

A Graphic Design Principles Manual

is for

Bold

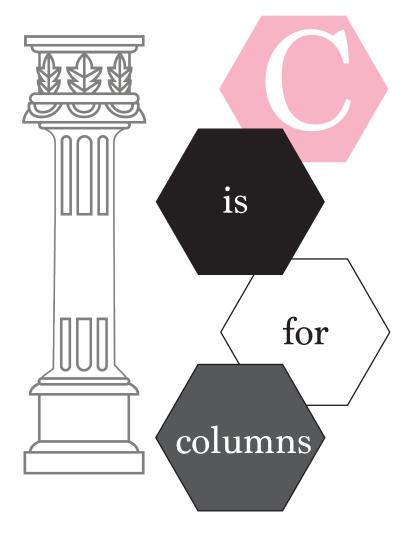
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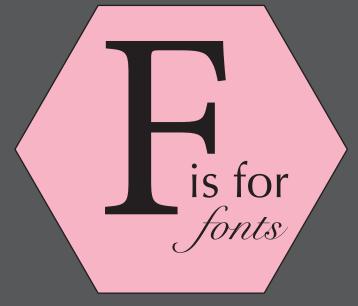
In typography, a column is one or more vertical blocks of content positioned on a page, separated by to break up large gutters (vertical

whitespace) or rules (thin lines, in this case vertical. Columns are most commonly used bodies of text that cannot fit in a single block of text on a page.



EMPHASIS



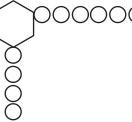


A font is the combination of typeface and other qualities, such as size, pitch, and spacing. For example, Times Roman is a typeface that defines the shape of each character. Within Times Roman, however, there are many fonts to choose from -- different sizes, italic, bold, and so on.





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Grid:

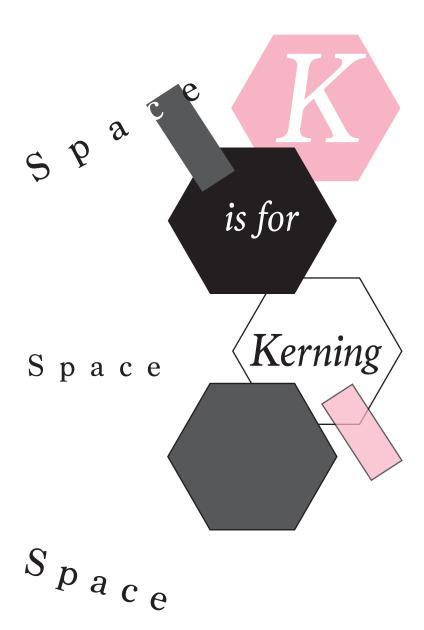
Grids make it easier to space and align content in a document. Adobe InDesign uses two types of non-printing grids. Baseline grids display vertical lines similar to those found on ruled notebook paper. Document grids display a subdivided grid into small boxes similar to the grids found on graphing paper. Both of these grid types can be adjusted from the Preferences menu.

is for Highlight

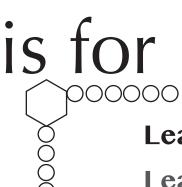


is for Justify

justified—text is aligned along the left margin, and letter- and word-spacing is adjusted so that the text falls flush with both margins, also known as fully justified or full justification; centered—text is aligned to neither the left nor right margin; there is an even gap on each side of each line.



The space between 1 e t t e r s



Leading Leading
Leading

Leading Leading

Leading Leading

-the distance between two baselines of lines of type.



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Registration

Registration

Registration

is for

Registration

Registration is the Alignment of colors when printing

Registration

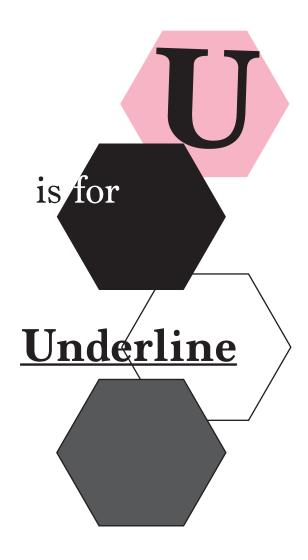


a style of type without serifs



Typeface

In typography, a typeface (also known as font family) is a set of one or more fonts each composed of glyphs that share common design features. Each font of a typeface has a specific weight, style, condensation, width, slant, italicization, ornamentation, and designer or foundry (and formerly size, in metal fonts).



To draw a line under (a word or phrase) to give emphasis or indicate special type.



is for

Whitespace

Whitespace, many times referred to as negative space, is the portion of a page left unmarked, the portion that is left blank, or (as Mark would quote) the empty space in a page. In web design terms, it's the space between graphics, columns, images, text, margins and other elements.