
Draft for Development

Glossary of terms used in computer-assisted publishing

(ISO/TR 9544 : 1988)

Edition assistée par ordinateur — Vocabulaire

Rechnergestütztes Publizieren; Begriffe

Publications referred to

See national foreword.

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This publication is not to be regarded as a British Standard.

It is being issued in the Draft for Development series of publications and is of a provisional nature because the subject matter is still under technical development within the international standards committee (ISO/IEC JTC1/SC18 Text and Office Systems).

It should be applied on this provisional basis, so that information and experience of its practical application may be obtained.

A review of this Draft for Development will be carried out not later than two years after its publication.

Notification of the start of the review period, with a request for the submission of comments from users of

this Draft for Development will be made in an announcement in the appropriate issue of *BSI News*. According to the replies received, the responsible BSI Committee will judge whether the Draft for Development can be converted into a British Standard or what other action should be taken.

Observations which it is felt should receive attention before the official call for comments will be welcomed. These should be sent to the Secretary of BSI Technical Committee IST/18 at the BSI Head Office address as shown on the back cover.

National foreword

This Draft for Development has been prepared under the direction of the Information Systems Technology Standards Policy Committee (IST/-). It is identical with ISO/TR 9544 : 1988 'Information processing — Computer-assisted publishing — Vocabulary', published by the International Organization for Standardization (ISO).

The UK has actively participated through BSI Technical Committee IST/18 in the development of the ISO Technical Report. The Technical Committee will review any agreed amendments or addenda to the ISO text and will, if appropriate, revise the text of this Draft for Development. When the ISO text reaches a sufficient level of agreement and stability to be published as an international standard, consideration will be given to converting this Draft for Development to a British Standard.

Cross-references. The Technical Committee has reviewed the provisions of ISO 1087 and ISO 2382, to which reference is made in the text, and has decided that they are acceptable for use in conjunction with this Draft for Development.

Information processing — Computer-assisted publishing — Vocabulary

1 Scope

This Technical Report deals with terms that are in common use in computer-assisted publishing (i.e. text entry, text editing, typesetting and other typographical imaging, and printing and publishing insofar as they are relevant) and identifies the relationships among the terms.

It deals with terms used in the principal applications of text and office systems in publishing, notably in computer-assisted typesetting. It defines terms used in typesetting instructions, and in the description of equipment used.

A number of terms in current use have survived from an earlier period in which the production processes associated with publishing were manual or mechanical, and are not entirely appropriate to processes that are computer-assisted. Such terms are marked as deprecated for current use.

A number of definitions given in ISO 2382, *Data processing — Vocabulary*, are repeated here for convenience; their source is indicated.

2 Principles and rules followed

2.1 Definition of an entry

The vocabulary is made up of a number of entries; this term is to be understood with the following meaning:

entry: A set of essential elements consisting of an index number, one or more synonymous terms, and one or more phrases, each phrase defining one concept; if more than one concept is defined then these appear in order of importance and are

numbered; a set may also contain examples and notes to facilitate the understanding of a concept and terms associated with it, and cross-references to related terms that are defined elsewhere in the vocabulary.

Other terms such as **vocabulary**, **concept**, **term**, **definition** are used in this section and in the body of the vocabulary with the meanings given in ISO 1087, *Vocabulary of terminology*.

2.2 Organization of an entry

Each entry contains the essential elements as defined in 2.1 and, if necessary, some additional elements; thus it may contain the following items in the following order:

- a) an index number;
- b) the term or the generally preferred term;
- c) the preferred term in a particular country;
- d) the abbreviation for the term;
- e) acceptable synonymous term or terms;
- f) deprecated synonymous term or terms;
- g) the text of the definition, preceded by "(1)" if this is the first of two or more definitions for the same term;
- h) the text of subsequent definitions, each preceded by the number of the definition;
- i) examples of the use of the term with a particular definition, especially where such use is in a composite term made up of a number of words including the defined term;

2.2 Organization of an entry

- j) notes on the use of the term, especially to clarify the derivation of a term and to explain why it may in certain cases be deprecated in a particular sense;
- k) cross-reference to other terms not specifically mentioned in the text of the preceding definition or example, but of particular importance in obtaining a full understanding of the defined term.

