

HELLO
I am applying
for the
Graphic Design
position

Basic Graphic Design for Library Staff: Quick and Easy Solutions

Wednesday, December 12, 2012
12 Noon Pacific

Presented by
Stanley K. Strauss



Infopeople webinars are supported by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian. This material is licensed under a Creative Commons 3.0 Share & Share-Alike license. Use of this material should credit the author and funding source.



Today's Agenda

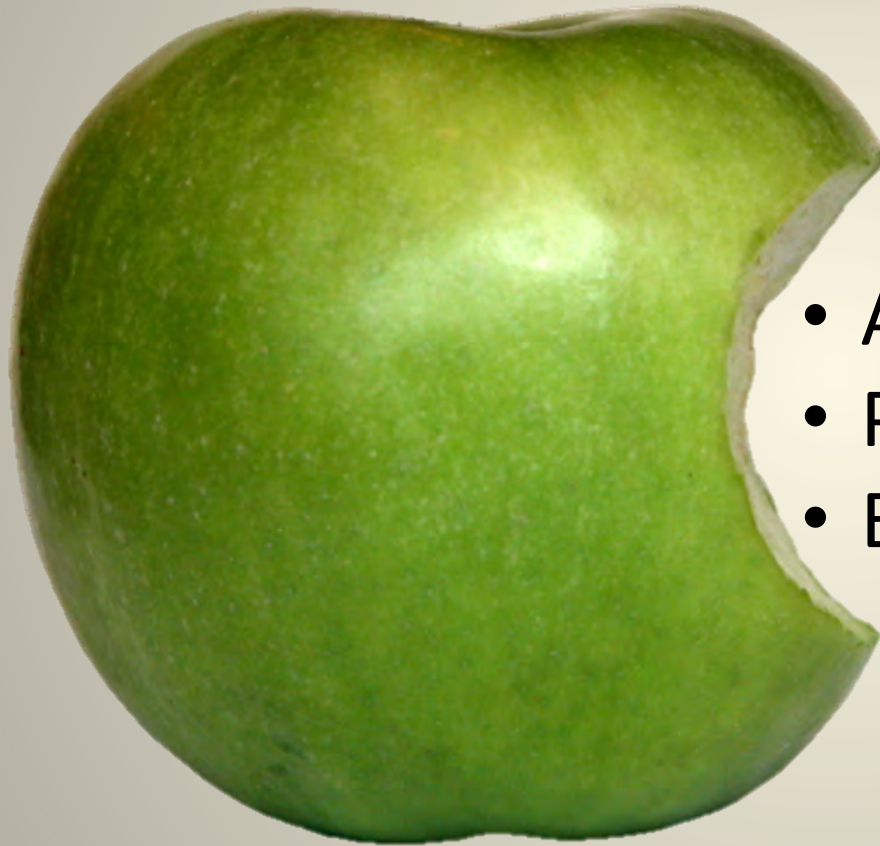
Working with:

- Shapes
- Text
- Images and Color
- The Web
- Customer Service

Setting Up Shop

Q & A

A Minor Disclaimer



- Apple-centric
- PC compatible
- Everything you need

It is

- Placing objects on a page.
- Communicating visually and verbally.
- Problem solving.
- Art.

It is not

- Writing text.
- Editing text.
- Creating images.
- Busy work.

Three Basic Elements

Text

With eager eyes and strained attention, Mr Haredale saw him chained, and locked and barred up in his cell. Nay, when he had left the jail, and stood in the free street, without, he felt the iron plates upon the doors, with his hands, and drew them over the stone wall, to assure himself that it was real; and to exult in its being so strong, and rough, and cold. It was not until he turned his back upon the jail, and glanced along the empty streets, so lifeless and quiet in the bright morning, that he felt the weight upon his heart; that he knew he was tortured by anxiety for those he had left at home; and that home itself was but another bead in the long rosary of sorrows.

Images



Shapes



The audience you hope to attract may determine the look of your design.

Customer Service



In the beginning...

Shapes and Layout

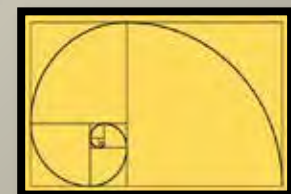
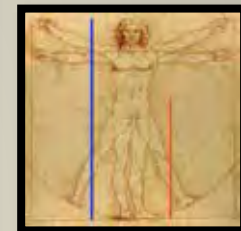
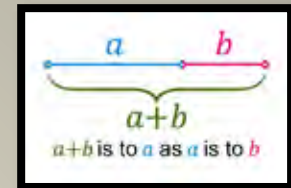
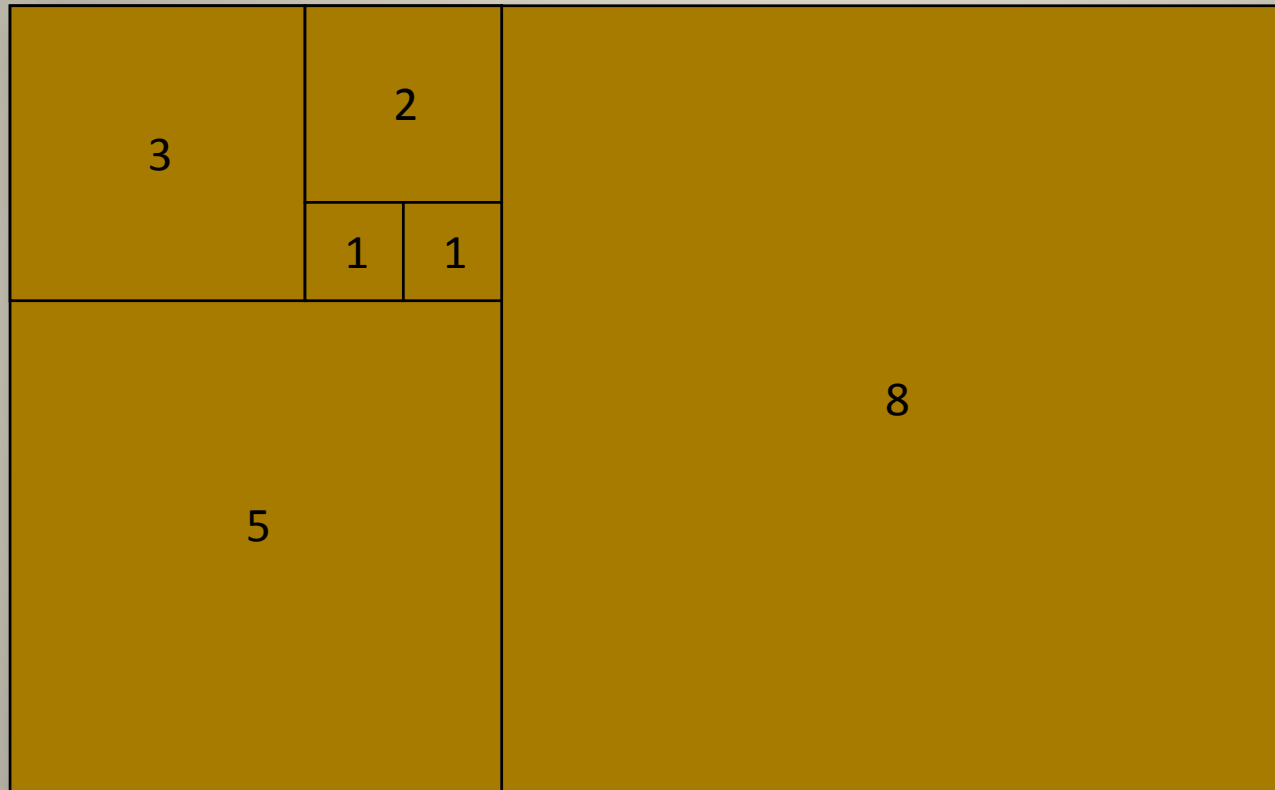


