tool (software) for finding files stored on anonymous FTP sites. You need to know the exact file name or a sub-string of it.

### Archive

To save data files from a computer system for later retrieval. Archive files are often compressed to maximise storage space.

### Artwork

This is the High Resolution, accurate, finished desktop publishing material itself, which is ready for print or Screen. It contains the real images and words properly prepared according to the method of publication.

### Ascender

That part of the letter which rises above the main body, as in "b".

### ASCII

(American Standard Code for Information Interchange). The de facto world-wide standard for the code numbers used by computers to represent all the upper- and lower-case Latin letters, numbers, punctuation, etc. There are 128 standard ASCII codes each of which can be represented by a 7-digit binary number: 0000000 to 1111111.

### Aspect Ratio

As applied to a document, the length divided by the height.

### Author's Alterations (AAs)

Corrections made in proofs (not printers errors) chargeable to the publisher or author.

## b

### Backbone

A high-speed line or series of connections that forms a major pathway within a network. The term is relative as a backbone in a small network will likely be much smaller than many non-backbone lines in a large network.

### Backing Up

Printing the reverse side of a sheet already printed on one side.

### Back Up

A copy of a document or application located some place other than the location of the original. To back up your hard drive means to copy its contents onto some other drive e.g. CD, removable hard disk (zip, jaz, optical) or DAT tape as a form of ensuring yourself against losing your information.

### Bandwidth

How much stuff you can send through a connection. Usually measured in bits-per-second. A full page of English text is about 16,000 bits. A fast modem can move about 15,000 bits in one second. Full-motion full-screen video would require roughly 10,000,000 bits-per-second, depending on compression.

*See: Bit*

### BBS

(Bulletin Board System) A computerised meeting and announcement system that allows people to carry on discussions, upload and download files, and make announcements without the people being connected to the computer at the same time. There are many thousands (millions?) of BBSs around the world. Most are very small, running on a single IBM clone PC with 1 or 2 phone lines. Some are very large and the line between a BBS and a system like CompuServe gets crossed at some point, but it is not clearly drawn.

### BC-(Barcode)

A series of vertical bars and half bars that represents the correct product information/price on an item. Each numeric digit is represented by a combination of bars.

### BCR-(Barcode Reader)

A component in certain mail processing equipment that reads and interprets the barcode previously applied to an item.

### Binary Digit

The smallest unit of information a machine can hold.

### Binhex

(BINary HEXadecimal) A method for converting non-text files (non-ASCII) into ASCII. This is needed because Internet e-mail can only handle ASCII.

*See: ASCII.*

### Bit-(Binary Digit)

A single-digit number in base-2, in other words, either a 1 or a zero. The smallest unit of computerised data. Bandwidth is usually measured in bits-per-second.

*See: Bandwidth, Byte, Kilobyte, and Megabyte.*

### Bitmap

Bitmap images are made from a series of small dots or bits. Bitmap images usually have a file name extension of bmp.

### Bitmapped Character

A letter or character made of pixels.

*See: Pixel.*

### Bitmapped Font

A font or typeface composed of bitmapped characters-also called screen fonts.

### Black Plate Change

Changing the black plate on a process printing press, black text and headlines are easily changes without affecting the colour.

### Blanket

In offset printing, a rubber-surfaced fabric clamped around a cylinder. The image is transferred to the blanket from the cylinder, and from there to paper.

### Bleed, Full Bleed

Printed colours, which run all the way to the edge of a sheet, are referred to as bleeds. Some printers charge extra for bleeds since they require the printed image to actually be slightly larger than the final trim size (thereby using more paper - SRA paper sizes).

### Bond Paper

A grade of writing or printing paper where strength, durability, and performance are essential requirements; for letterheads, business forms, etc.

### Book Paper

A general term for coated and uncoated papers.

### BPM

(Bound Printed Matter)

### Brightness

In paper, the reflectance or brilliance of the paper.

### Browser

A client program (software) that is used to look at various kinds of Internet resources.

See: *Client, URL, WWW*

### Bulletin Board System (BBS)

Electronic services and forums that you can connect your computer to if you have a modem. You can communicate with other members of the BBS (E-mail) and copy files from its library-which is called downloading. America On-Line, AppleLink and CompuServe are all BBS.

### Bundle

A group of packages secured together into a single piece or unit under the standards applicable to the rate claimed.

