

DPS LEXICON

AAs	Author's Alterations to content or style. AAs are normally provided by the client and are supplied to client services in the form of marked-up page proofs, but may be written instructions.
ASCII	American Standard Code for Information Interchange. A universal format for representing alphanumeric characters, allowing for the exchange of information between operating systems. Consists of the text itself, stripped of all special codes for formatting, such as centre, bold, underline, and indents. The SEC requires filings to be supplied in either ASCII, HTML, or XBRL format.
Assemble	Separate components combined to create one product.
Automated	Without manual intervention.
Bad Break or 'bb'	A line ending that is undesirable either because of industry standard rules or aesthetic reasons.
Banner	Identifying information generated at the top of each typeset page. The banner includes the client name, current date and time, sequence page number, the location of the project on the system, and a unique algorithm numeral.
Bate Stamped	Using a feature of Acrobat, pages are stamped with the project number and sequentially numbered.
Blackline (Clean, Current, Precise)	Blacklining is a feature of our typesetting system. Additions made to text are denoted with an underscore and deletions are denoted by a delta. Blacklining can be turned on or off, but is always inherent in a typeset project. A Precise Blackline proof will show blacklining for any changes made on current cycle. A Cumulative Blackline proof will show blacklining for all changes ever made to the project. Specific Blacklining may also be produced, showing changes made between specific dates. Proof output with no blacklining is referred to as a 'Clean' PDF.

Bounce	A term used in the production environment to differentiate between changes requested by the client and those requested internally from the proofreader. Changes requested by proofreading are referred to as 'bounces'.
CCC/CIK	<p>CCC (CIK Confirmation Code) The CCC is a code used in combination with the CIK to submit a filing via EDGAR. The CCC is eight characters having at least one number (0-9) and at least one special character (@, #, \$, *). The CCC is also case-sensitive and must be entered exactly as created, in lower case.</p> <p>CIK (Central Index Key) The CIK is a unique, public number that is assigned to each entity that submits filings to the SEC. Use of the CIK allows the SEC to differentiate between filing entities with similar names.</p>
Chart	A graphic created by entering data of amounts, percentages, or categories. Common charts are line charts, mountain charts, pie charts and bar charts.
CITI	A computer program that will reference the folios of predetermined headings and will automatically update the Table of Contents with no manual intervention.
Clear to Comp Supervisor	Internal production communication indicating that proofreading has approved the project to be distributed to the client.
Client's Style	A style reference provided by the client.
Compose	The act of processing keystrokes and coding.
Conference	Dividing one project among several people simultaneously.
Conformed Signature	A conformed signature in EDGAR represents that the actual document or the typeset document was signed. A conformed signature in an EDGAR document is represented with "/s/" in front of the name.
Conversion	The process of converting one format to another. For instance, a conversion from a typeset document to an EDGAR document.
CPO	Changed Pages Only.
Desktop	Desktop refers to Mac applications, such as Illustration and InDesign.

DPSiDox	A DPS portal that provides users a secure and friendly entry point to DPS technology.
Dupe	To duplicate a previous project by changing the job number only.
Dupe and AA	To duplicate a previous project to create a new project.
Dynamic	An action or series of actions that are triggered as compared to those done manually.
EDGAR	Electronic Data Gathering, Analysis, and Retrieval. The SEC's system used to transmit required filings, such as quarterly reports and annual reports and ongoing disclosure obligations. For a complete list of EDGAR Filing Types and Submission Types, please see SEC.gov.
ELink	A program used to error-check coding within an EDGAR file.
EPS	Encapsulated PostScript file. A graphic file format.
Feed	A portion of a project forwarded to the next step to expedite the overall process.
File or Filing	Source file is the file supplied by the client. Xyvision file is the result of the source file with Xyvision coding. EDGAR file is either an ASCII, HTML or XBRL file. EDGAR filing is a requirement of the SEC. Common filings are NCSR which are EDGARized annual reports, NCSRS which are EDGARized semiannual reports and NQs, which are EDGARized quarterly reports.
Folio	The page number of a printed page.
Generated	Type that is generated is not keyed on the page where it appears, this type is programmed to generate at predetermined locations.
Gutter	The space between tabular columns.
Hanging Indent	An indent that indents more than the line preceding it.
Highlight	An area denoted to be read letter-for-letter by the proofreader.