Portrait

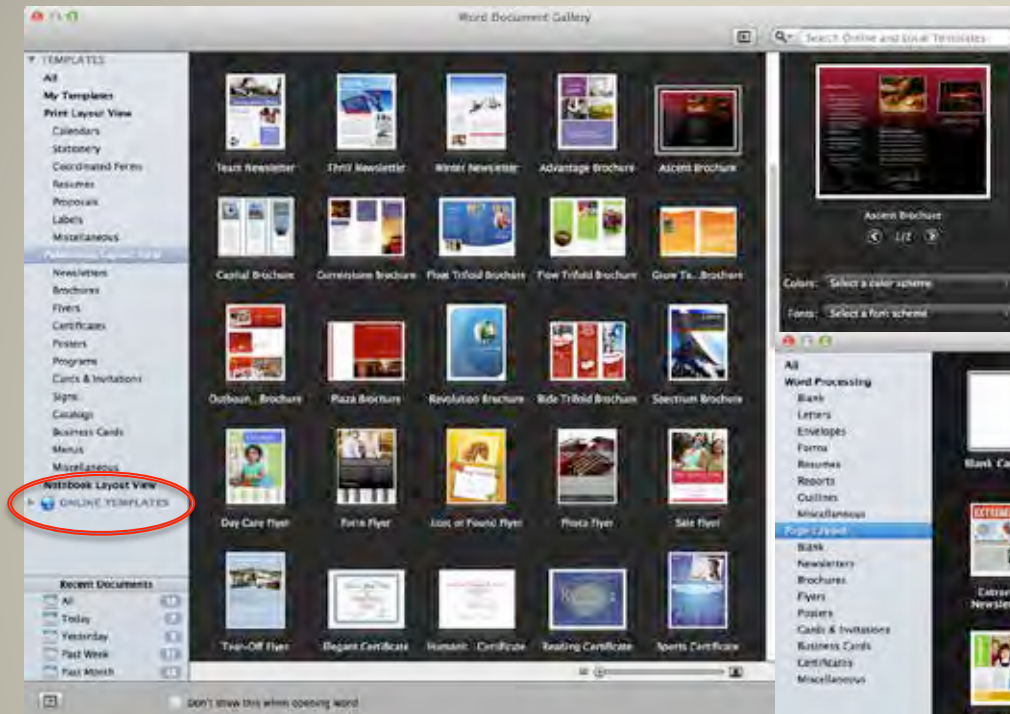


Landscape

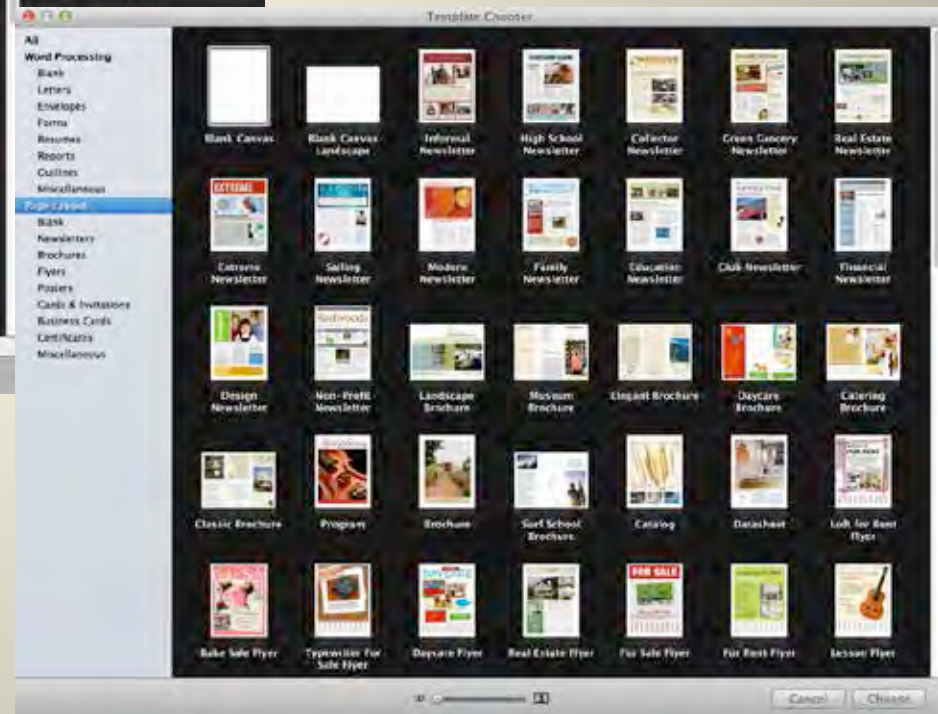
The Golden Ratio



Using Templates



Microsoft Word 2011



Pages 2009

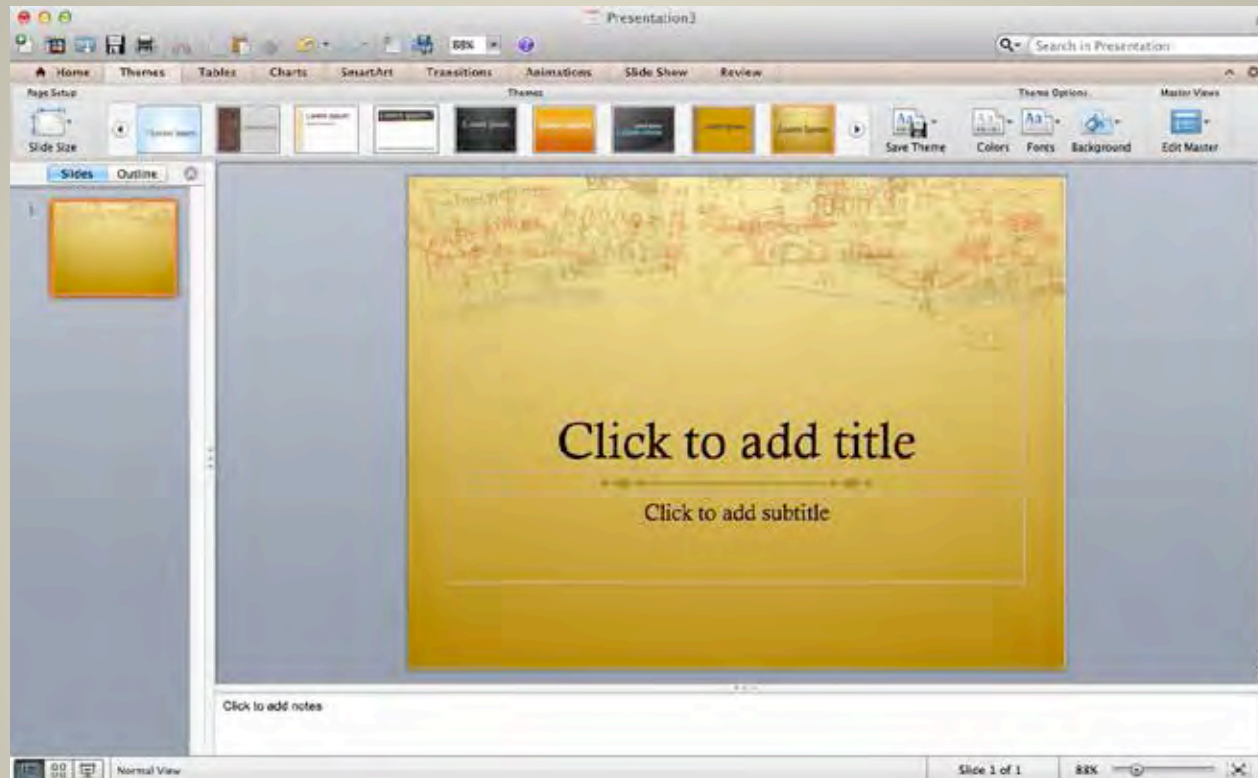


Your own photo.

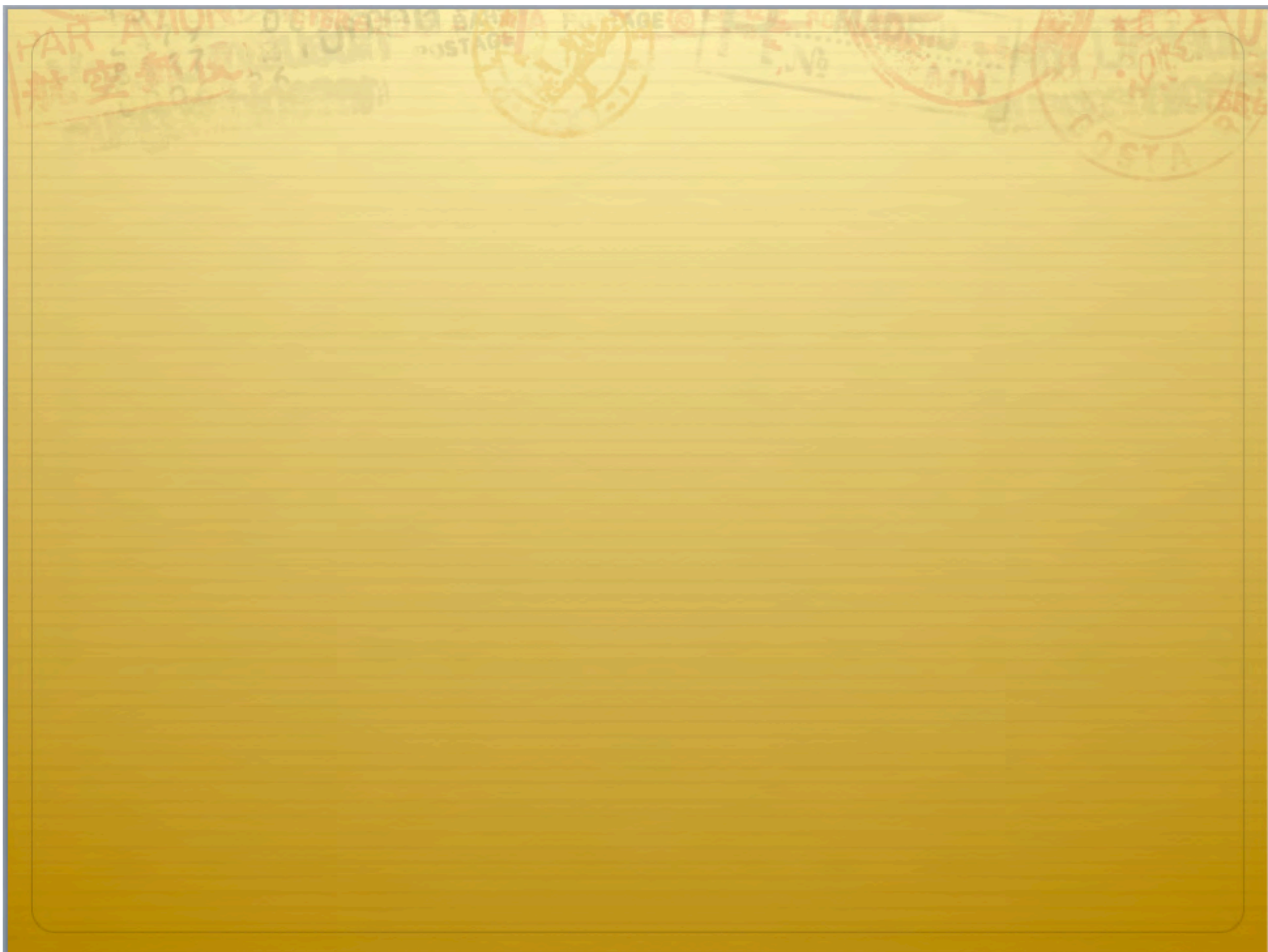
Professional backgrounds

<http://backgrounds.mysitemyway.com/>

PowerPoint Templates



PowerPoint 2011

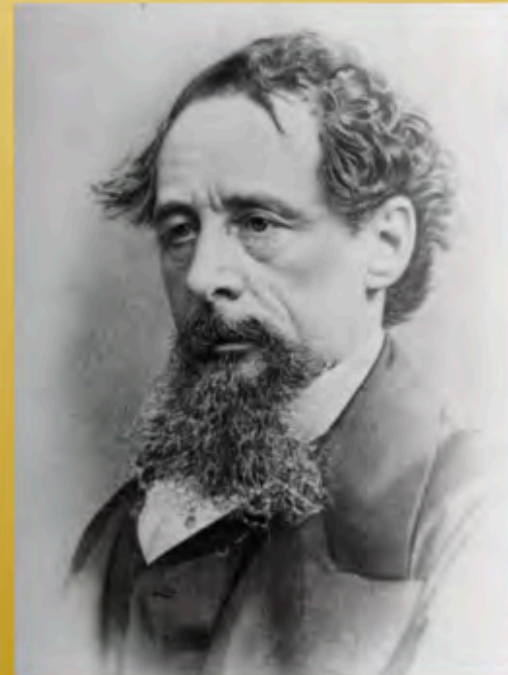


Charles Dickens

February 2, 1812

“...he knew he was tortured by anxiety for those he had left at home; and that home itself was but another bead in the long rosary of his regrets.”

-*Barnaby Rudge*, Chapter 61

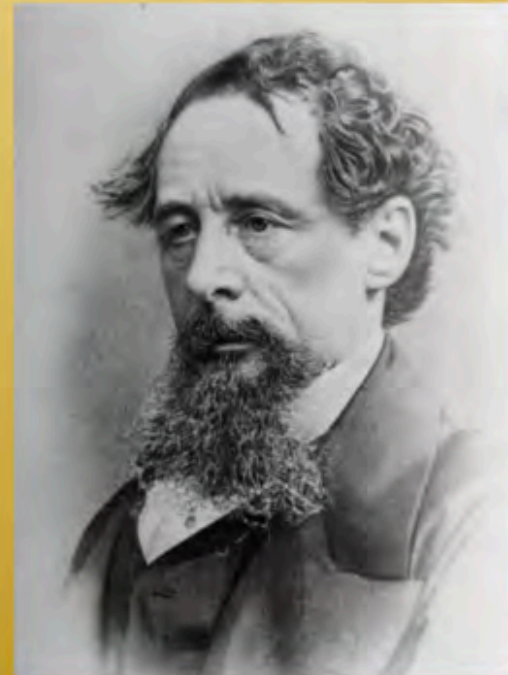


Charles Dickens

February 2, 1812

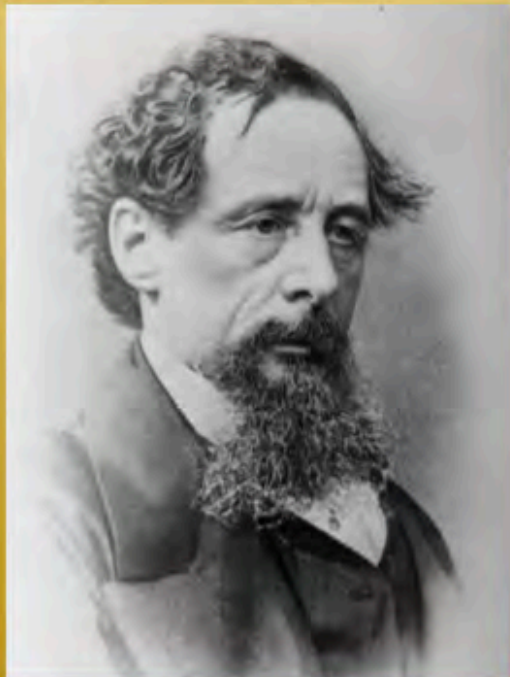
“...he knew he was tortured by anxiety for those he had left at home; and that home itself was but another bead in the long rosary of his regrets.”

-*Barnaby Rudge*, Chapter 61



Charles Dickens

February 2, 1812



“...he knew he was tortured by anxiety for those he had left at home; and that home itself was but another bead in the long rosary of his regrets.”

-*Barnaby Rudge*, Chapter 61

Charles Dickens

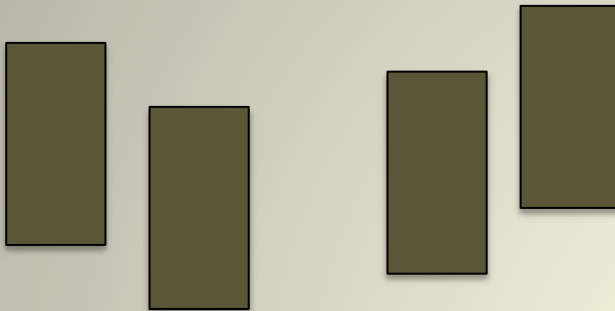
February 2, 1812



“...he knew he was tortured by anxiety for those he had left at home; and that home itself was but another bead in the long rosary of his regrets.”