See: *also Package.*

### Burn

In platemaking, a term used for plate exposure. To **Burn a CD** is to permanently save data to a Compact Disc.

### Button

A graphic image of the words "OK," "Cancel," "Yes," "No" or something similar, surrounded by a rounded-corner border, or a graphic image activated by clicking it.

### Byte

A unit of digital information usually consisting of eight bits representing one character-a letter, comma, or number. The capacity of storage media, such as floppy and hard disks, is measured in thousands of bytes-or kilobytes-and in millions of bytes-megabytes; even billions of bytes-gigabytes.

## C

### Caliper

Thickness of paper.

### Camera Ready

This is artwork or prepared desktop publishing

material that is ready for printing. Camera-ready artwork is photographed and a special metal printing plate is created for the printing press.

### Cast Coating

Coated paper dried under pressure against a polished cylinder to produce a high-gloss enamel finish.

### CD (CD ROM)

(Compact Disc). A Storage medium which holds about 650Mb of data. Can be used for Raw Data, Audio, Photographs, Video and Multimedia applications. Currently there are two versions available CDR (CD ROM) - this is a 'WORM' (Write Once Read Many). Once created, this product is a permanent unre-writable medium. There is also CDRW which is a re-writable version which in theory can be re-written indefinitely, but in practice up to 40 times with guaranteed integrity.

### Check Box

A ballot box tied to specific options depending on which window it appears in. You activate the check box by clicking once inside it.

### Chroma

Pure colour with no white or grey tones-also called hue.

### CIE Lab

System of describing colours according to the three characteristics of hue, lightness, and saturation. "Hue" refers to the colour lightness or darkness and "saturation" to its density.

### Client

A software program that is used to contact and obtain data from a Server software program on another computer, often across a great distance. Each Client program is designed to work with one or more specific kinds of Server programs, and each Server requires a specific kind of Client. See: *Server.*

### Clipboard

A part of the computer's memory designated as a temporary holding area for text and graphics. The Clipboard holds just a single item at a time (though it can be a very large item). Each successive item copied to the clipboard displaces the previous item.

### Clipping Path

For use in cutting out pictures from their background This is a method of cutting out pictures and is embedded within Photoshop EPS files.

### Cloning

A CEPS technique to exchange pixels from one area of a picture to another. Example: a window may be removed from a brick building if one area of the brick wall is placed in that area of the picture. Using this technique, blemishes can be removed and objects can be added to the reproduction. Some manufacturers call this function "pixel swapping."

### CMYK

Abbreviation for **C**yan, **M**agenta, **Y**ellow and **K**ey (black), the four process colours.

### Coated Stock

To enhance quality and printability most paper used in full colour printing is "coated". This coating allows the paper to be printed without significant ink absorption. This lack of absorption assures that the ink doesn't run or spread and cause blurriness or lack of contrast.

### Colour Balance

The amount of the three colourants (cyan, magenta and yellow) that will produce a picture with the desired colour and without an unwanted colour cast or colour bias.

### Colour Bars

The colour strip on proofs that is used as a guide for the printer in determining the amount, formula and density of ink needed.

### Colour Cast

Appearance or tendency of a colour, i.e. bluish red, pinkish blue, etc.

### Colour Correction

The reduction of some of the colourant in an area to compensate for the hue error inherent in a set of colourants. Process colour inks are not pure colours; but contaminated by the other two colours, having a hue error that requires compensation in separate images.

### Colour Scanner

Electronic piece of equipment utilising laser or other high intensity light to make colour separation negatives from reflective prints or transparencies.

### Colour Separation

Electronically separating a picture using the four colour process to make negatives and plates for colour printing. Full colour images require four separations: cyan, magenta, yellow and black (CMYK), or separating an image into its spot colours (red, orange PMS185 etc)

### Comb Binding

Plastic comb binding is inserted through a hole-punched stack.

### Command

An instruction you give to make the computer do something.

### Common Focus

In gang separating, all photos will be enlarged or reduced by the same amount.

### Composite Proofs

All elements of an image arranged as specified on the keyline. Electronically produced in two forms: Soft Copy, viewed on monitor; and Hard Copy, on paper or film.

### Compression

Squeezing redundant data from an electronic file to take up less storage space and less processing and transmission time. The two major methods are statistical (called Huffman coding) or dictionary-based (called LZW for developers Lempel, Ziv and Welch). Microsoft 6.0 has a compression utility built into it. Stuffit and Stacker are examples of a compression utility program.