House Style	DPS House Style is 10/12 x 38 picas, justified, Times Roman. Deviations of this are created by using style elements determined by the client's manuscript, in absence of a supplied client style.
HTML Friendly	A typeset document that is not single source, but which will convert to HTML with minimal manual intervention.
In-House	A production environment when information (new files or AAs) is received by several people continuously throughout an 8, 16 or 24 hour period. Pages submitted to DPS during an in-house are expedited through production and are distributed to the client utilizing a customized workflow.
Initial Set	The creation of the first proof of a project.
Job Log (Job Status)	Software used to track a project through production. Pertinent information about the project as entered in the Job Ticket is retrieved and is combined with entries made by Operators and Proofreaders in real time.
Job Manager	Billing software used by the production staff to record the products and services supplied to our clients.
Key	The operator will key (type) any data that is not provided by the client electronically.
Link or Hyperlink	A reference in a document to an external or internal piece of information.
Live File	To file an EDGAR document with the SEC.
Logo	A combination of characters and/or graphics to create a single design that is used to identify a company or organization.
Mark up	Written specifications, guidelines or instructions.
Master Style	Specifications for a given project, determined to be the authority for the project.
Manuscript Page Number	The page number on a manuscript page as supplied by the client.
Naming Conventions	The name given to a file.
Notice to Client File	A communication sent to the client in the form of a Word document, notifying the client of a correction made to an element of style.

OCR or Scan	Optical Character Recognition. Software that can scan an image and optically translates it to editable characters. The source file dictates how usable the resulting translation will be.
Open Ticket	A cycle of a job number that is opened and remains open for the duration of the day, regardless of the number of times additional pages are received by the client. Open tickets were specifically implemented for In-Houses.
Operator	Another word for typesetter or typographer.
Pad Out	To add pages (such as true blanks, intentionally left blank pages or fillers) according to the client's style, to meet the required multiple of 8 or multiple of 4 page count.
Pad to Correct Multiple	
PDF	Portable Document Format. Developed by Adobe Systems for 'paperless publishing' with Adobe Acrobat software. PDF compresses PostScript type page files for fast display and printing of electronic documents on computer systems running Acrobat software. (Recent innovations allow the accurate output of complex CMYK objects.)
PE	Printer's Error, or error introduced by the typesetter.
Pit-Stop	
Portal	An entry way. DPSiDox is a portal to DPS technology.
Post-Flight	PDFs created by DPS are post-flighted to ensure they comply with the printers specifications for color breaks, margins, etc.
Pre-Flight	Files received for conversion are pre-flighted to ensure they will convert cleanly to the desired application.
Proofreader	DPS Proofreaders are highly skilled professionals who review each page for content and style to ensure that the document adheres to the client's specifications.
Pseudo Style	A Pseudo Style is not to be referred to as a Master, but should be used as a reference only. A Pseudo Style is usually a combination of more than one style reference, and is used only in the absence of a Master Style.

QTA or Rush

Quick Turn Around or Rush is a project requiring less than standard turnaround and as requested by the client.

**Quality assurance/
Quality control (QA/QC)**

Two terms that have many interpretations because of the multiple definitions for the words "assurance" and "control." For example, "assurance" can mean the act of giving confidence, the state of being certain or the act of making certain; "control" can mean an evaluation to indicate needed corrective responses, the act of guiding or the state of a process in which the variability is attributable to a constant system of chance causes. (For a detailed discussion on the multiple definitions, see ANSI/ISO/ASQ A3534-2, Statistics—Vocabulary and Symbols—Statistical Quality Control.) One definition of quality assurance is: all the planned and systematic activities implemented within the quality system that can be demonstrated to provide confidence that a product or service will fulfill requirements for quality. One definition for quality control is: the operational techniques and activities used to fulfill requirements for quality. Often, however, "quality assurance" and "quality control" are used interchangeably, referring to the actions performed to ensure the quality of a product, service or process.*

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Query File

Questions that arise through the course of production after business hours are brought to the client's attention via a Query File. This is done only when the client cannot be contacted directly in real time.

R Tag

A document with R tags shows where changes have occurred. <R> will denote where the change began and </R> denotes where it ends. All copy within those tags are identified as changed.

Remote

Not in the same place as the group. Remote proofreaders and typesetters (or 'remotes') work from their homes.

Sequence

The page number as it is displayed in the generated banner or slug line at the top of a proof.

Series and Class

The Series and Class numbers identify the fund and class to the SEC.

Sig	Short for 'signature'.
Single-Source	A single-source document is one document that is typeset and is inherently coded to produce HTML from the same source. A single-source document can be edited once to change the type and the HTML simultaneously.
SOPs	Standard Operating Procedures.
Stamp Page Number	See Bate Stamped
Type Gauge	A ruler used by graphic arts professionals to measure the characteristics of a typeset page. The standard units of measurement used are picas and points.
Stub	The first column of a table, normally the stub column has text as opposed to figures. The stub often times has leaders after the text (or leader dots).
Typesetter	DPS Typesetters are skilled professionals who have mastered dozens of software applications necessary to create typeset and EDGAR documents to the clients' specifications. A company that provides typesetting services is also referred to as a typesetter.
Write-Back	A document that has been converted from one source (normally the typeset form) to MSWord.
Xyvision	DPS utilizes XPP as its typesetting engine. XPP is a product of Xyvision. Oftentimes, the term 'Xyvision' is used interchangeably with 'typeset'.