-*Barnaby Rudge*, Chapter 61

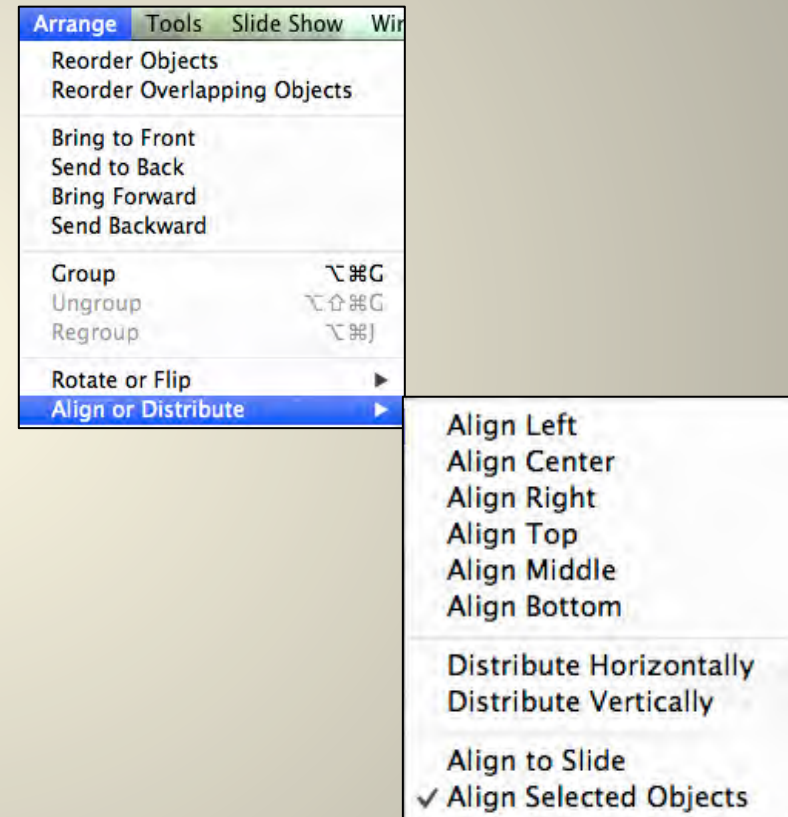
Aligning Shapes



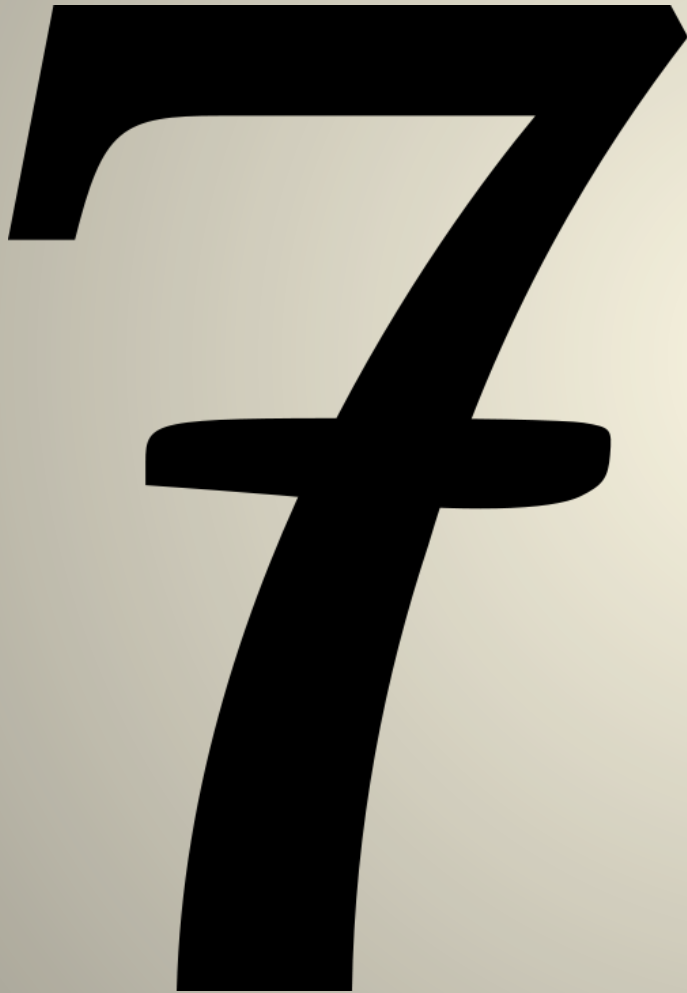
Top



Distribute



The 7 Pesky Must-Haves



Day of the Week

Date

Time

Address

Phone Number

Contact Name

Logo

Fee

Ages

Registration

QR Code

Other



Image

Title

Title

Day Date

Day

Date

Time

Time

Address

Address

Website

Website

Additional Information

Additional Information

Logo

Logo



Before

A diagram showing a corner of a square. A vertical line segment on the right and a horizontal line segment on the top meet at a right angle. A diagonal line segment connects the bottom-left end of the vertical line to the top-right end of the horizontal line, forming a right-angled triangle.



After

A diagram showing a corner of a square, similar to the one above but rotated 90 degrees clockwise. A vertical line segment on the left and a horizontal line segment on the bottom meet at a right angle. A diagonal line segment connects the top-left end of the vertical line to the bottom-right end of the horizontal line, forming a right-angled triangle.



Making Accordion Books: Folding and Unfolding

a bookmaking workshop

Wednesday, December 12, 2012
7pm – 9pm

MyTown Public Library
1111 Main Street
MyTown, CA 90101

<http://mytownlibrary.org>

This program is free.
For ages 18 and up.
To pre-registration and for more information,
please call Stanley at 555-1212.

MYTOWN LIBRARY
Discovering New Worlds

Making Accordion

Books:

Folding and Unfolding

a bookmaking workshop

Wednesday, December 12, 2012
7pm – 9pm

MyTown Public Library
1111 Main Street
MyTown, CA 90101

<http://mytownlibrary.org>

This program is free.
For ages 18 and up.
To pre-registration and for more information,
please call Stanley at 555-1212.

MYTOWN LIBRARY
Discovering New Worlds

white space is not your enemy



a beginner's guide to communicating
visually through graphic, web
& multimedia design

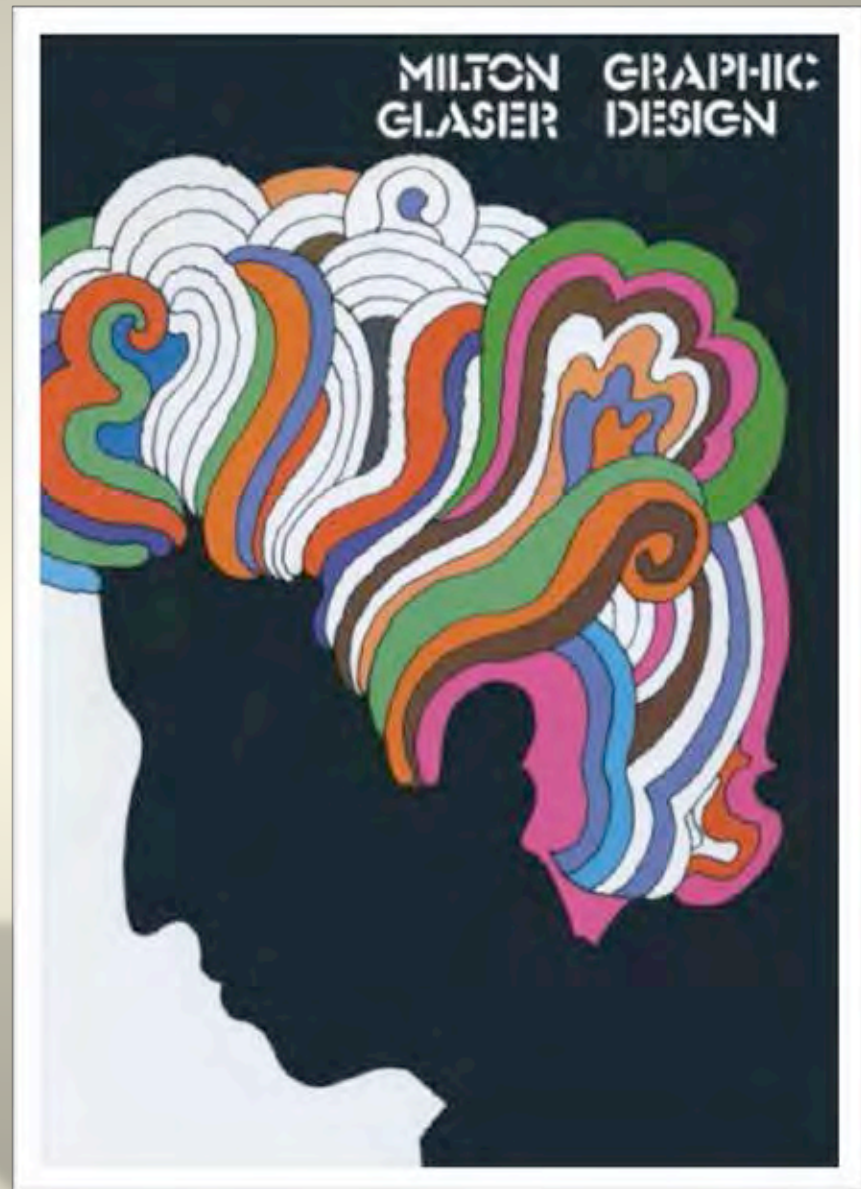
kim golombisky &
rebecca hagen



White space is
unused space
used with a purpose.

It can be any color.

*I move things around until
they look right.*
Milton Glaser



Glaser, Milton. *Milton Glaser: Graphic Design*.
New York. Overlook Press. 1983.

Working with Text

Text

With eager eyes and strained attention, Mr Haredale saw him chained, and locked and barred up in his cell. Nay, when he had left the jail, and stood in the free street, without, he felt the iron plates upon the doors, with his hands, and drew them over the stone wall, to assure himself that it was real; and to exult in its being so strong, and rough, and cold. It was not until he turned his back upon the jail, and glanced along the empty streets, so lifeless and quiet in the bright morning, that he felt the weight upon his heart; that he knew he was tortured by anxiety for those he had left at home; and that home itself was but another bead in the long rosary of his regrets.

Images

Shape

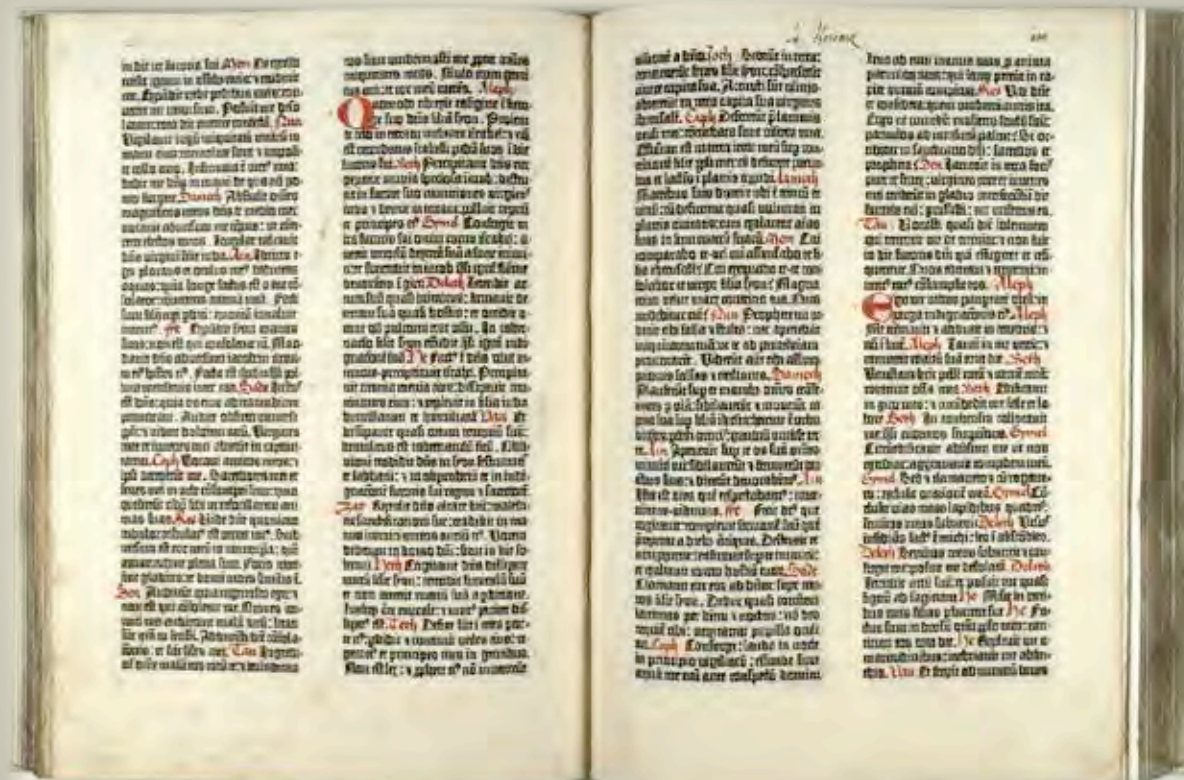
Customer Service



I have a theory about the human mind. A brain is a lot like a computer. It will only take so many facts, and then it will go on overload and blow up.

