











April 14, 2011

Composition specifications for
Kronenberger: *LWW's Comprehensive Medical Assisting, 4/e*
4-color process design

If written specs differ from layouts, please follow layouts.
All measurements are base-to-base unless otherwise stated.

TRIM	8-3/8" x 10-7/8"
TEXT PAGE	2 columns (20p+1p6+20p) 41p6 wide x 57p10 deep (including running head area)
TEXT MARGINS	top 5p6 inside 4p9 bottom 4p3 outside 4p
FONTS	Helvetica Family, Sabon
BASAL TEXT	10/12 Sabon justified x 20p width. Para indent 1p3. (56 lines of text each column)
RUNNING HEAD	Color C1 block 1p9 wide x 1p deep with 0p2 rounded corners positions flush outside on text measure and sinks 3p from top trim; folio sets 9pt Helvetica Bold, horiz. scaled 110%, and centers within block on all sides. <i>Running Head</i> : 8.5pt Helvetica Light, c/lc. Base aligns with folio and indents 3p from outside text measure. <i>Running Head copy</i> (verso-RHV): Word "Part" and roman numeral sets bold caps; en-space to option-8 bullet, en space to part title 8.5pt Helvetica Light, c/lc. <i>Running Head copy</i> (recto-RHR): Word "Chapter" and numeral sets bold caps; en-space to option-8 bullet, en space to chapter title 8.5pt Helvetica Light, c/lc.
DROP FOLIO	Color C1 tinted block 1p9 wide x 1p deep with 0p2 rounded corners positions flush outside on text measure and sinks 62p from top trim; folio sets 9pt Helvetica Bold, horiz. scaled 110%, and centers within block on all sides.
PAGE MAKE-UP	Spreads must align. May run 1 line long or short but never more than 1 line difference with backing spreads.

COLOR PALETTE

C1	C2	C3	C4	C5
 c 100 m 50 y 00 k 00	 c 80 m 00 y 75 k 00	 c 35 m 00 y 75 k 00	 c 65 m 95 y 00 k 00	 c 55 m 60 y 00 k 00
C6	C7	C8	C9	C10
 c 65 m 20 y 00 k 00	 c 00 m 15 y 75 k 00	 c 00 m 100 y 90 k 30	 c 00 m 50 y 100 k 00	 c 00 m 10 y 25 k 00

	<u>HIGHLIGHT YELLOW</u> c 0, m 6, y 36, k 0
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PART OPENERS

Starts new right page. No drop folio. Art file “Kronen_PartArt.tif” bleeds top and positions 19p3 from inside trim. Second block, 100% color C1, 27p wide by 11p deep positions on top. Sinks 24p from top trim and indents 19p3 from inside trim. Third block, 100% color C6, 29p wide by 11p deep with 0p8 rounded corners sinks 24p from top trim and indents 18p3 from inside trim and positions behind other two blocks. A different photo for each part will be provided and will position in 25p wide x 18p deep box with 0p3 rounded corners with 1pt white frame. Sinks 5p from top trim and centers horizontally within background art.

- PN Word “Part” sets 13pt Helvetica Bold, caps, reversed to white, tracked 100; centers within 27p wide band and sinks 24p9 from top trim. Part number sets roman numeral 110/100 Helvetica Thin, reversed to white and centers within 27p wide band.
- PT 36/42 Helvetica Medium, c/lc, horiz. scaled 110%, reversed to white, tracked -2; centers within 27p wide band and sinks 37p from top trim.

CHAPTER OPENERS

Chapter following a section starts new right. Subsequent chapters start new left or right. Use drop folio. Chapter opener may contain a run-in unit opener. **Please pick up CO as a unit from sample.** Shown in sample with and without unit opener. Outline, Learning Objective set on chapter opener; Key Terms set at top of next page.

- UN Word “Unit” sets 9.5pt Helvetica Bold, caps, tracked 80, reversed to white. Sinks 3p from top trim and centers within 7p6 marginal column. Spelled out unit number sets 22/24 Helvetica Bold, caps, 50% tint color C6 centers within 7p6 marginal column.
- UT 26/28 Helvetica Medium, c/lc, horiz. scaled 110%, tracked -2, reversed to white; Sinks 3p from top trim and indents 14p9 from left trim. 24p max line length.
- CN Word “Chapter” sets 9.5pt Helvetica Bold, caps, tracked 85, reversed to white. Sinks 8pts from top of art file “KronenCube.tif” and centers within 7p6 marginal column. Chapter number sets 65pt Helvetica Thin, horiz. scaled 110%, reversed to white and centers within 7p6 marginal column. tracked -10 for double digit chapter numbers.
- CT 22/24 Helvetica Medium, c/lc, horiz. scaled 110%, tracked -2, reversed to white; Centers vertically within C4 panel 14p9 from left trim. 30p max line length.

CHAPTER OUTLINE

- COUT Title reverses out of 7p6 wide (marginal column) x 3p3 deep block color C9. Title sets 12/15 Helvetica Medium, c/lc, horiz. scaled 110%, tracked -2, reversed to white.
- COUTH1 9.5/12 Helvetica Condensed Bold, c/lc, tracked -3; Turnovers indent 1p. Indents 14p9 from left trim and sets in 3 columns (10p+p9+10p+p9+10p). 14pts b/b above; clears visual space above 12pts; 24pts visual below to next grouping.
- COUTH2 9.5/12 Helvetica Condensed, c/lc, tracked -3; Indents 6pts and turnovers indent 1p.

