

ATTACHMENT C

Plain Language Style Guide

Font List and Style Sheet New Domestic Violence Protective Order Forms, Jan 2003

Note: Following are type specs for DV Forms produced in Quark Xpress (Mac). If other versions of DV Forms are created using alternate fonts other than the ones listed here, it is recommended that a sans-serif font (such as Arial or Helvetica) and its variations be used wherever Zapf Humanist BT and its variations are used, and that a serif font (such as Times New Roman) and its variations be used wherever Adobe Garamond and its variations are used. Type sizes/leading of alternate fonts should be chosen to match line breaks and copyfit of the Quark forms.

These notes cover the basic tpestyles and variations used in the DV Forms, however not every special case of typographic usage is covered here. For exact type specs on any specific form, consult the Quark file.

HEADER (page 1, top left)

Form number: Zapf Humanist Ultra BT, 18 pt, white, centered in 9p x 2p black box.

Form title: Zapf Humanist Ultra BT, 14 pt / 14 pt leading, flush left. Whether one line or two lines, form title is centered vertically on form number box.

Rule below: 1.5 pt.

COURT INFORMATION BOXES (top right)

Instructions above boxes: Zapf Humanist Italic BT, 9 pt / auto leading

Headings inside boxes: Zapf Humanist Bold BT, 10 pt / auto leading

Border rules: 1 pt.

FOOTER (bottom of page)

Reverse subhead bar: (e.g. DV-110, pg 1, "This is not a Court Order") Zapf Humanist Ultra BT, 13 pt, white, centered in 15p7 x 1p6 black rectangle

Rule below: 1.5 pt

Publication info, bottom left: Zapf Humanist BT (and Zapf Humanist Italic BT for website) 7 pt / 9 pt leading; flush left..

Form title: Zapf Humanist Ultra BT, 14 pt / 11 pt leading, centered (note: size may be reduced to 13 pt to fit long title)

Form Subhead ("Domestic Violence Prevention"): Zapf Humanist Bold BT, 8 pt / 10 pt leading, centered

Form number, bottom right: Zapf Humanist Ultra BT 10 pt

Page number(s) bottom right:: Zapf Humanist BT 9 pt / 11 pt leading, flush right

Continued arrow bottom right:: Zapf Dingbats, 14 pt / 9 pt leading, flush right

HEADLINE

(e.g. Form DV-100, page 2, "What orders do you want?")

Zapf Humanist Ultra BT, 14 pt / 14 pt leading, flush left

SUBHEAD

(e.g. Form DV-100, item 6, "Personal Conduct Orders")

Adobe Garamond Bold, 12 pt, horizontal scale 95% / 14 pt leading, flush left.

INFORMATION SHEET SUBHEAD

(e.g. DV-210, "What is "service"?"")

Zapf Humanist Ultra BT, 12 pt / auto leading, flush left

BODY COPY

Adobe Garamond, 12 pt, horizontal scale 95% / 14 pt leading, flush left.

Note: there are many variations in body copy paragraph specs including indents, tab stops, and space between paragraphs. Extra space may be added between paragraphs where there are fill-in lines.

Variations: 12 pt Adobe Garamond Italic, Adobe Garamond Bold and Adobe Garamond Bold Italic are occasionally used for emphasis of a few words within body copy. For statements within body copy that are instructions on how to fill in the form, a smaller size is used: see Small Italic Body Copy, below.

Information sheets: body copy is same as above, except horizontal scale is 100%.

SMALL ITALIC BODY COPY

(e.g. DV-100, item 3 *Check here if you need more space*, or item 4 *Check all that apply*).

Adobe Garamond Italic, 11 pt, horizontal scale 95% / 14 pt leading, flush left.

Note: this small italic type size is often used within paragraphs of larger, 12 pt body copy.

BODY COPY RULES

Fill-in rules within body copy are .3 pt line weight.

SPANISH BODY COPY

(e.g. DV-110, page 1, item 4)

Zapf Humanist Italic BT, 10 pt / 13 pt leading.

ITEM NUMBER BULLETS (LARGE, IN MARGINS)

Zapf Humanist Bold BT, 12 pt numeral, white, centered in large round bullet, 60% black

ITEM NUMBER BULLETS (SMALL, WITHIN BODY COPY)

Numerals 1–10: Zapf Dingbats, 14 pt, horizontal scale 95%, 60% black, baseline shift -1

Numerals 11 & higher: (not available as font characters) Custom bullets are created within Quark as outline graphics to imitate style of Zapf Dingbats numerals 1–10.

SPECIAL CHARACTERS

Open check boxes: Commercial Pi BT, 12 pt, horizontal scale 95%

Check box with check mark: Check box is Commercial Pi BT, 12 pt, horizontal scale 95%.

Check mark is Zapf Dingbats, 14 pt. Check mark is negative-kerned (-130) to overlap check box.

Arrow on signature line: Zapf Dingbats, 18 pt

Solid square bullets: Zapf Dingbats, 9 pt