Erma Bombeck

The Original Layout Scheme



Text Alignment

Left

With eager eyes and strained attention, Mr Haredale saw him chained, and locked and barred up in his cell. Nay, when he had left the jail, and stood in the free street, without, he felt the iron plates upon the doors, with his hands, and drew them over the stone wall, to assure himself that it was real; and to exult in its being so strong, and rough, and cold. It was not until he turned his back upon the jail, and glanced along the empty streets, so lifeless and quiet in the bright morning, that he felt the weight upon his heart; that he knew he was tortured by anxiety for those he had left at home; and that home itself was but another bead in the long rosary of his regrets.

Center

With eager eyes and strained attention, Mr Haredale saw him chained, and locked and barred up in his cell. Nay, when he had left the jail, and stood in the free street, without, he felt the iron plates upon the doors, with his hands, and drew them over the stone wall, to assure himself that it was real; and to exult in its being so strong, and rough, and cold. It was not until he turned his back upon the jail, and glanced along the empty streets, so lifeless and quiet in the bright morning, that he felt the weight upon his heart; that he knew he was tortured by anxiety for those he had left at home; and that home itself was but another bead in the long rosary of his regrets.

Justify

With eager eyes and strained attention, Mr Haredale saw him chained, and locked and barred up in his cell. Nay, when he had left the jail, and stood in the free street, without, he felt the iron plates upon the doors, with his hands, and drew them over the stone wall, to assure himself that it was real; and to exult in its being so strong, and rough, and cold. It was not until he turned his back upon the jail, and glanced along the empty streets, so lifeless and quiet in the bright morning, that he felt the weight upon his heart; that he knew he was tortured by anxiety for those he had left at home; and that home itself was but another bead in the long rosary of his regrets.

Right

With eager eyes and strained attention, Mr Haredale saw him chained, and locked and barred up in his cell. Nay, when he had left the jail, and stood in the free street, without, he felt the iron plates upon the doors, with his hands, and drew them over the stone wall, to assure himself that it was real; and to exult in its being so strong, and rough, and cold. It was not until he turned his back upon the jail, and glanced along the empty streets, so lifeless and quiet in the bright morning, that he felt the weight upon his heart; that he knew he was tortured by anxiety for those he had left at home; and that home itself was but another bead in the long rosary of his regrets.

Font Styles

Plain

With eager eyes and strained attention, Mr Haredale saw him chained, and locked and barred up in his cell. Nay, when he had left the jail, and stood in the free street, without, he felt the iron plates upon the doors, with his hands, and drew them over the stone wall, to assure himself that it was real; and to exult in its being so strong, and rough, and cold. It was not until he turned his back upon the jail, and glanced along the empty streets, so lifeless and quiet in the bright morning, that he felt the weight upon his heart; that he knew he was tortured by anxiety for those he had left at home; and that home itself was but another bead in the long rosary of his regrets.

Bold

With eager eyes and strained attention, Mr Haredale saw him chained, and locked and barred up in his cell. Nay, when he had left the jail, and stood in the free street, without, he felt the iron plates upon the doors, with his hands, and drew them over the stone wall, to assure himself that it was real; and to exult in its being so strong, and rough, and cold. It was not until he turned his back upon the jail, and glanced along the empty streets, so lifeless and quiet in the bright morning, that he felt the weight upon his heart; that he knew he was tortured by anxiety for those he had left at home; and that home itself was but another bead in the long rosary of his regrets.

Italic

With eager eyes and strained attention, Mr Haredale saw him chained, and locked and barred up in his cell. Nay, when he had left the jail, and stood in the free street, without, he felt the iron plates upon the doors, with his hands, and drew them over the stone wall, to assure himself that it was real; and to exult in its being so strong, and rough, and cold. It was not until he turned his back upon the jail, and glanced along the empty streets, so lifeless and quiet in the bright morning, that he felt the weight upon his heart; that he knew he was tortured by anxiety for those he had left at home; and that home itself was but another bead in the long rosary of his regrets.

Underline

With eager eyes and strained attention, Mr Haredale saw him chained, and locked and barred up in his cell. Nay, when he had left the jail, and stood in the free street, without, he felt the iron plates upon the doors, with his hands, and drew them over the stone wall, to assure himself that it was real; and to exult in its being so strong, and rough, and cold. It was not until he turned his back upon the jail, and glanced along the empty streets, so lifeless and quiet in the bright morning, that he felt the weight upon his heart; that he knew he was tortured by anxiety for those he had left at home; and that home itself was but another bead in the long rosary of his regrets.

USING LOTS OF FONTS...

and lots of sizes...

makes it look as if...

we don't know...

what we're doing.



Making Accordion Books: Folding and Unfolding

a bookmaking workshop

Wednesday, December 12, 2012
7pm – 9pm

MyTown Public Library
1111 Main Street
MyTown, CA 90101

<http://mytownlibrary.org>

This program is free.
For ages 18 and up.
To pre-registration and for more information,
please call Stanley at 555-1212.

MYTOWN LIBRARY
Discovering New Worlds



Making Accordion Books: Folding and Unfolding a bookmaking workshop

Wednesday, December 12, 2012
7pm - 9pm

MyTown Public Library
1111 Main Street
MyTown, CA 90101

[HTTP://MYTOWNLIBRARY.ORG](http://mytownlibrary.org)

This program is free.
For ages 18 and up.
To pre-registration and for more information,
please call Stanley at 555-1212.

MYTOWN LIBRARY
Discovering New Worlds

PPT with graphics examples.pptx

Search in Presentation

Home Format Themes Tables Charts SmartArt Transitions Animations Slide Show Review

Slides Font Paragraph Insert Format Slide Show

Calibri (Body) 36

Font Collections

- Calibri (Theme Headings)
- ✓ Calibri (Theme Body)
- Verdana
- Century Gothic
- Candara
- Cambria
- Arial Black**
- Helvetica
- Abadi MT Condensed Extra Bold**
- Abadi MT Condensed Light
- Academy Engraved LET
- Albura*
- American Typewriter
- Andale Mono
- Apple Casual**
- Apple Chancery*
- Apple Symbols
- AquilineTwo
- Arial
- Arial Black**
- Arial Narrow
- Arial Rounded MT Bold**
- Arial Unicode MS
- Ayuthaya
- Bangla MN
- Bangla Sangam MN
- BANK GOTHIC
- Baskerville
- Baskerville Old Face
- Bauhaus 93**
- Bell MT
- Bernard MT Condensed**
- Big Caslon
- Blackmoor LET**

Click to add notes

Normal V

1 2 3 4 5 6

1 2 3 4 5 6

Type Fonts

shop International. *FontBook*.
<http://www.fontshop.com/products/fontbook/>

Slide 17 of 81 100%

Legibility

With eager eyes and strained attention, Mr Haredale saw him chained, and locked and barred up in his cell. Nay, when he had left the jail, and stood in the free street, without, he felt the iron plates upon the doors, with his hands, and drew them over the stone wall, to assure himself that it was real; and to exult in its being so strong, and rough, and cold. It was not until he turned his back upon the jail, and glanced along the empty streets, so lifeless and quiet in the bright morning, that he felt the weight upon his heart; that he knew he was tortured by anxiety for those he had left at home; and that home itself was but another bead in the long rosary of his regrets.

Readability

With eager eyes and strained attention, Mr Haredale saw him chained, and locked and barred up in his cell. Nay, when he had left the jail, and stood in the free street, without, he felt the iron plates upon the doors, with his hands, and drew them over the stone wall, to assure himself that it was real; and to exult in its being so strong, and rough, and cold. It was not until he turned his back upon the jail, and glanced along the empty streets, so lifeless and quiet in the bright morning, that he felt the weight upon his heart; that he knew he was tortured by anxiety for those he had left at home; and that home itself was but another bead in the long rosary of his regrets.

Monospaced font

With eager eyes and strained attention, Mr Haredale saw him chained, and locked and barred up in his cell. Nay, when he had left the jail, and stood in the free street, without, he felt the iron plates upon the doors, with his hands, and drew them over the stone wall, to assure himself that it was real; and to exult in its being so strong, and rough, and cold. It was not until he turned his back upon the jail, and glanced along the empty streets, so lifeless and quiet in the bright morning, that he felt the weight upon his heart; that he knew he was tortured by anxiety for those he had left at home; and that home itself was but another bead in the long rosary of his regrets.

Each letter contains the same amount of space in the text. – 12 pt. Courier)

Proportional font

With eager eyes and strained attention, Mr Haredale saw him chained, and locked and barred up in his cell. Nay, when he had left the jail, and stood in the free street, without, he felt the iron plates upon the doors, with his hands, and drew them over the stone wall, to assure himself that it was real; and to exult in its being so strong, and rough, and cold. It was not until he turned his back upon the jail, and glanced along the empty streets, so lifeless and quiet in the bright morning, that he felt the weight upon his heart; that he knew he was tortured by anxiety for those he had left at home; and that home itself was but another bead in the long rosary of his regrets.

Each letter occupies only the space it needs in the text. – 12 pt. Calibri.

Script font

With eager eyes and strained attention, Mr Haredale saw him chained, and locked and barred up in his cell. Nay, when he had left the jail, and stood in the free street, without, he felt the iron plates upon the doors, with his hands, and drew them over the stone wall, to assure himself that it was real; and to exult in its being so strong, and rough, and cold. It was not until he turned his back upon the jail, and glanced along the empty streets, so lifeless and quiet in the bright morning, that he felt the weight upon his heart; that he knew he was tortured by anxiety for those he had left at home; and that home itself was but another bead in the long rosary of his regrets.

12 pt. Everett Steel's Hand

Display font

WITH EAGER EYES AND STRAINED ATTENTION, MR HAREDALE SAW HIM CHAINED, AND LOCKED AND BARRED UP IN HIS CELL. NAY, WHEN HE HAD LEFT THE JAIL, AND STOOD IN THE FREE STREET, WITHOUT, HE FELT THE IRON PLATES UPON THE DOORS, WITH HIS HANDS, AND DREW THEM OVER THE STONE WALL, TO ASSURE HIMSELF THAT IT WAS REAL; AND TO EXULT IN ITS BEING SO STRONG, AND ROUGH, AND COLD. IT WAS NOT UNTIL HE TURNED HIS BACK UPON THE JAIL, AND GLANCED ALONG THE EMPTY STREETS, SO LIFELESS AND QUIET IN THE BRIGHT MORNING, THAT HE FELT THE WEIGHT UPON HIS HEART; THAT HE KNEW HE WAS TORTURED BY ANXIETY FOR THOSE HE HAD LEFT AT HOME; AND THAT HOME ITSELF WAS BUT ANOTHER BEAD IN THE LONG ROSARY OF HIS REGRETS.

12 pt. HotCoffeeFont

READING ALL CAPS IS MORE DIFFICULT than Reading in Title Case.

“...HE KNEW HE WAS TORTURED
BY ANXIETY FOR THOSE HE HAD
LEFT AT HOME; AND THAT
HOME ITSELF WAS BUT
ANOTHER BEAD IN THE LONG
ROSARY OF HIS REGRETS.”

-*BARNABY RUDGE*, CHAPTER 61

“...he knew he was tortured by
anxiety for those he had left at
home; and that home itself was
but another bead in the long
rosary of his regrets.”