Terms are sometimes preceded or followed by lists of commonly-used qualifying words; these appear between parentheses. See 3.5.

There are cases where a given term has synonyms that do not apply to all the definitions given. In such cases the synonymous terms are listed between parentheses at the start of each definition to which they apply. See 3.127.

Notes, when they occur, are included at the end of a definition or example.

2.3 Selection of terms and wording of definitions

The selection of terms and the wording of definitions have, as far as possible, followed established usage. When there were contradictions, solutions agreeable to the majority have been sought.

2.4 Abbreviations

As indicated in 2.2, abbreviations in current use are given for some terms. They are not used in the texts of definitions or examples in the vocabulary.

2.5 Use of terms printed in italic

A term printed in italic typeface in a definition or example has the meaning given to it in another entry of the vocabulary. However, the term is only printed in italic typeface the first time it occurs in each entry.

2.6 Spelling

The terms, definitions, and examples are given in what may be considered as the preferred spelling in English-speaking countries. Where spelling differs in common use in different countries, the known alternative spellings are given as synonymous terms with the country of use indicated.

3 Terms and definitions

3.1

accent

(1) One of a variety of *diacritical marks* above, below, or through certain *characters*, used to denote pronunciation characteristics, or to indicate syllabic emphasis.

(2) To place an accent(1) above, below or through a character.

3.1.1

floating accent

In typesetting, an accent that is a discrete character imaged in combination with one or more other characters, to create the visual effect of a single accented character.

NOTE — Separate sets of floating accent characters may be required for *capitals* and *lower-case* characters.

3.2

actual document

See 3.114.

3.3

actual image carrier

See 3.215.

3.4

adjust /USA/

To make new *end-of-line* decisions in *text* that has already been *formatted*(2) and is to be re-formatted.

NOTE — This term is used mainly to describe the function as it is performed on *word-processing* systems.

3.5

align

To arrange a series of *graphic elements* or groups of such elements, so that some significant point or line within each member of the series lies upon some pre-defined (imaginary) line, normally straight, on the imaging surface.

3.5.1

align (left, right, centre)

flush (left, right, centre) (synonym)

quad (left, right, centre) (synonym)

range (left, right, centre) (synonym)

(left, right) justify (deprecated)

To align a *line of text* to the left, right, or centre within the currently available *measure*, without *justifying* it. See also 3.456, and 3.335.

3.5.2

align (on a character)

range (on a character) (synonym)

To align on a character (such as a decimal point) that occurs in a sequence of lines of text arranged

as a column in a tabulated display.

3.6

alignment

A description of the orientation of the (imaginary) line upon which *graphic elements* are *aligned*.

3.6.1

vertical alignment

The process by which *graphic elements*, such as graphic characters, are positioned so that their vertical positions relative to neighbouring elements are such that they *align* on a straight, vertical line. See also 3.257.

3.6.2

horizontal alignment

The process by which *graphic elements*, such as lines of type, are positioned so that their horizontal positions relative to neighbouring elements are such that their *baselines* are *aligned* on a straight, horizontal line.

3.7

alphabet length

LCA (*abbreviation*)

The length of a straight, horizontal line that will just accommodate one of each of the *lower-case* letters in a given *font* arranged along it with given character spacing.

NOTE — An alphabet length may be used in calculating an approximation of the amount of space that a given text will occupy when presented in a given *typeface* and *nominal type size*; however, such an approximation must take into account the distribution of the letters of the alphabet in text of different kinds (e.g. scientific, literary, juvenile).

See also 3.407.

3.8

alphanumeric

Alphabetic or numeric *characters*.

3.9

analog (*defined in ISO 2382*.)

Pertaining to representation by means of continuously variable physical quantities.

3.10

analogue

Pertaining to an image that is drawn, painted, engraved, cut from a mask, or a photograph of a natural event or scene.

3.11

Anglo-American point

See 3.455.

3.12

Arabic numerals

See 3.290.

3.13

ascender

That part of the *lower-case* letter that rises above the *x-line* of the letter, as in the letters b d f h k l and t.

3.13.1

ascender line

The imaginary line that defines the top of ascenders. See also 3.100.

3.14

ASCII

American Standard Code for Information Interchange; a *coded character set*.

