STUDY GUIDE   Name: _____   Date: _____

CHAPTER 7: Text

I. Text in Multimedia

Text is used in multimedia projects in many ways:

A. _____

B. _____

C. _____

D. _____

II. Text is also used in multimedia projects in these ways.

A. _____ rely on text for rules, "chat," character descriptions, dialogue, background story, and many more elements.

B. _____ rely on text for content, directions, feedback, and information.

C. _____ use text to display information, directions, and descriptions.

III. Formatting Text

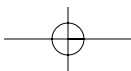Formatting text controls the way the text looks. You can choose:

A. _____

B. _____

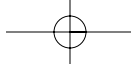**C.** _____

D. _____

E. _____

F. _____

IV. Font Technologies

Understanding font technologies can be important when creating multimedia projects. The most popular font technologies are:

A. _____ fonts: Postscript, TrueType, and OpenType

B. _____ fonts which are not scalable but provide more control over the appearance of text

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V. Guidelines for Using Fonts:

A. Avoid using _____ font styles in the same project.

B. When possible, use fonts that come with both _____ and

_____.

C. Use _____ fonts on critical areas such as buttons, titles, or headlines.

D. Use _____ or _____ fonts sparingly for special effects or emphasis.

E. Keep paragraphs and line lengths _____.

F. Use _____, _____, and _____ options sparingly for emphasis.

G. Avoid using text in all _____ letters, even for headlines and titles.

H. Use font, style options, size, and color _____.

I. Provide adequate _____ between text and background when choosing colors.

J. Always check _____ and _____.

VI. Formatting for Screen Display

Apply these guidelines to multimedia applications for display rather than to printed documents.

A. Test your presentation on monitors in several _____, if possible.

B. Avoid _____ backgrounds.

C. Use _____ amounts of text on each screen display.

D. Text for a presentation that will be viewed by a large group of people must

be _____ from the back of the room.

E. For interactive displays, use _____ placement for hypertext links.