-*Barnaby Rudge*, Chapter 61



Headlines are an exception.



**THE LARGER I MAKE THIS
THE LESS THE CONTENT
MATTERS**

VERTICAL READING

Reading
Vertically
is
more
difficult
than reading Horizontally.



Reading white text on a black background is harder than

“...he knew he was tortured by anxiety for those he had left at home; and that home itself was but another bead in the long rosary of his regrets.”

-*Barnaby Rudge*, Chapter 61

Reading black text on a white background

“...he knew he was tortured by anxiety for those he had left at home; and that home itself was but another bead in the long rosary of his regrets.”

-*Barnaby Rudge*, Chapter 61

**IMPERFECTION IS BEAUTY, MADNESS
IS GENIUS, AND IT'S BETTER
TO BE ABSOLUTELY RIDICULOUS
THAN ABSOLUTELY BORING.**

The almost perfect example.

What We See

After reading the
the sentence, you are
now aware that the
the human brain
often does not
inform you that the
the word 'the' has
been repeated twice
every time.

What's Really There

After reading the
the sentence, you are
now aware that the
the human brain
often does not
inform you that the
the word 'the' has
been repeated twice
every time.

After reading **the**
the sentence, you are
now aware that **the**
the human brain
often does not
inform you that **the**
the word 'the' has
been repeated twice
every time.

Murderer's hand

On that same night—events so crowd upon each other in convulsed and distracted times, that more than the stirring incidents of a whole life often become compressed into the compass of four-and-twenty hours—on that same night, Mr Haredeale, having strongly bound his prisoner, with the assistance of the sexton, and

challenge an attempt at rescue. Directing the sexton to lead the horse, he walked close by the murderer's side, and in this order they reached the village about the middle of the night.

The people were all awake and up, for they were fearful of being burnt in their beds, and sought to comfort and assure each other by

person who should aid in extinguishing the fire, or render the least assistance to him, or any Catholic whomsoever. Their threats extended to their lives and all they possessed. They were assembled for their own protection, and could not endanger themselves by lending any aid to him. Thus they told him, not without hesitation

...home itself was but another bead in the long rosary of his regrets.

forced him to mount his horse, conducted him to Chigwell; bent upon procuring a conveyance to London from that place, and carrying him at once before a justice. The disturbed state of the town would be, he knew, a sufficient reason for demanding the murderer's committal to prison before daybreak, as no man could answer for the security of any of the watch-houses or ordinary places of detention; and to convey a prisoner through the streets when the mob were again abroad, would not only be a task of great danger and hazard, but would be to

watching in company. A few of the stoutest-hearted were armed and gathered in a body on the green. To these, who knew him well, Mr Haredeale addressed himself, briefly narrating what had happened, and beseeching them to aid in conveying the criminal to London before the dawn of day.

But not a man among them dared to help him by so much as the motion of a finger. The rioters, in their passage through the village, menaced with their fiercest vengeance, any

and regret, as they kept aloof in the moonlight and glanced fearfully at the ghostly rider, who, with his head drooping on his breast and his hat slouched down upon his brow, neither moved nor spoke.

Finding it impossible to persuade them, and indeed hardly knowing how to do so after what they had seen of the fury of the crowd, Mr Haredeale besought them that at least they would leave him free to act for himself, and would suffer him to take the only chaise and

Murderer's home

...home itself was but another bead in the long rosary of his regrets.

On that same night—events so crowd upon each other in convulsed and distracted times, that more than the stirring incidents of a whole life often become compressed into the compass of four-and-twenty hours—on that same night, Mr Haredale, having strongly bound his prisoner, with the assistance of the sexton, and forced him to mount his horse, conducted him to Chigwell; bent upon procuring a conveyance to London from that place, and carrying him at once before a justice. The disturbed state of the town would be, he knew, a sufficient reason for demanding the murderer's committal to prison before daybreak, as no man could answer for the security of any of the watch-houses or ordinary places of detention; and to convey a prisoner through the streets when the mob were again abroad, would not only be a task of great danger and hazard, but would be to challenge an attempt at rescue. Directing the sexton to lead the horse, he walked close by the

murderer's side, and in this order they reached the village about the middle of the night.

The people were all awake and up, for they were fearful of being burnt in their beds, and sought to comfort and assure each other by watching in company. A few of the stoutest-hearted were armed and gathered in a body on the green. To these, who knew him well, Mr Haredale addressed himself, briefly narrating what had happened, and beseeching them to aid in conveying the criminal to London before the dawn of day.

But not a man among them dared to help him by so much as the motion of a finger. The rioters, in their passage through the village, had menaced with their fiercest vengeance, any person who should aid in extinguishing the fire, or render the least assistance to him, or any Catholic whomsoever. Their threats extended to their lives and all they possessed. They were

assembled for their own protection, and could not endanger themselves by lending any aid to him. This they told him, not without hesitation and regret, as they kept aloof in the moonlight and glanced fearfully at the ghostly rider, who, with his head drooping on his breast and his hat slouched down upon his brow, neither moved nor spoke.

Finding it impossible to persuade them, and indeed hardly knowing how to do so after what they had seen of the fury of the crowd, Mr Haredale besought them that at least they would leave him free to act for himself, and would suffer him to take the only chaise and pair of horses that the place afforded. This was not acceded to without some difficulty, but in the end they told him to do what he would, and go away from them in heaven's name.

Leaving the sexton at the horse's bridle, he drew out the chaise with his own hands, and

'My lord,' said Mr Haredale, 'the murdered gentleman was my brother; I succeeded to his inheritance; there were not wanting slanderous tongues at that time, to whisper that the guilt of this most foul and cruel deed was mine—mine, who loved him, as he knows, in Heaven, dearly. The time has come, after all these years of gloom and misery, for avenging him, and bringing to light a crime so artful and so devilish that it has no parallel. Every second's delay on your part loosens this man's bloody hands again, and leads to his escape. My lord, I charge you hear me, and despatch this matter on the instant.'

'Oh dear me!' cried the chief magistrate; 'these an't business hours, you know—I wonder at you—how ungentlemanly it is of you—you mustn't—you really mustn't.—And I suppose you are a Catholic too?'

'I am,' said Mr Haredale.

'God bless my soul, I believe people turn Catholics a'purpose to vex and worrit me,' cried the Lord Mayor. 'I wish you wouldn't come here; they'll be setting the Mansion House afire next, and we shall have you to thank for it. You must lock your prisoner up, sir—give him to a watchman—and—call again at a proper time. Then we'll see about it!'

Before Mr Haredale could answer, the sharp closing of a door and drawing of its bolts, gave notice that the Lord Mayor had retreated to his bedroom, and that further remonstrance would be unavailing. The two clients retreated likewise, and the porter shut them out into the street.

'That's the way he puts me off,' said the old gentleman, 'I can get no redress and no help. What are you going to do, sir?'

'To try elsewhere,' answered Mr Haredale, who was by this time on horseback.

'I feel for you, I assure you—and well I may, for we are in a common cause,' said the old gentleman. 'I may not have a house to offer you to-night; let me tender it while I can. On second

thoughts though,' he added, putting up a pocket-book he had produced while speaking, 'I'll not give you a card, for if it was found upon you, it might get you into trouble. Langdale—that's my name—vintner and distiller—Holborn Hill—you're heartily welcome, if you'll come.'

Mr Haredale bowed, and rode off, close beside the chaise as before; determining to repair to the house of Sir John Fielding, who had the reputation of being a bold and active magistrate, and fully resolved, in case the rioters should come upon them, to do execution on the murderer with his own hands, rather than suffer him to be released.

They arrived at the magistrate's dwelling, however, without molestation (for the mob, as we have seen, were then intent on deeper schemes), and knocked at the door. As it had been pretty generally rumoured that a man was proscribed by the rioters, a body of thief-takers had been keeping watch in the house all night. To one of them Mr Haredale stated his business, which, appearing to the man of sufficient moment to warrant his arousing the justice, procured him an immediate audience.

No time was lost in committing the murderer to Newgate; then a new building, recently completed at a vast expense, and considered to be of enormous strength. The warrant being made out, three of the thief-takers bound him afresh (he had been struggling, it seemed, in the chaise, and had loosened his manacles); gagged him lest

they should meet with any of the mob, and he should call to them for help; and seated themselves, along with him, in the carriage. These men being all well armed, made a formidable escort; but they drew up the reins again, as though the carriage were empty, and directed Mr Haredale to ride forward, that he might not attract attention by seeming to belong to it.

The wisdom of this proceeding was sufficiently obvious, for as they hurried through the city they passed among several groups of men, who, if they had not supposed the chaise to be quite

...home itself was but
another bead in the long
rosary of his regrets.

'My lord,' said Mr Haredale, 'the murdered gentleman was my brother; I succeeded to his inheritance; there were not wanting slanderous tongues at that time, to whisper that the guilt of this most foul and cruel deed was mine—mine, who loved him, as he knows, in Heaven, dearly. The time has come, after all these years of gloom and misery, for avenging him, and bringing to light a crime so artful and so devilish that it has no parallel. Every second's delay on your part loosens this man's bloody hands again, and leads to his escape. My lord, I charge you hear me, and despatch this matter on the instant.'

'Oh dear me!' cried the chief magistrate; 'these an't business hours, you know—I wonder at you—how ungentlemanly it is of you—you mustn't—you really mustn't.—And I suppose you are a Catholic too?'

'I am,' said Mr Haredale.

...home itself was but
another bead in the long
rosary of his regrets.

'God bless my soul, I believe people turn Catholics a'purpose to vex and worrit me,' cried the Lord Mayor. 'I wish you wouldn't come here; they'll be setting the Mansion House afire next, and we shall have you to thank for it. You must lock your prisoner up, sir—give him to a watchman—and—call again at a proper time. Then we'll see about it!'

Before Mr Haredale could answer, the sharp closing of a door and drawing of its bolts, gave notice that the Lord Mayor had retreated to his bedroom, and that further remonstrance would be unavailing. The two clients retreated likewise, and the porter shut them out into the street.

Proofreading

Content:

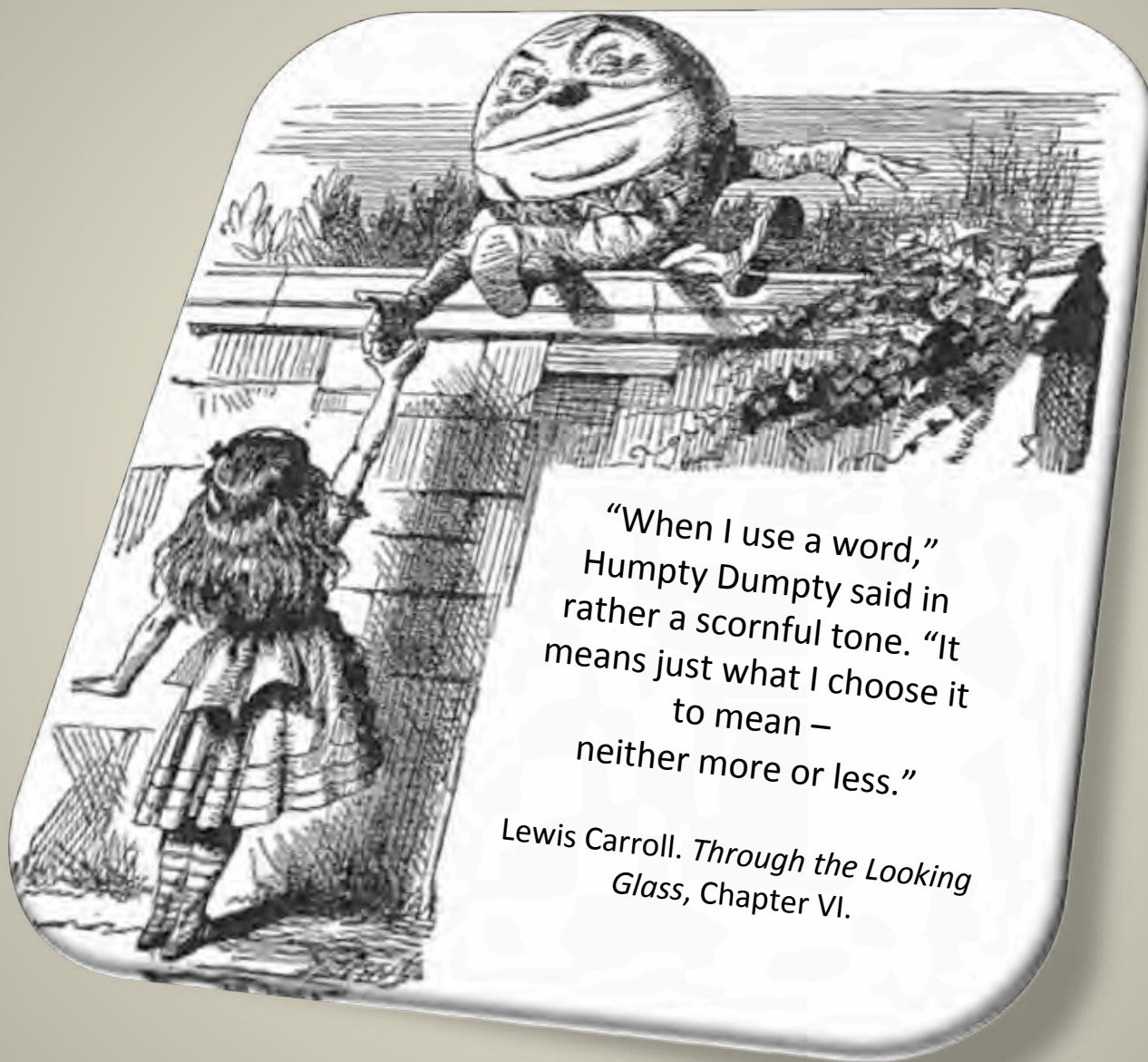
- Does it make sense?
- Is the data correct?