NOTE — This term is widely (and incorrectly) used with reference to other character sets, reflecting the popularity of a number of character sets that conform, or almost conform, to the International Reference Version or one of the national variants of ISO 646, *ISO 7-bit coded character set for information interchange*.

3.15

assemble

To *merge* two or more *virtual documents* (or *actual documents*) to create a new document.

3.16

AZERTY

See 3.235.

3.17

back margin

See 3.270.

3.18

back matter

See 3.134.

3.19

back page

See 3.462.

3.20

back slash

See 3.356.

3.21

bad break

An undesirable division in a word, line, column, page or other *formatted(2) text*. See also 3.473, and 3.296.

3.22

baseline

Primary horizontal reference line for character *alignment* and measurement of vertical distances.

NOTE — In the Latin alphabet *capital* letters and most *lower-case* letters appear to rest on the baseline, while *descenders* descend below it.

3 Terms and definitions

This publication is a Draft for Development and is therefore not to be regarded as a British Standard. See page 1

3.23

baseline deflection**baseline jump** (*synonym*)

A *formatting*(2) function, especially on *phototypesetting* systems, to place a *graphic element* in a position different from its normal vertical position. See also 3.6.

3.24

bastard title

See 3.196.

3.25

binding edge

The edge of the *leaves* of an *actual document* at which they are bound together.

3.26

bit (*defined in ISO 2382.*)

Either of the digits 0 and 1 when it is used in the pure binary numeration system. See also 3.41.

3.27

bit-map

A mosaic of *pixels* defining an image of a letter-form or other graphic image. The smoothness of the edge of a letter-form will depend upon the fineness of *raster*, the number of pixels per unit area, and the shape of the dots by which the pixels are represented on the *output* medium.

3.28

blind folio

See 3.164.

3.29

block of text

An aggregation of *text* defined for the purposes of *formatting*(2) or positioning it relative to other text in the same *actual document*. See also 3.34, and 3.51.

3.30

body

(1) In *phototypesetting*, the imaginary field within which the image of a *character* is normally contained.

NOTE — The term *body* is derived from hot metal composition, in which each *type* image would be cast in relief on top of a rectangular slug of metal called the *body*.

See also 3.58, 3.234, and 3.439.

(2) The main section of a brochure, book, or other *actual document*.

(3) (*deprecated*) See 3.407.

3.31

body size (*deprecated*)

See 3.407.

3.32

body text

See 3.374.

bodytext (*synonym*)

3.33

body type**text type** (*synonym*)

A common term for the *type* used for *body text*.

3.34

boilerplate**standing text** (*synonym*)

Stored blocks of *text* that may be retrieved and combined with other information to create a new *document*.

3.35

bold**bold face** (*synonym*)

A thicker *weight* of *type* than the norm in a given *type family*, or in a particular typographic context.

3.36

border

A plain or decorative frame around *type* or illustrative matter.

3.37

bounding box (*deprecated*)

See 3.58.

3.38

brace**curly bracket** (*synonym*)

A kind of *character* that is used either singly to group tabulated items (arranged either horizontally or vertically) or in left- and right-handed pairs { } to bound some phrase or mathematical expression (i.e. as an alternative to parentheses). See also 3.39.

3.39

bracket**square bracket** (*synonym*)

One of the *characters* [and], as opposed to (and) which are parentheses. See also 3.38.

3.40

break off

To begin a new *line of text*, rather than extending the previous line of text, e.g. verse, subheadings, and index sub-entries.

3.41

byte (*defined in ISO 2382, and ISO 8859.*)

An ordered set of (usually 8) bits that represents a *character* or is used as part of the representation of a character; a binary *character string* operated upon as a unit and usually shorter than a computer word.

3.42

capital

cap (*synonym*)

upper-case (*synonym*)

majuscule (*synonym*)

Descriptive of a letter from an alphabet of letters that are larger and generally different in style from the *lower-case* letters.

NOTE — The earliest alphabets in the dual-alphabet scripts (Latin, Greek, Cyrillic, etc) contained what are now known as capital letters; most of the graphic shapes of capital letters are contained by two horizontal reference lines, that are the *baseline* and the *capital height line*. The *coded representation* of a capital letter is often related to that of the corresponding lower-case letter in such a way as to enable *case-insensitivity* in text-processing tasks such as searching and *code conversion*.