### Contact Print

Photographic print made from a negative or positive in contact with sensitised paper, film or printing plate.

### Continuous Tone

The form an analogue or film-based photograph takes before being broken into discrete halftone dots for printing.

### Copy

A command in the Edit menu that places the selected material on the Clipboard-without removing it from its original location.

### Coverage

Amount of ink on a page or sheet, usually given in percentages.

### C type

A colour photographic print on paper which is sensitive to all colours of light. It is exposed from a colour negative.

### Cromalin

Du Pont's proofing system in both positive and negative forms.

### Crop marks

Crop marks show where a page, photo or transparency is to be cut. Crop marks determine which section of a photo or transparency should be reproduced when only part of the original image is desired.

### Crop

To eliminate portions of copy or a photograph. On a keyline "cropmarks" indicate amount of trimming needed.

### Crossover

A colour reproduction that extends across two facing pages in a book or magazine and crosses over the binding.

### Cursor

The arrow or other shape that moves when you move the mouse.

### Cyan

One of the three subtractive primary colours used in process printing. It is also known as "process blue."

### Cyberspace

Term originated by author William Gibson in his novel "Neuromancer," the word Cyberspace is currently used to describe the whole range of information resources available through computer networks.

## d

### DAR

Digital Artwork and Reprographics.

### DCS

Desktop Colour Separation, a procedure developed by Quark for the separation of text, graphics, etc. into the classic four-colour process printing.

### DPI

Dots per Inch. Computer based imagesetters create film with dot patterns. These dot densities are described as "dots per inch".

### Default

A setting or pre-set value a computer system starts with-until you change it.

### Density

The opacity of the ink or image.

### Descender

That part of a letter which extends below the main body, as in "p".

### Deselect

To "un-select" a folder, document, image, or text by clicking once somewhere off the item or page.

### Desk Accessories

Small applications for special functions that are always available under the apple menu no matter what other program you may be using at the time.

### Desktop

The working environment of the PC/Macintosh computer.

### Detail Enhancement

The technique of exaggerating picture image edges with unsharp masking or peaking. The observer can easily see the detail of the original in the final reproduction.

### Dialog Box

A box with a square-cornered border asking you to make a choice. Dialog boxes can have regular buttons, pop-up buttons and ballot boxes inside them.

### Digital Soft Proof

Colour video monitor display of picture file, data file or text file.

### Dimmed

The grey-out appearance of a menu, command or option not available to you at the time.

### Dingbat or Wingding

Term used to describe an ornamental symbol indicating the end of an article.

### Direct Digital Colour Proof

(DDCP) Proof made directly from stored data file onto a substrate, using a peripheral device such as a photographic exposure, dot matrix printer or ink jet printer without producing intermediate films.

### Direct Screen

Method of colour separating which adds dots at the same time the transparency is being photographically separated into the four colours.

### Directory

The list of the contents of a folder or a disk. You can look at this list in several ways; e.g. as

an alphabetised list, by date with the last item you worked on first on the list, etc.

### Disk

Circular shaped generally plastic material with a coating of material that can be magnetised on its surface. On this surface, which is similar to the same type of material in an audio or video tape, information can be recorded-or "saved"-as patterns of magnetism.

### Document

The entity you create when you "save" when working within an application program.

### Domain Name

The unique name that identifies an Internet site. Domain Names always have two or more parts, separated by dots. The part on the left is the most specific, and the part on the right is the most general.

A given machine may have more than one Domain Name but a given Domain Name points to only one machine. Usually, all of the machines on a given network will have the same thing as the right-hand portion of their Domain Names

*e.g.*, gateway.gbnetwork.com, mail.gbnetwork.com, www.gbnetwork.com and so on. It is also possible for a Domain Name to exist but not be connected to an actual machine. This is often done so that a group or business can have an Internet e-mail address without having to establish a real Internet site. In these cases, some real Internet machine must handle the mail on behalf of the listed Domain Name.

*See: IP Number*

### Dot Area

Size of the dot is indicated by the percentage of the area it occupies from zero to one hundred percent.

### Dot Etching

Applying chemicals by hand to negatives for increasing dot size which adds colour, or to positives for decreasing dot size which subtracts colour.

### Dot Gain

The increase in the printing dot size from the halftone film to the printed substrate, resulting in darker tones.

