

LESSON 4 Key Terms

Knowing these terms will help you complete the exercises in this lesson.
Use this chart as a study guide when you review the lesson.

◀ See page TM36 for English
Learner activity suggestions.

Key Term	Definition	Page Number
Balloon	A rounded rectangle in the margin of a document that shows a deletion or comment.	106
Comment	A note made by a reviewer regarding a portion of a document.	106
Custom file properties	Descriptive information about a document.	114
Digital certificate	An attachment that provides proof of the authenticity of a digital signature.	115
Digital signature	An electronic stamp of authentication on a document that confirms that the document came from the signer.	115
Editing restrictions	Allows the user to set what type of editing is allowed in a document.	110
Formatting restrictions	Allows the user to set what type of formatting is allowed in a document.	110
Frame	A separate pane within a Web page that displays different content than the main Web page.	117
Ink color	The font color used for a reviewer's insertions, deletions, and comments.	105
Master document	A document that manages subdocuments.	119
Password	A word that must be keyed before making changes to a document.	112
Subdocument	A document within a master document.	119
Track Changes	The feature that shows revisions such as additions, deletions, and comments with different formatting.	105
Versions	Copies of a document that show the changes made over time.	108

Tech Tip

In 2002, Energy Secretary Spencer Abraham became the first Cabinet member to send a digitally signed document to President George W. Bush. Digital signature providers provide authentic (legal) digital signatures in many states. (You can find these providers on the Internet by doing a search for digital signature providers on a search engine.)