3.43

capital height

cap height (*synonym*)

H-height (*synonym*)

The height of a reference *capital letter* (such as H) measured vertically from its *baseline* to the *capital height line*.

NOTE — Some capital letters may be slightly taller than capital height, and others may descend below the baseline. The capital height of a *typeface* is not always the same as the *ascender* height.

3.44

capital height line

cap height line (*synonym*)

A horizontal reference line describing the perceived upper limit of *capital* letters.

3.45

caption

cutline (*synonym*)

legend (*synonym*)

underline (*deprecated*)

Descriptive wording associated with an *illustration*.

3.46

card out (*deprecated*)

See 3.148.

3.47

carriage return character (*defined in ISO 2382.*)

A *format(1)* effector that causes the print or display position to move to the first position on the same line.

NOTE — The characters that control the end of a *line of text* are often the carriage return character and the *line feed character*.

3.48

case insensitivity

The attribute of a process or part of a process of *code conversion* that does not distinguish between *capital* and *lower-case* letters.

3.49

cast off

See 3.87.

3.50

cast-off

See 3.143.

3.51

catch-word

A word placed at the end of a *block of text* to indicate the first word of the next block of text.

3.52

cathode ray tube

CRT (*synonym*)

An electronic vacuum tube with a screen on which data may be graphically displayed. CRTs are used as displays in *video display terminals*, and to project images on output media in *phototypesetters*.

3.53

centre /UK/

center (*synonym*) /USA/

To position a *line of type* so that its mid-point is aligned with a specific point or line, e.g. the centre line of a *page(1)* or column.

3.54

change bar

See 3.360.

3.55

change file

See 3.458.

3.56

character (*defined in ISO 2382.*)

A member of a set of elements upon which agreement has been reached and that is used for the organization, control, or representation of data, usually entered with a single keystroke.

NOTE — The term *element* in ISO 2382 does not have the meaning used in this vocabulary.

3.56.1

control character (*defined in ISO 2382.*)

A character, other than a *graphic character*, whose occurrence in a particular context initiates, modifies or stops an action that affects the recording, processing, transmission, or interpretation of data. Examples of control characters are: *carriage return character*; *line feed character*; *escape character*.

3 Terms and definitions

3.56.2**graphic character** (*defined in ISO 2382.*)

A character, other than a *control character*, that, when marked on a presentation surface, forms a *graphic element*.

3.57**character assembly**

The assembly of *characters* (from given *character sets*) by a composition system, according to conventions of spacing (or predetermined values of spacing) either mechanically or electronically. See also 3.30.

3.58**character box** (*deprecated*)**bounding box** (*deprecated*)

The names given to the *body* of a *type image* in office systems applications of *text-processing*.

NOTE — These terms are deprecated, as they suggest that there is a special, and in some sense universal, relationship between a type image and its body. In fact, this relationship is entirely dependent upon specific applications of text-processing, in some of which a graphic image may not have a body.

3.59**character code** (*deprecated*)

See 3.76.

3.60**character count**

The number of *graphic characters*, including characters that are *spaces*, in a specified *text*.

3.61**character generator**

A device to produce *characters* for a *display device*, where the shapes of all recognized characters are stored with the device.

3.62**character image**

The mark(s) representing a *character* that is produced in an *actual document* by a *mechanical writing system* and has graphic attributes including shape, size, and colour.

3.63**character number**

See 3.76.

3.64**character path**

The imaginary line, together with a direction of *escapement*, along which *graphic characters* are arranged to form a *line of text*.

3.65**character set**

(1) (defined in ISO 2382) A finite set of different *characters* upon which agreement has been

reached and which is considered complete for some purpose.

(2) The repertoire of characters available in a given *font*, that can be displayed, printed, or understood by a computer system.

NOTE — A given repertoire of characters may not coincide with any ISO character set.

See also 3.75.

3.66**character spacing** (*deprecated*)

See 3.407.

3.67**character string**

(1) (defined in ISO 2382) A string consisting solely of *characters*.

NOTE — ISO 2382 defines a string to be a linear series of entities.

(2) A finite sequence of characters. See also 3.429.

3.68**character subset**

A sub-repertoire of a given *character set*.

