

Office Systems & Technology
Chapter 6–B

1. _____ Conflict
2. _____ Contrast
3. _____ Drop Cap
4. _____ Gutter
5. _____ Kerning
6. _____ Leading
7. _____ *PNG*
8. _____ Proximity
9. _____ Pull Quote
10. _____ Rule
11. _____ Sans Serif
12. _____ Serif
13. _____ Slab, Wedge or Hair
14. _____ Topography
15. _____ Track Spacing
16. _____ Trapping
17. _____ 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. _____ Alignment and repetition tie together the visual units.
19. _____ Basic design principles include proximity, alignment, repetition and contrast.
20. _____ Contrast and proximity emphasize the important information.
21. _____ In a document, contrast should be avoided whereas conflict is important to include.
22. _____ Proportional characters use the same amount of space for each character.
23. _____ Repetition is not a major factor in the unity of the visual units on a one-page document.
24. _____ Visual units placed on the page horizontally should be aligned with the bottom line.
25. _____ Warm colors command attention.