### Double-Black Duotones

This process requires two films and two plates. Both plates are inked with black for the most contrast.

### Double Burn

Utilising two (or more) negatives to expose an image on a plate or positive print.

### Double-click

The shorthand way to open a folder, application or document. You double-click by placing the cursor over the icon (of the document, application, etc.) and quickly press the mouse button twice-without moving the mouse.

### Drag or Grab

The way you move icons and other objects in Macintosh windows. Place the cursor over the icon, press and hold down the mouse button, and move the mouse. When the object is at your intended location, you release the mouse button.

### Drilling

Holes for two, three or four ring binding are drilled, rather than punched. The standard hole punch used in most offices can only punch a few sheets at a time. However, a specialised drilling machine performs the same function on up to 1000 sheets in a single pass.

### Driver

A software program that directs the operation of a device outside the computer. To operate a scanner or a printer, the controlling software program must reside in the machine.

### Drop-Out

Technique that can give a mediocre photo greater contrast by photographically removing some dots to create highlights, showing the actual white of the paper.

**Drop-in Colour:** Changing the colour of the original line drawing or text (usually black) to a new colour is sometimes referred to as a Drop-in Colour. Most often used to create text and background colours.

### Dummy

A preliminary layout showing the position of illustrations and text as they are to appear in the final reproduction. A set of blank pages made up in advance to show size, shape, form and general style of a piece of printing.

### Duotone

Two films made by changing the screen angle for each. One plate is made for each film. A duotone is printed in two colours but both plates can be used for the same colour ink for maximum contrast. When using black ink this is called a "double black."

**DVD**

(**D**igital **V**ersatile **D**isk or **D**igital **V**ideo **D**isc). This medium is similar to CD except that it holds up to seven times more data.

## f

**FAQ**

(Frequently Asked Questions) FAQs are documents that list and answer the most common questions on a particular subject. There are hundreds of FAQs on subjects as diverse as Pet Grooming and Cryptography.

**FDDI**

(Fibre Distributed Data Interface) A standard for transmitting data on optical fibre cables at a rate of around 100,000,000 bits-per-second (ten times as fast as Ethernet, about twice as fast as T-3).

See: *Bandwidth Ethernet, T-3*

**Felt Side**

Smoother side of paper for printing. The right side of sheet in paper manufacturing.

**File**

Any cohesive and named collection of information stored on a disk.

**File Menu**

The menu containing the new, open, and quit commands.

**File Types**

Refers to the way your software built and labelled your content. Different software programs create different file types, but your computer can recognise many different file types. A file type is usually identified by the extension, the last three characters of its name. Some of the more common graphic file images are .bmp, .pcx, .tif, .jpg, .gif, and .pcd. Here is a list of a few of the most common type of files found in desktop publishing.

**BMP:** A Bitmap image.

**PDF:** Portable document format

**JPEG:** (JPG) Joint Photographic Experts Group This is a compression format for photographs that economises on the way data is stored because it discards data! It is therefore a 'lossy' file format and will degrade with continual use.

**TIFF:** (TIF) Tagged Image File Format cross platform - compressable without loss (LZW).

**RTF:** Rich Text format - cross platform text format (MS WORD) that retains formatting, styling and accents across platforms. Excellent for multilanguage work.

**ZIP:** Compressed file/folder format (Windows).

**TXT:** This is a simple file that contains only text.

**GIF:** This is a graphic file format owned and licensed by CompuServe. Uses index colour and can be used as a format for animation or graphics on the WWW.

**DOC:** A document file commonly created by Microsoft Word or Wordpad.

**MIC:** This is a Microsoft Image Composer file, a graphics file created with Image composer. It can be converted into other types of graphic files.

**MIME:** (.MIM) File compression format This is used for e-mail files and has the suffix .MIM. It can be multi-part. It needs to be put through a translator (Unzip or Dropstuff) before being opened within a programme.

**MPEG:** (.MPG) Movie Photography Electronic Group Similar to JPEG but for movies.

**EPS:** Encapsulated PostScript. A PostScript file contains additional information about the picture, its size and position on the page and, in many cases, a screen bitmap of the image that is used for screen display only. An EPS file can be printed only on a PostScript printer unless it is accompanied by a low-resolution bitmap image.

**Film**

Instead of printing your artwork onto paper, some companies can print it onto camera film. Film is usually required when you are printing with more than one colour and it is a necessity for four-colour printing. Film can be either negative or positive. Providing film to your printer will usually result in the highest quality product.

