Lesson 9

Vocabulary

Comment: note that the author or a reviewer adds to the document.

Document management server: central location for storing, managing, and tracking files.

Document workspace: a windows SharePoint Services Web site that provides tools for sharing and updating files and keeping colleagues informed about document status.

Duplex printing: printing on both sides of the page.

Encryption: a standard method for encoding data.

Hard copy: a printed copy of the document to share the information.

Markup: the revision marks and annotation that appears in a document.

Metadata: data that describes other data.

Portable document format (PDF):

Read-only document: permit others to open and view the document.

Print queue: information about documents that are waiting to print.

Soft copy: a digital copy of data.

XML Paper Specification (XPS):

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