Glossary of media terms

Name: _____

The task: Make a poster that explains the meaning of each of the terms below.

The words:

bold	italic	white on black
caption	bullet point	text wrapping
white space	drop capital	indentation
hanging indent	typography	crop
tab	rule	font
serif	sans serif	presentational devices

More details

All of the words above are printing or publishing terms. If you don't already know what they mean, you have to find out. Make notes about definitions and draw a draft of what your poster will look like. Then make a poster that demonstrates what the words mean, or giving their definitions. For example, the obvious way to show what 'bold' means is to type the words '**bold** and not bold' and then make the first one bold.

For the words 'caption' and 'crop', get a picture and then add a caption and crop it (placing the original next to it).

Your work cannot be copied from anywhere else. This includes another person, a book or a website.

Finding the meanings

You will have to think carefully about how to find the meanings of the words. You could use a dictionary. You could use an encyclopaedia. I recommend you start by using the help files on the computer. (Try out what it says to do to see the differences.)

You can use the internet to find the meanings.

Remember: you must give meanings that are related to print media. For example, saying that a rule is something you break has nothing to do with this task.