**Finder**

One of the two traffic-cop files that runs the Macintosh. The Finder keeps track of windows (their size, location, and type of view), maintains

an inventory of icons representing every file on your disk, and continually updates the invisible desktop file.

### Find File

Apple-supplied software that makes it possible to search a disk for any folder, file or application.

### Finger

An Internet software tool for locating people on other Internet sites. Finger is also sometimes used to give access to non-personal information, but the most common use is to see if a person has an account at a particular Internet site. Many sites do not allow incoming Finger requests, but many do.

### Flat Colours

Colours and tints not formulated from standard process colours.

### Flexography

Flexography is a method of direct rotary printing that uses resilient relief image plates of rubber or photopolymer material. The plates are affixed to plate cylinders of various repeat lengths, inked by a cell structured ink metering roll, with or without a reverse-angle doctor blade, and carrying a fast-drying fluid ink to plates that print on virtually any substrate, absorbent or non-absorbent.

### Flop

Flipping over a transparency or negative so that right side is now the left.

### Floppy Disk

The 3½" plastic disk used in all Macintosh/PC disk drives. The plastic disk is encased in a hard plastic container for protection. This has become the standard size for nearly all machines today.

### Folding

Folding is a relatively imprecise operation, so you must leave room for variations in the folds. Also, remember that each fold is affected by the variation in the previous fold. Paper stock also affects folds. Carefully prepare a paper dummy of the fold and verify that the paper grain in the dummy matches that of the final product before you go to press. Remember to allow adequate trim for the bindery operation. If a precise fold is critical, you may consider scoring the job on press to assure that the fold will align more accurately.

### Folio

Page number.

### Font

A type face or the collection of all the characters that comprise the entire character set of a typeface. In the Macintosh, each size of each style of typeface counts as a single font. A font in the Macintosh world is also called a resource in the sense that it is available to all applications without being part of any one program.

### Four-Colour Process

The method of separating colour art or photos, by use of filters, into the four process colours: cyan, magenta, yellow and black.

### FTP

(File Transfer Protocol) A very common method of moving files between two Internet sites. FTP is a special way to login to another Internet site for the purposes of retrieving and/or sending files. There are many Internet sites that have established publicly-accessible repositories of material that can be obtained using FTP, by logging in using the account name "anonymous," thus these sites are called "anonymous FTP servers."

### Full-Scale Black

A black printer that prints dots in every part of the picture, from the highlight to the shadow. Also called full-range black.

## g

### GSM

Grams per square metre (gm<sup>2</sup>). This is the standard European designation for paperweights. It refers to the weight of a square metre of a particular paper irrespective of bulk/density. Paper is defined as material less than 200gsm and Board as material more than 200gsm. There are numerous weights within these categories depending on manufacturer, brand, type or use.

### Galley Proof

A proof of text copy before being made into pages.

### Gopher

A widely successful method of making menus of material available over the Internet. Gopher is a Client and Server style program, which requires that the user have a Gopher Client program. Although Gopher spread rapidly across the globe in only a couple of years, it is being largely supplanted by Hypertext, also known as WWW (World Wide Web). There are still thousands of

Gopher Servers on the Internet and we can expect they will remain for a while.

*See: Client, Server, WWW, Hypertext.*

### Ghosting

The images you are printing appear on another part of the sheet of paper.

### Gloss

A shiny coating on a paper is called a gloss finish. Gloss coatings allow very little ink absorption and offer excellent colour definition and contrast.

### Gradation or Contrast

The relationship of the tonal values of an image to its intermediate films and reproduction as well as magnetic or optical representation. It may also refer to the tonal values within the picture.

### Grain

The direction in which most fibres lie which corresponds with the direction the paper is made on a paper machine. *Or* specs of film emulsion that make up a photographic image.

### Gravure

Basically, gravure turns everything in the image into halftone dots. The plate cylinder consists of tiny cells, varying in depth and width, that hold the ink. As the press runs, a doctor blade scrapes excess ink off the surface of the plate, leaving ink only in the cells. As the paper contacts the plate, the ink is transferred, reproducing type, rules, and photographs as composites of very fine dots. Gravure is used only in very long runs, usually for publications and packaging printing.

### Grey Balance

The proper amount of cyan, magenta and yellow printing to produce a Grey scale with no apparent dominant hue.