Correction:

- Grammar
- Spelling
- Punctuation



- They feel bad about that.
- There, their, they're
- Let's eat Grandma (or)
Let's eat, Grandma.



"When I use a word,"
Humpty Dumpty said in
rather a scornful tone. "It
means just what I choose it
to mean –
neither more or less."

Lewis Carroll. *Through the Looking
Glass*, Chapter VI.

Proofreading: A Very Old Mistake (a missing word)

feuenth day, wherefore the LORD bleffed the Sabbath day, and hallowed it.

12 ¶ Honour thy father and thy mother, that thy dayes may bee long vpon the land which the LORD thy God giveth thee.

13 * Thou fhalt not kill.

14 Thou fhalt commit adultery.

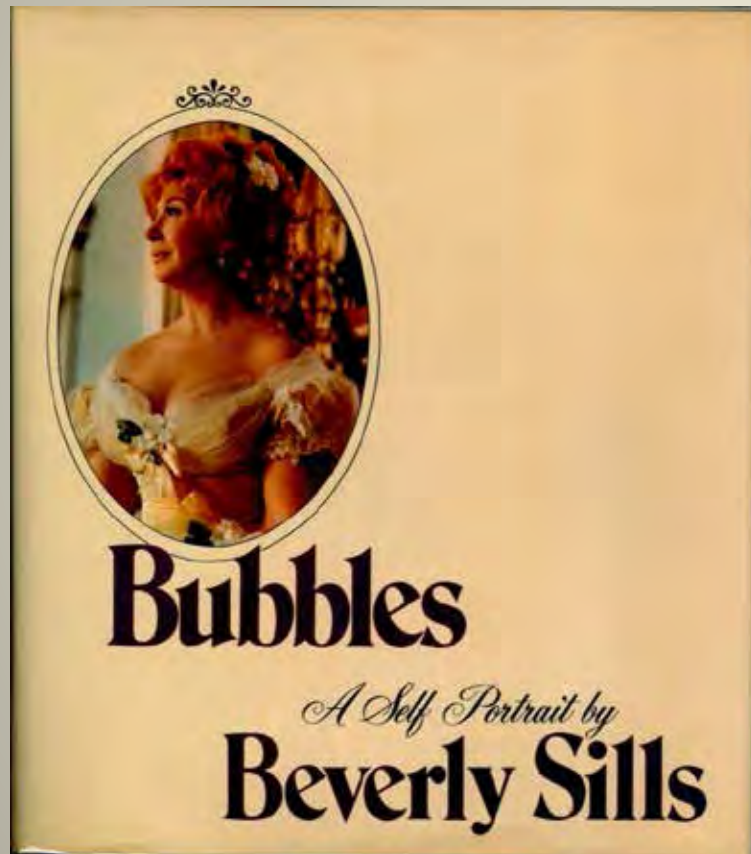
15 Thou fhalt not fteale.

16 Thou fhalt not beare false witneffe againft thy neighbour.

17 * Thou fhalt not couet thy nighboars houle, thou fhalt not couet thy neighbours wife, nor his man-feruant, nor his maid-feruant, nor his oxe, nor his affe, not anything that is thy neighbours.

From a 1631 Bible
published by Robert Barker
and Martin Lucas, the royal
printers in London

Proofreading: An Embarrassing Mistake (a missing letter)



“When I was only three,
and still named Belle
Miriam Silverman, I sang my
first aria in pubic.”

Opening sentence:

Bubbles: a self-portrait by Beverly Sills.

First edition. New York: Bobbs-Merrill. 1976.

Proofreading: A Silly Mistake (an unintended word)



“Gorilla warriors have been kidnapping children as young as five years old and training them to become rebel soldiers.”

Spellchecking Is Not Proofreading



Read



Read Again



Read Backwards

Working with Images

Text

With eager eyes and strained attention, Mr Haredale saw him chained, and locked and barred up in his cell. Nay, when he had left the jail, and stood in the free street, without, he felt the iron plates upon the doors, with his hands, and drew them over the stone wall, to assure himself that it was real; and to exult in its being so strong, and rough, and cold. It was not until he turned his back upon the jail, and glanced along the empty streets, so lifeless and quiet in the bright morning, that he felt the weight upon his heart; that he knew he was tortured by anxiety for those he had left at home; and that home itself was but another bead in the long rosary of his regrets.

Images

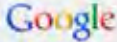


Shapes



Customer Service





Advanced Image Search

Find images with...

all these words:

this exact word or phrase:

any of these words:

none of these words:

To do this in the search box

Type the important words: `flowers forest forest`

Put keywords in quotes: `"forest flowers"`

Type OR between all the words you want: `flowers OR woods OR grassland`

Put a minus sign just before words you don't want: `flowers -grassland`

Then narrow your results by...

image size:

any size

Find images in any size you need.

aspect ratio:

any aspect ratio

Specify the shape of images.

colors in image:

☒ any color

☐ full color

☐ black & white

this color:

Find images in your preferred colors.

type of image:

any type

Limit the kind of images you find.

region:

any region

Find images published in a particular region.

site or domain:

Search one site (like `amazon.com`) or limit your results to a domain (like `edu.gov.org`).

[SafeSearch](#)

☒ off

☐ moderate

☐ strict

Use [SafeSearch](#) how much content you want to filter.

file type:

any format

Find images in the format you prefer.

[usage rights](#)

not filtered by license

Find images you are free to use yourself.

Advanced Search

You can also...

Find pages that are similar to, or link to, a URL.

Search pages you've visited.

Use operators in the search box.

Customize your search settings.

http://www.google.com/advanced_image_search

Searches and Results



Google Image Search
Key Word: ebooks
Color: black and white
Usage Rights: free to use or share



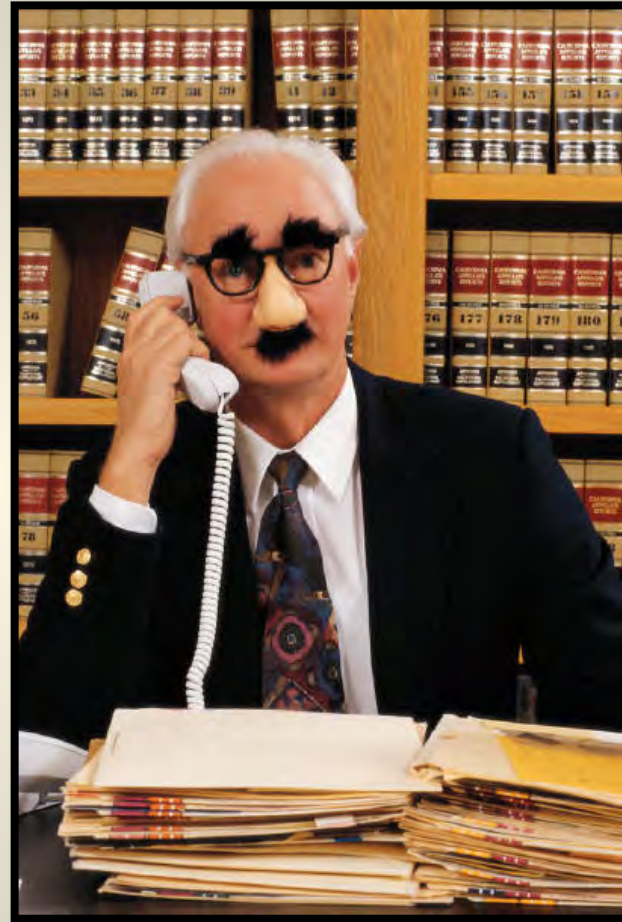
Google Image Search
Key Word: ebooks
Color: blue
Usage Rights: free to use or share

