

Office Systems & Technology
Chapter 6–B

1. Q - Conflict
2. H - Contrast
3. K - Drop Cap
4. N - Gutter
5. O - Kerning
6. P - Leading
7. J - *PNG*
8. D - Proximity
9. L - Pull Quote
10. E - Rule
11. G - Sans Serif
12. M - Serif
13. C - Slab, Wedge or Hair
14. I - Topography
15. A - Track Spacing
16. F - Trapping
17. B - White Space

True or False

- A. Adjusts the number of words on a line by squeezing or expanding text and adding or removing space from character combinations on a line.
- B. Area on a page that is blank.
- C. Cross-lines at the end of a stroke.
- D. Grouping related items together.
- E. Line
- F. Minimizes the gap by expanding adjacent colors so small amounts of ink overlap and print on top of each other.
- G. No decorative stroke is added.
- H. Occurs when two elements are noticeably different.
- I. Overall arrangement and appearance of printed matter on a page.
- J. Patent-free file format that is a replacement for *GIF*
- K. Sets the first letter in the section with a larger and sometimes stylized font. The baseline of the uppercase character is dropped one or more lines below the baseline of the paragraph's first line.
- L. Small amount of text that is enlarged within an article to catch the reader's attention.
- M. Small decorative stroke that is added to the end of a letter's main stroke.
- N. Space between two sides of adjacent pages.
- O. Spacing of words and characters on a line.
- P. Vertical space between lines in the text.
- Q. When two elements are somewhat different but not different enough.

18. T - Alignment and repetition tie together the visual units.
19. T - Basic design principles include proximity, alignment, repetition and contrast.
20. T - Contrast and proximity emphasize the important information.
21. F - In a document, contrast should be avoided whereas conflict is important to include.
22. F - Proportional characters use the same amount of space for each character.
23. F - Repetition is not a major factor in the unity of the visual units on a one-page document.
24. T - Visual units placed on the page horizontally should be aligned with the bottom line.
25. T - Warm colors command attention.