### Grey Component Replacement

(GCR) A colour separation process that uses the black printer for the neutral Grey portion of any colour. Instead of mixing cyan, magenta and yellow to produce greys, GRC completely replaces those greys of the process colours with black. GRC deepens the shadows within an image that lacks depth.

### Grey Stabilisation

Ability to maintain neutral Grey balance in colour reproduction. Use of GCR helps to stabilise neutrals. This term is often used by System Brunner to explain the importance of maintaining neutral greys.

### Gutter

The inside margin of a bound page.

## h

### Halftones

Line art and text require very clear edges and high contrast between areas where there is ink, and where there is not. However, photographs and drawings usually require varying degrees of ink density for accurate representation. A film that provides this variable density output is referred to as a halftone. In effect, a halftone is no different than a single colour scan. However, common usage refers to a single colour image as a halftone, while a process colour image is called a separation. Each of the independent colours in a set of CMYK films is in fact a halftone.

### Hard Disk

A disk generally in a metal cabinet and permanently sealed. Hard disks store information exactly the same way as floppy disks do, but hold a great deal more information and can supply it to the computer much faster than floppy disks.

### Hard Dots

Second generation dots or laser generated dots that have hard edges without any fringe.

### Hard Proof

A colour proof made on a substrate from production films or directly from the stored pixel data. The latter is usually referred to as a digital hard proof, and a video proof as a digital soft proof.

### Hickey

Spots on a printed sheet usually due to dust, lint or bits of paper.

### Hi-Fi Colour

Printing halftones with higher screen frequencies (more dots per inch) than standard 133 to 175

line screens. 300 lines per inch halftones are not uncommon, and fidelity may go as high as 600 lines per inch. Also refers to using more than the standard 4 colours to print, i.e., up to 7.

### Highlight

The appearance of a folder, application, document icon after it has been selected by single clicking on it.

### Highlight

The lightest area of a photograph with the smallest or fewest dots made into a halftone.

### Host

Any computer on a network that is a repository for services available to other computers on the network. It is quite common to have one host machine provide several services, such as WWW and USENET.

*See: Node, Network*

### HTML

(Hypertext Mark up Language) The coding language used to create Hypertext documents for use on the World Wide Web. HTML looks a lot like old fashioned typesetting code, where you surround a block of text with codes that indicate how it should appear. Additionally, in HTML you can specify that a block of text, or a word, is "linked" to another file on the Internet. HTML files are meant to be viewed using a World Wide Web Client program, such as Mosaic.

*See: HTTP, Hypertext, Mosaic, WWW*

### HTTP

(Hypertext Transport Protocol) The protocol for moving Hypertext files across the Internet. Requires an HTTP client program on one end, and an HTTP server program on the other end. HTTP is the most important protocol used in the World Wide Web (WWW).

*See: Client, Server, WWW*

### Hypertext

Generally, any text that contains "links" to other documents words or phrases in the document that can be chosen by a reader and which cause another document to be retrieved and displayed.



### I beam

Universal Macintosh/PC indication for text insertion that is shaped like a capital "I."

### Icon

A graphic image that represents a document, application a file, and even a concept.

### Imagesetter

An imagesetter is basically an extremely high quality printer. Imagesetters are used to create the film in computer based pre press operations. In process colour work, the imagesetter creates the separated output film by "printing" the image four times (once each in Cyan, Magenta, Yellow and Black).

### Imposition

Laying out pages in a press form. When the pages are printed and folded they will be in proper order.

### Indirect Screen

The process of separating a photo or artwork into the four process colours by creating continuous tones. Dots are then added using an additional process.

### Initialise

To prepare a disk to hold information. If you initialise a disk that already has information saved onto it, you will completely lose that information. To format a disk is the same thing.

### Insertion Point

Point or place in a document or name where more text can be added.

### Installer

Apple/Windows software to load operating system and other software onto your disk.

### Intaglio

*See: Gravure.*

### Intensity

Measurement of colour from dull to brilliant.

### Internet

(Upper case i) The vast collection of interconnected networks that all use the TCP/IP protocols and that evolved from the ARPANET of the late 60s and early 70s. The Internet now connects over 1,000,000 independent networks into a vast global Internet.

**internet** (lower case i) Any time you connect two or more networks together, you have an internet as in international or interstate.

### IP Number

Sometimes called a "dotted quad." A unique number consisting of 4 parts separated by dots;