Google Image Search



Image File Formats

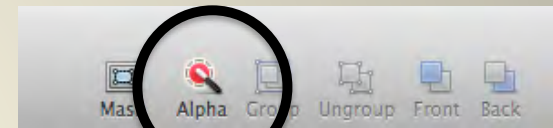




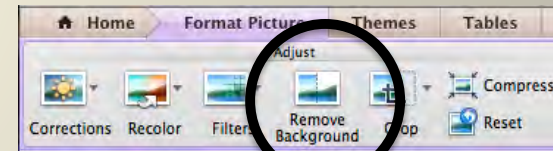
Editing Images



http://en.wikipedia.org/wiki/File:Autumn_leaves_%28pantone%29_crop.jpg



In Keynote

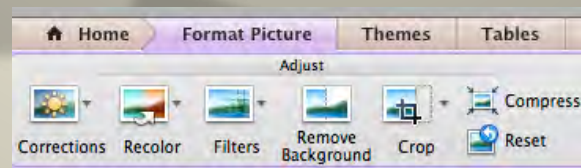


In PPT

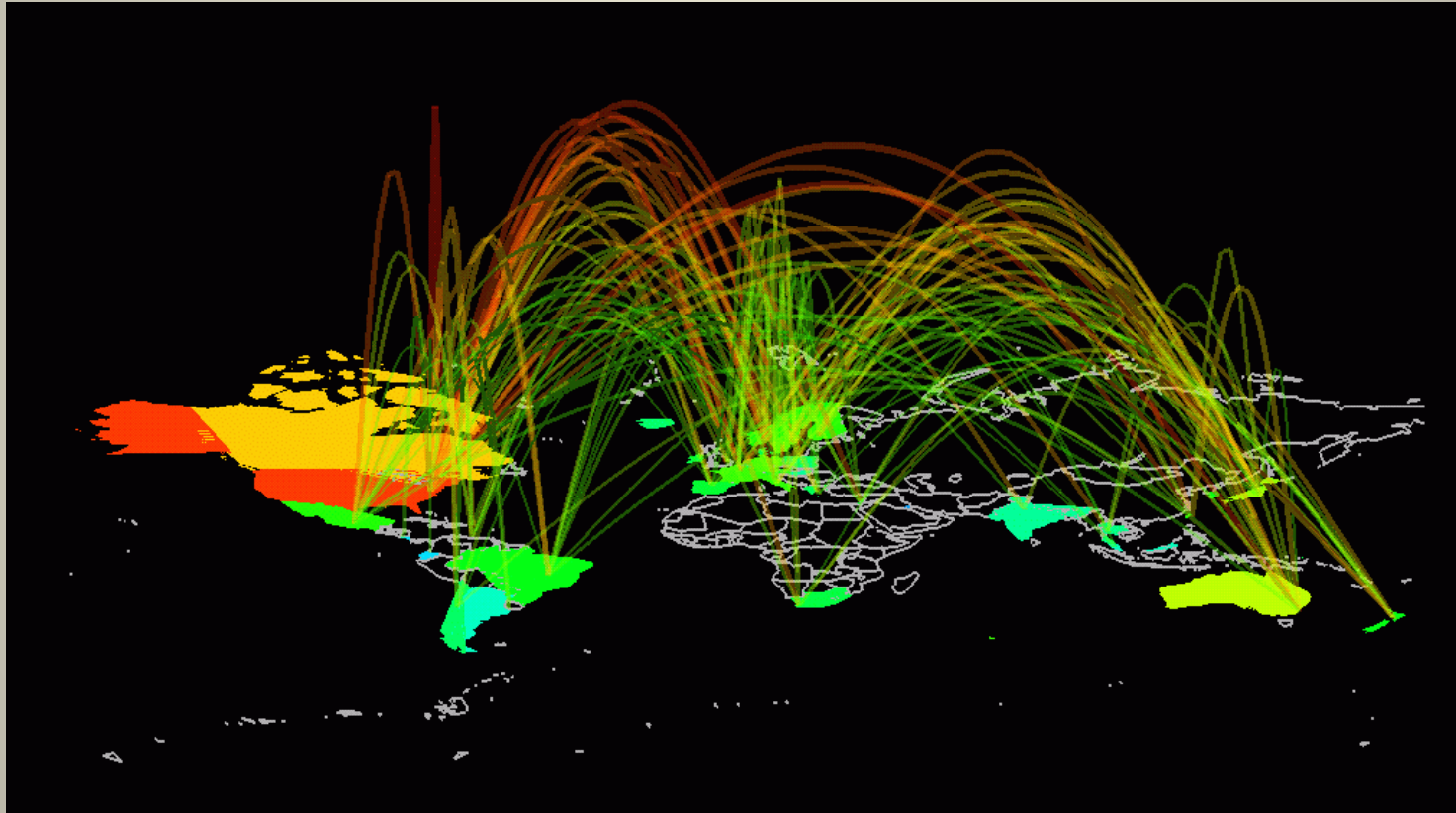
Editing Images



A Bit about Color



Working with the Web



http://personalpages.manchester.ac.uk/staff/m.dodge/cybergeography/atlas/eick_arctran.gif



Click...Click...Click...Gone.



[listen](#)
[read](#)
[create](#)
[explore](#)

[Catalog](#)
[Website](#)

Advanced Catalog Search

[Books & More](#) | [Downloads](#) | [Research & Learning](#) | [Kids](#) | [Teens](#)

[My Account](#) | [Hours & Locations](#) | [Event Calendar](#) | [Contact Us](#)

[Twitter](#)
[Facebook](#)
[Pinterest](#)
[Google Plus](#)
[YouTube](#)

How do I...?

Choose One





Great Reads



Coming Soon
See more titles on this list



Staff Pick, July/Aug
See more titles on this list



100 things challenge





LA County Library

LA County Library Looking for something to read or watch as summer winds down? Check out our staff picks for August! on 8/14/12

2 hours ago · 1 reply · 1 comment · 1 share

LA County Library's photo: Here's something to brighten your Wednesday morning: take a look at Ni Han, the alien that survived the... 11/12/12 2:00 PM

LA County Library Bailey & the #LAKings Ice Crew at the Hermosa Beach Library, Thurs 4:30 pm reading a special hockey story on 7/16/12 12:15

Wednesday 7/18/12 12:15 PM

Join the conversation

Countdown to Centennial

36	7	21	35
Days	Hours	Minutes	Seconds

100 YEARS 1912-2012

1987 - Reflecting the public's shift to technology, the Library branched its collection from VHS tapes to videocassettes, and phonograph records to compact discs and audio cassette tapes.

See contents and events.

Events



Live Homework Help



Download Audiobooks, eBooks, Music

Get it on iTunes

OverDrive | OverDigital | Freegal
Get a Kindle? Get eBooks here!

[About Us](#) | [Library History](#) | [Services](#) | [Contact Us](#) | [Career Opportunities](#) | [Local History](#) | [Friends of the Library](#) | [Volunteer](#)
[Donate to the Library](#) | [Library Foundation](#) | [Accessibility](#) | [Search Our Site](#) | [Site Map](#) | [FAQ](#) | [Privacy Policy](#)

Copyright © 2012 County of Los Angeles Public Library





Before

The diagram shows a line graph on the left side of the 'Before' box. The graph consists of a diagonal line segment rising from the bottom-left to the top-left, followed by a horizontal line segment extending to the right, ending at the top edge of the box.



After

The diagram shows a line graph on the right side of the 'After' box. The graph consists of a horizontal line segment starting from the left edge of the box and extending to the right, followed by a diagonal line segment descending from the top-right to the bottom-right.



Where we are and when we're open

Finding what you want to know

Fun things to do here

Everything else about us

Everything else

Writing for the Web

(A.K.A.
*“Trying to get
people to give a
darn”*)

Laura Solomon
Library Services Manager

OPLIN

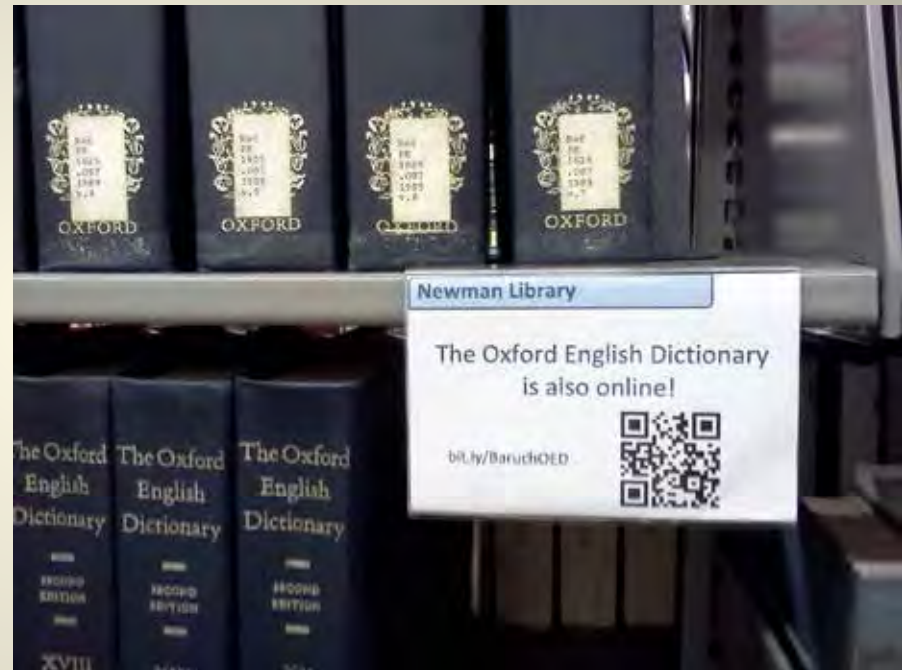
laura@oplin.org

An Infopeople Webinar
Thursday, August 9, 2012

<http://infopeople.org/training/writing-web>



QR Codes



<http://www.qrstuff.com/>

<http://www.mobile-barcodes.com/qr-code-generator/>

Upcoming Webinars of Interest



QR Codes

Thursday, January 17, 2013 at 12 Noon Pacific

Tom Peters and Guest

Mobile Website Design

Thursday, March 14, 2013 at 12 Noon Pacific

Tom Peters and Guest



Infopeople



helping libraries think differently

Working with Customer Service

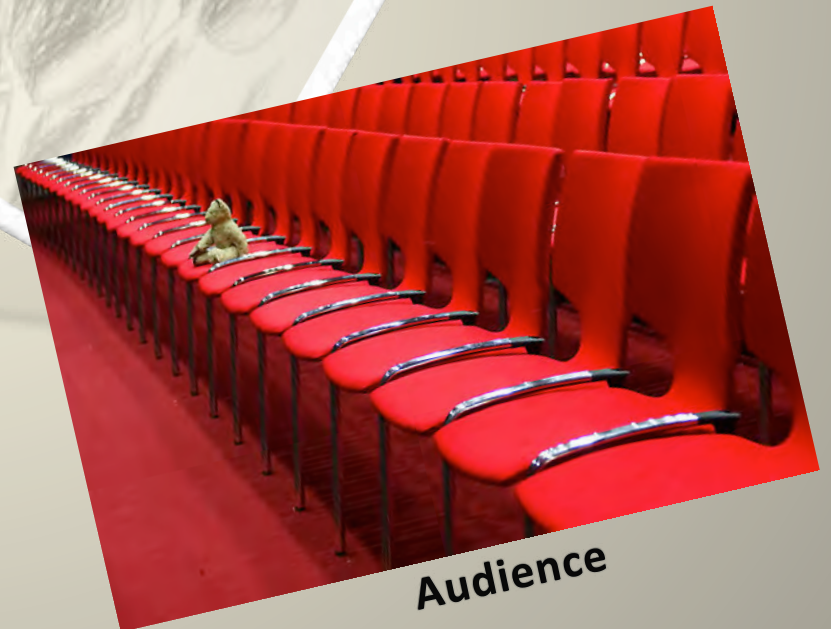
Text

With eager eyes and strained attention, Mr Haredale saw him chained, and locked and barred up in his cell. Nay, when he had left the jail, and stood in the free street, without, he felt the iron plates upon the doors, with his hands, and drew them over the stone wall, to assure himself that it was real; and to exult in its being so strong, and rough, and cold. It was not until he turned his back upon the jail, and glanced along the empty streets, so lifeless and quiet in the bright morning, that he felt the weight upon his heart; that he knew he was tortured by anxiety for those he had left at home; and that home itself was but another bead in the long rosary of his regrets.

Images



Shapes



Audience

Who Is Your Target?



**Please do not
put carts in
front of this
door.**

**This is a fire
emergency
exit.**

**Do
Not
Enter**

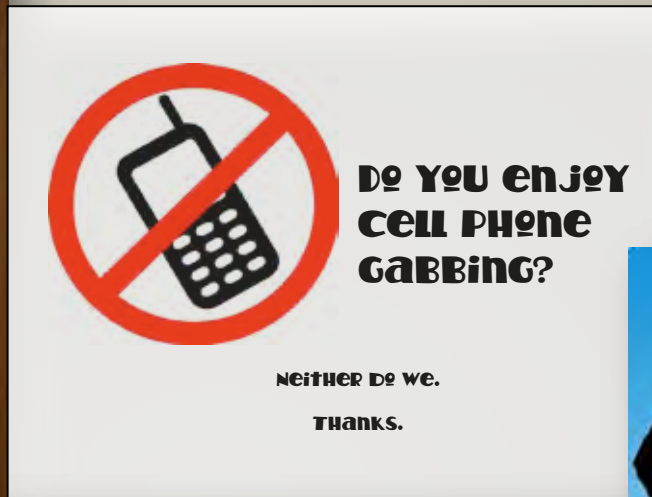
LIBRARY
STAFF ONLY
PLEASE

Genealogy materials are
REFERENCE ONLY and are
NOT to be checked out, so don't
even ask. The genealogy area is
monitored with a security
camera, so smile!

1.



2.

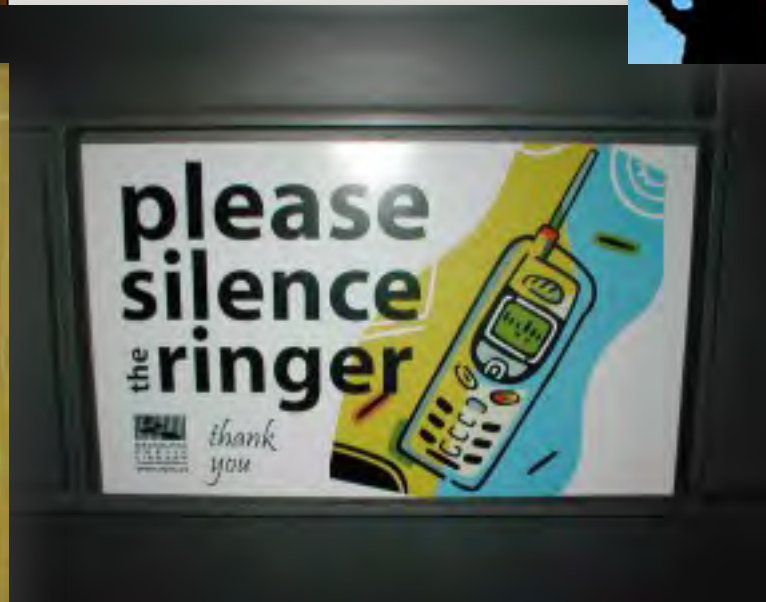


3.