3.69**cicero**

See 3.455.

3.70**close up**

To reduce the *space* between *graphic elements*.

3.71**club line**

See 3.296.

3.72**code** (*defined in ISO 2382.*)

(1)

coding scheme (*synonym*)

A set of unambiguous rules specifying the manner in which data may be represented in a discrete form.

(2) See 3.75.

(3) (*deprecated*) See 3.76.

3.73**code conversion**

See 3.85.

3.74**code extension character** (*defined in ISO 2382.*)

Any *control character* used to indicate that one or more of the succeeding coded representations are

to be interpreted according to a different code or according to a different coded *character set*.

3.75

coded character set (defined in ISO 2382.)

code (synonym)

A set of unambiguous rules that establishes a *character set* and the one-to-one relationships between the *characters* of the character set and their *coded representations*.

3.76

coded representation (defined in ISO 2382.)

code element (synonym)

code point (synonym)

code value (synonym)

character number (synonym)

code (deprecated)

(1) The representation of an item of data established by a *code*.

(2)

character code (deprecated)

The representation of a *character* established by a *coded character set*.

3.77

coding scheme

See 3.72.

3.78

command (deprecated)

See 3.224.

3.79

composite characters

Graphic characters assembled from two or more *graphic elements* by *overstriking* or other special positioning. O and — may be used to create Θ.

3.80

composition

The processes, which may include keyboarding and *phototypesetting*, that lead to the production of an *actual* (replicable) *document*.

3.81

condense

To create from a *typeface*, either manually or mechanically, a new typeface in which each graphic character is narrower in proportion to its height than in the original, but is otherwise the same style.

3.81.1

condensed

condensed type (synonym) See also 3.139.

3.82

constant

An object that is declared and given an initial value, and for which any attempt to assign a new value is an error.

3.83

control

See 3.389.

3.84

control character

See 3.56.

3.85

convert (defined in ISO 2382.)

To change the representation of data from one form to another, without changing the information they convey.

3.85.1

code conversion

Transformation of one set of *coded representations* to another.

3.86

copy

That particular version of material (manuscript, sometimes with related *illustrations*) to be used in the production of printed and published material.

3.87

copy-fit

copyfit (synonym)

cast off (synonym)

To analyse the content of typescript or manuscript *copy* in order to calculate its *extent* when presented, using given *typefaces* and *nominal type sizes*, in a given *format*(1).

3.88

copy mark-up

See 3.272.

3.89

CRT

See 3.52.

3.90

curly bracket

See 3.38.

3.91

cut

See 3.214.

3.92

cutline

See 3.45.

3.93

cutout

The space left by a run-around.

3 Terms and definitions

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3.94**cutout half-tone**

A *half-tone illustration* that is positioned to fill a *cutout*.

3.95**daisy-wheel printer**

See 3.216.

3.96**dash**

A mark of punctuation, usually represented typographically by an *en* or *em rule*; not to be confused with a *hyphen* or a minus sign.

NOTE — This term only specifies a particular character if preceded by a qualifier such as *em* or *en*, to indicate its *width*.

3.97

data base (*defined in ISO 2382.*)

database (*synonym*)

data bank (*deprecated*)

(1) A set of data, part or the whole of another set of data and consisting of at least one file, that is sufficient for a given purpose or for a given data processing system.

(2) An organized collection of information.

3.97.1

data base management system (*defined in ISO 2382.*)

database management system (*synonym*)

DBMS (*abbreviation*)

A set of programs for managing and performing operations on data bases.

3.98**default**

(1) Used to describe the value(s) or mode(s) that a computer will use in processing information when either no other value(s) or mode(s), or an incorrect one, is specified by the operator or programmer.

(2) The value or mode itself that is used when no other is specified.

3.99**delimiter**

separator (*synonym*)

A particular *character* or *coded representation* of a character that is used specifically to indicate the start or end of an instruction, operand, parameter, or other data.

3.100**descender**

The part of letters such as p, q, and y that extends below the *baseline*.

3.100.1**descender line**

The imaginary line that defines the bottom of *descenders*. See also 3.13.

3.101**device driver**

See 3.103.

3.102**device-independent**

Pertaining to computer programs or data that are not intended to be specific to any particular computer system or *output unit*.