5.



4.



**please
silence
the
ringer**



*thank
you*





Before

A diagram showing a corner of a square. A vertical line segment on the right and a horizontal line segment on the top meet at a right angle. A diagonal line segment connects the bottom-left end of the vertical line to the top-right end of the horizontal line, forming a right-angled triangle.



After

A diagram showing a corner of a square, similar to the one above but rotated 90 degrees clockwise. A vertical line segment on the left and a horizontal line segment on the top meet at a right angle. A diagonal line segment connects the bottom-left end of the vertical line to the top-right end of the horizontal line, forming a right-angled triangle.



Your cell phone eloped
with your laptop.
Enjoy the silence!



Before

A diagram showing a corner of a square. A vertical line segment on the right and a horizontal line segment on the top meet at a right angle. A diagonal line segment connects the bottom-left end of the vertical line to the top-right end of the horizontal line, forming a right-angled triangle.



After

A diagram showing a corner of a square, similar to the one above but rotated 90 degrees clockwise. A vertical line segment on the left and a horizontal line segment on the top meet at a right angle. A diagonal line segment connects the bottom-left end of the vertical line to the top-right end of the horizontal line, forming a right-angled triangle.



Out of
Order

Something's Not Working Right

Oh, no...

We apologize for the inconvenience.
We're working on a solution.

If you need assistance,
please ask any staff member.

Thanks for your patience.

Date

Logo



Before

A diagram showing a corner of a square. A vertical line segment on the right and a horizontal line segment on the top meet at a right angle. A diagonal line segment connects the bottom-left end of the vertical line to the top-right end of the horizontal line, forming a right-angled triangle.

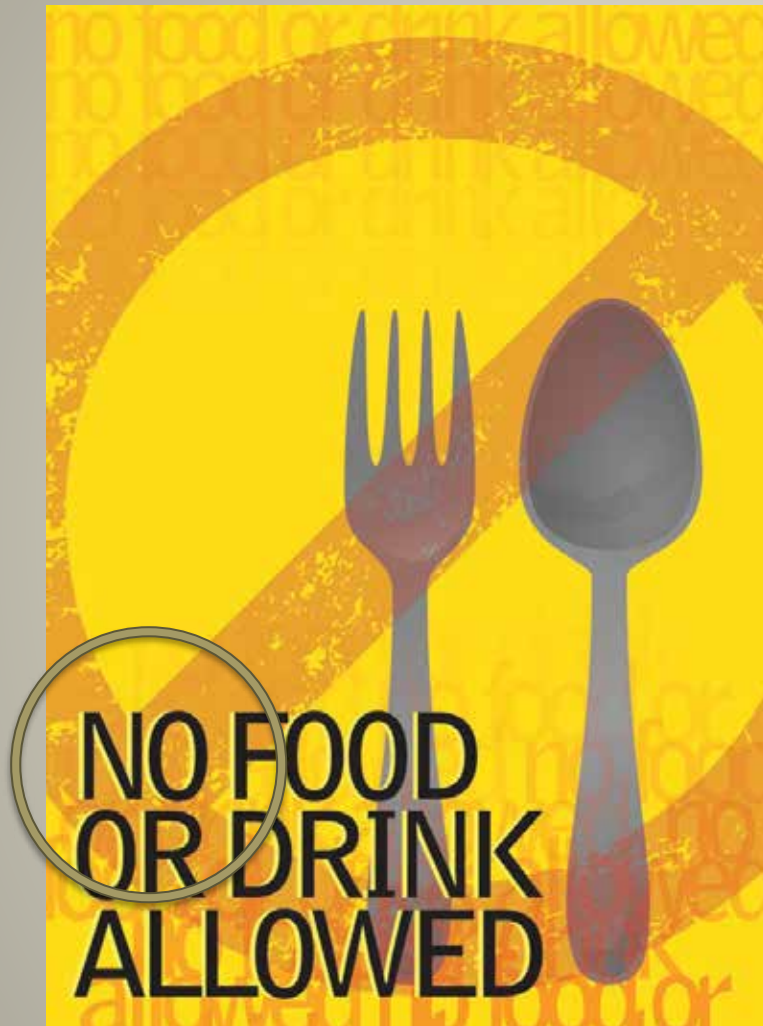


After

A diagram showing a corner of a square, similar to the one above but rotated 90 degrees clockwise. A vertical line segment on the left and a horizontal line segment on the top meet at a right angle. A diagonal line segment connects the bottom-left end of the vertical line to the top-right end of the horizontal line, forming a right-angled triangle.

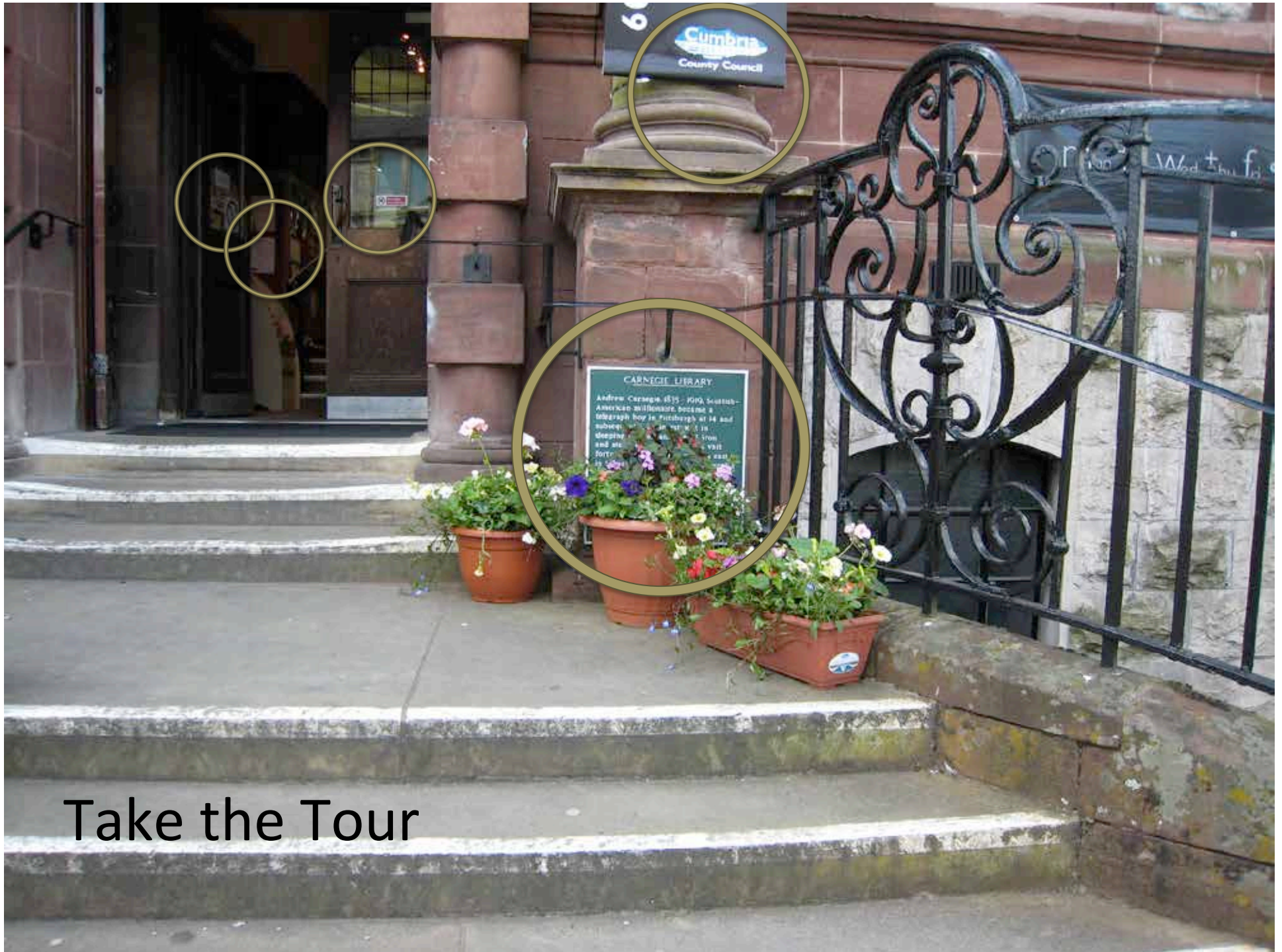


<http://www.flickr.com/photos/travelinlibrarian/>



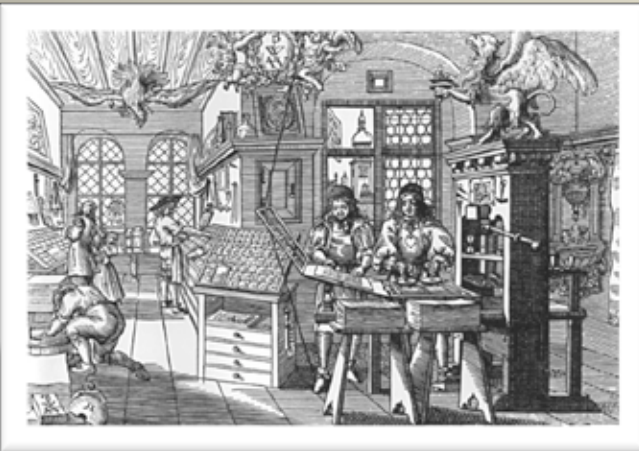


Crocker Art Museum
Sacramento, CA



Take the Tour

Setting Up Shop



WORK ORDER

Date Due: _____

Date submitted: _____ By: _____

PROJECT TITLE: _____

MEDIUM: ☐ Print ☐ Electronic

CONTENTS:

Text Provided: ☐ Yes ☐ No

Images Provided: ☐ Yes ☐ No

LAYOUT: ☐ Portrait ☐ Landscape

SIZE: _____ x _____

Folds: ☐ Yes ☐ No Number _____

Printing: ☐ Single-sided ☐ Double-sided
☐ B&W ☐ Color

FONT:

Headline: _____ Text: _____

STANDARD DETAILS:

<input type="checkbox"/> Day	<input type="checkbox"/> Date	<input type="checkbox"/> Time
<input type="checkbox"/> Address	<input type="checkbox"/> Phone Number	<input type="checkbox"/> Contact Name
<input type="checkbox"/> Logo	<input type="checkbox"/> Fee	<input type="checkbox"/> Ages
<input type="checkbox"/> Registration req'd	<input type="checkbox"/> QR Code	<input type="checkbox"/> Other

NOTES:

COPIES: _____ Paper: _____

Proofread #1: _____ By: _____

Proofread #2: _____ By: _____

Date Completed: _____ Completed by: _____ Approved by: _____




Where to Store Your Files

- On your intranet

- In your desk files

<https://maps.google.com/>



Library will
be closed
today due to
a building
emergency.

Q: Where were you when the lights went out?



Library
Closed

A: In the dark.



VolunteerMatch.org

Where volunteering begins



Online Resources

The 7 Pesky Must-Haves



Day of the Week

Date

Time

Address

Phone Number

Contact Name

Logo

Fee

Ages

Registration

QR Code

Other

Three Basic Elements

Text

With eager eyes and strained attention, Mr Haredale saw him chained, and locked and barred up in his cell. Nay, when he had left the jail, and stood in the free street, without, he felt the iron plates upon the doors, with his hands, and drew them over the stone wall, to assure himself that it was real; and to exult in its being so strong, and rough, and cold. It was not until he turned his back upon the jail, and glanced along the empty streets, so lifeless and quiet in the bright morning, that he felt the weight upon his heart; that he knew he was tortured by anxiety for those he had left at home; and that home itself was but another bead in the long rosary of suffering.

Images



Shapes



The audience you hope to attract may determine the look of your design.

Customer Service

ARBITER OF TASTE



CONSISTENCY





Questions?



Thanks!

stanley@infopeople.org
stanley@burningbridgespress.com
909-626-3539



Infopeople webinars are supported by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian. This material is licensed under a Creative Commons 3.0 Share & Share-Alike license. Use of this material should credit the author and funding source.