3.103**device support procedure**

device driver (*synonym*)

A procedure that interprets the structure of *text* and other data emitted by the composition and *formatting*(2) functions to produce the instructions necessary for a specific *output unit*.

NOTE — The information required in order to generate these device-specific *instructions* is contained within a device description table.

3.104**device units**

See 3.455.

3.105**diacritical marks**

Signs such as *accents*, dots, and bars, below, above or through letters etc., used to indicate different phonetic sounds, inflexion, stress, metre, or semantic values, of an alphabetic *character* or group of characters; also used in mathematical notation for various purposes.

3.106**dictionary of hyphenation**

See 3.213.

3.107**Didot point**

See 3.455.

3.108**digitized character**

The shape of a *graphic element* that is specified as a series of numeric values in binary encoded form. The numbers may be a *bit-map*. They may alternatively represent co-ordinates or parameters associated with curves or straight-line segments defining the outline of the shape.

NOTE — In the case of digitized characters that are stored as outlines, the output device is equipped with the algorithms necessary to compute the points to be exposed.

See also 3.445.

3.109**digraph****diphthong** (*deprecated*)

A compound vowel that is represented graphically by a single *character* or ligature formed from the component single vowels, such as æ Œ.

3.110**discretionary hyphen**

See 3.212.

3.111**display**

To arrange *text* so as to distinguish it from *body text* by positioning it on separate lines that may be *indented* or otherwise *aligned* differently, possibly in a different *nominal type size*.

NOTES

1 Displayed text is usually separated from preceding and following text by extra space.

2 *Headings*, long quotations, and mathematical equations are usually presented as displayed.

3.111.1**displayed matter****display text** (*synonym*)**display** (*synonym*)

(1) Text that is displayed.

(2) *Graphic elements* in which various *nominal type sizes* or *typefaces* may be used and illustrations such as *logos* may appear, as in advertisements, title pages, and catalogues.

3.112**display device** (*defined in ISO 2382.*)

An *output unit* that gives a visual representation of data.

NOTE — This term is usually meant in the sense of giving a temporary display, as in the case of a *video display terminal*.

See also 3.297, 3.402, and 3.326.

3.113**display sizes****display type** (*synonym*)

Those *nominal type sizes* that are used to present *displayed matter* such as *headings*.

NOTE — This term is normally only applied to nominal type sizes larger than those normally used for *body text*.

See also 3.400.

3.114**document** (*defined in ISO 2382.*)

A data medium and the data recorded on it, that generally has permanence and that can be read by man or machine. A hand-or machine-written *text*.

3.114.1**actual document**

An assembly of marks on a substrate: an original; a (virtually identical) replication of an original made by a *mechanical writing system*; or a copy of an original made by a mechanical reproducing system.

3.114.2**virtual document**

A document that exists in concrete but non-graphic form, e.g. on tape or disc or in a computer memory.

3.115**dot matrix printer****3.116****dot printer** (*defined in ISO 2382.*)

See 3.216.

3.117**double-expose**

See 3.301.

3.118**double spread**

See 3.409.

double-spread (*synonym*)**double-page spread** (*synonym*)**3.119****draft**

A *document* prepared for approval or editing.

3.120**dress**

To make a specific set of *fonts* available for use on an *output device*.

3.121**drop folio**

See 3.164.

3.122**drop initial**

See 3.223.

3.123**Dvorak**

See 3.235.

3.124**EBCDIC**

Extended Binary Coded Decimal Interchange Code; a *coded character set*.

3.125**edit**

(1) To review *copy* and mark it for changes or corrections.

3 Terms and definitions

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(2) To modify the content or layout of data. This may involve the re-arrangement, addition, deletion, or translation of data.

(3) (defined in ISO 2382) To prepare data for a later operation.

3.126

edition

The original and all unchanged copies or replications of a defined, identifiable version of an *actual document*. See also 3.357, and 3.358.

3.127

editor

(1) A supervisory person who reviews *copy* and marks it for changes and corrections.

(2)

file editor (synonym)

Computer software (or hardware) that allows *editing* to be done on a terminal.

NOTE — A file editor controls the way in which *text* is displayed on the screen and the action to be performed in response to the use of editing keys, cursor movement, and sometimes the placement of line numbers and other notations.

(3)

line editor (synonym)

Computer software that allows editing to be done on a line-by-line basis.

(4)

screen editor (synonym)

Computer software that allows changes to be made to text displayed on a display screen at any point thereon.

3.128

editorial system

publication system (synonym)

A system or subsystem for editorial use, that may or may not be dedicated.

3.129

element

A logical part of a *document* that is considered as a unity. It is delimited by tags in a *virtual document*.

3.130

elision

The running together of pairs of numbers or of words.

Without elision

38-39
213-218
do not

With elision

38-9
213-18
don't

3.131

ellipsis

Three dots (...) that indicate an omission, often used when shortening quoted matter.

3.132

em

See 3.455.

3.132.1

em space

em quad (synonym)

A space with a width of one em.

3.132.2

em rule

em dash (synonym)

A rule occupying the full width of the em of any *nominal type size*; used for a long dash.

3.133

en

See 3.455.

3.133.1

en point See 3.322.

3.133.2

en rule

en dash (synonym)

A rule occupying the full width of the en of any *nominal type size*; used for a short dash.

3.133.3

en space

(1) A space with a width of one en.

(2) (deprecated) See also 3.455.

3.134

end matter

Copy that is placed after the main *text* of a *document*, e.g. appendix, end-notes, bibliography, index.

3.135

end-of-line procedure

A collective term for the procedures of a *formatting*(2) (e.g. *phototypesetting*) system in which the *text* of a *virtual document* is divided into a sequence of *lines of text* in order to present it on a display or output surface according to a specified set of rules governing the intended layout and the acceptable limits for length of line, spacing of words and characters, etc. See also 3.213, 3.231, and 3.275.

3.136

escape character (defined in ISO 2382.)

A code extension character used, in some cases with one or more succeeding characters, to

indicate by some convention or agreement that the *coded representations* following the character or the group of characters are to be interpreted according to a different *code* or *coded character set*.

3.137

escapement

The mechanism responsible for the spacing before or between *characters*. Some devices print a character, then escape the width of that character; others escape the width of the next character, then print it.

3.137.1

escapement value

A measurement of the *width* of the field within which a *character* is designed to fit.

NOTE — This field normally allows for a certain amount of space to left and right of the character, sometimes referred to as *sidebearings*.

3.137.2

escapement class

In office systems applications, an attribute of a *font* that identifies it to be *monospaced* or *proportionally spaced*. See also 3.30, and 3.64.

3.138

exception dictionary

See 3.213.

3.139

expand

extend (*synonym*)

To create from a *typeface*, either manually or mechanically, a new typeface in which each *graphic character* is broader, or wider, in proportion to its height than in the original, but is otherwise the same style.

3.139.1

expanded

expanded type (*synonym*)

extended (*synonym*)

extended type (*synonym*) See also 3.81.

3.140

explode

To substitute a lengthy sequence of *characters* or other data for an abbreviated sequence.

3.141

extend

See 3.139.

3.142

extender

An *ascender* or *descender*.

3.143

extent

cast-off (*synonym*)

The length of an *actual document* in terms of the number of pages.

3.144

extract

A *displayed quotation*.

3.145

facsimile

fax (*synonym*)

A system in which a sending mechanism transmits electronic information to produce a duplicate (facsimile) of the original data for a local or remote receiver. The process is called facsimile transmission.

3.146

family of type

See 3.448.

3.147

fax

See 3.145.

3.148

feather

card out (*deprecated*)

To add extra *interlinear space* in order to achieve *vertical justification*.

NOTE — The alternative term card out is deprecated, as it is derived from a procedure adopted by compositors to achieve the same end in composing metal type, and should rightly only be used in that context.

3.149

figure

fig (*abbreviation*)

(1) An *illustration* (usually line) printed in the *text*.

(2) The graphic image of an Arabic *numeral*.

3.149.1

old-style figures

oldstyle figures (*synonym*)

non-lining figures (*synonym*)

Figures(2) that do not *align* on the *baseline* and *capital height line*:

o123456789

3.149.2

lining figures

ranging figures (*synonym*)

modern figures (*synonym*)

Figures(2) that *align* on the *baseline* and *capital height line*: 1234567890.

3 Terms and definitions