LEARNING OUTCOMES

- LO Title reverses out of 7p6 wide (marginal column) x 3p3 deep block color C1. Title sets 12/15 Helvetica Medium, c/lc, horiz. scaled 110%, tracked -2, reversed to white.
- LOH1 10/12 Helvetica Condensed Bold, c/lc, tracked -3, color C1, FLRR; Turnovers align flush left. 21pts b/b above; 15pts b/b below.
- LONL 9.5/12 Helvetica Condensed c/lc. Indents 14p9 from left trim and sets in 2 columns (15p+1p6+15p). Bold number and period, color matches background panel for title, flush left with en-space to run-in text; turnovers hang on text above. 13pts b/b above to LOH1; clears visual space to grouping above - 12pts.
- LON 8.5/12 Helvetica Condensed Bold Oblique, c/lc, tracked -3, FLRR; Turnovers align flush left. 13pts b/b above.

KEY TERMS

- KT1 Title reverses out of 7p6 wide (marginal column) x 3p3 deep block color C8. Title sets 12/15 Helvetica Medium, c/lc, horiz. scaled 110%, tracked -2, reversed to white.
- KT 9.5/12 Helvetica Condensed c/lc. Indents 14p9 from left trim and sets in 4 columns (6p9+1p2+6p9+1p2+6p9+1p2+6p9), turnovers indent 1p; clears visual space to grouping above - 16pts; 24pts visual below to next grouping.

TEXT ELEMENTS

Please note: for stacked heads, remove space above inferior head.

- H1 12/14 Helvetica Black, c/lc, color C4, horiz. scaled 110%; Turnovers position flush left. 1pt rule color C9 positions 3pts b/b below by column width. 32pts b/b above; 16pts b/b below. No hyphens.
- H2 12/14 Helvetica Bold, c/lc, color C1, FLRR, horiz. scaled 110%; 32pts b/b above; 16pts b/b below. No hyphens.
- H3 11/14 Helvetica Bold, c/lc, color C2, FLRR, horiz. scaled 110%; 21pts b/b above; 15pts b/b below. No hyphens.
- H4 10/12 Sabon Bold, c/lc, color C8, FLRR; 21pts b/b above; 15pts b/b below. No hyphens.
- H5 10/12 Sabon Italic, c/lc, FLRR; 21pts b/b above; 15pts b/b below. No hyphens.
- IP (highlighted text) 10.5pt deep horizontal bands, set 12pts b/b to allow small white space between bands. Color: Highlight Yellow.
- L1 9/12 Helvetica Condensed, caps, color C1, FLRR; 21pts b/b above; 15pts b/b below. No hyphens.
- NL 10/12 Sabon, ic/lc; flush left number and period, en-space to NL text. Turnovers hang on text above; Clear for double digits when needed and align on period. 18pts b/b above and below entire NL unit.
- UL 10/12 Sabon, ic/lc; Turnovers indent 1p; 18pts b/b above and below entire UL unit.
- DCUL 10/12 Sabon, ic/lc; Flush left, turnovers indent 1p; sets in two columns clearing by 12pts minimum space between columns; Indent to hang on text when appearing within any type of NL or BL. 18pts b/b above and below entire DCUL unit.
- BL Option-8 bullet, color C1; en-space to BL text which sets 10/12 Sabon. Turnovers hang on text above. 18pts b/b above and below entire BL unit.

COG, AFF, AND PSY ICONS

COG and AFF icons position at callout, either to left of head or tex; can also appear within a feature box.

COG ICON - Color C9 block, 24pts wide by 8pts deep, "COG" sets 7pt Helvetica Black, caps, horiz. scaled 110%, reversed to white, centered on all sides within. Icon base aligns, flush left where head or text that follows should position with en-space to run in head or text.

AFF ICON - Color C1 block, 24pts wide by 8pts deep, "AFF" sets 7pt Helvetica Black, caps, horiz. scaled 110%, reversed to white, centered on all sides within. Icon base aligns, flush left where head or text that follows should position with en-space to run in head or text.

PSY ICON - Color C8 block, 24pts wide by 8pts deep, "PSY" sets 7pt Helvetica Black, caps, horiz. scaled 110%, reversed to white, centered on all sides within. Icon base aligns, flush left where head or text that follows should position with en-space to run in head or text.

VIDEO ICON - scales to 21.1% and positions flush left at callout; En space to run in head or text. If video icon appears with regular text, text wraps around icon clearing by 6pts visual space on right and bottom.

CHECKPOINT QUESTIONS

Art file "CheckPointIcon.eps" positions flush left and base aligns with CHKQ.

- CP1 9/12 Helvetica Black, caps, color C1, horiz. scaled 110%, tracked 30; Indents 2p from flush left; 32pts b/b above, 16pts b/b below. Color C2 1pt rule by column width positions 12pts b/b above title and butts right side of icon.
- CP Flush left number and period set 9pt Helvetica Bold, color C1, horiz. scaled 110%; en-space to run-in NL text which sets 10/12 Sabon, ic/lc, FLRR; turnovers hang on text above. Color C2 1pt rule by column width positions 6pts b/b below CHKQNL. Add 6pts below + space above for any head following CHKQNL.

REGULAR BOXES

Set box x 20p width with 8pt rounded corners; background is 20% color C4. Second block 20p wide x 2p4 deep sinks 16pts from top of first box and blends from 20% color C4 at top to 50% color C4 at bottom. Depth of box determined by text +12pts. 4pt drop shadow created by art file "Kronen_Cube.tif" positions 4pts below background box mimicking 8pt rounded corners and send to back; Crop as shown. Box text elements clear background by 9pts left and right. Minimum space from box to regular text - 15pts visual; maximum space - 30pts visual. Sets within text right at callout. When box continues to next column, set word "(continued)" at bottom of first column in 7pt Helvetica Light Oblique, horizontally scaled to 110% which positions flush right and clears background by 9pts b/b. Bottom of first box and top of continued box do not get rounded corners.

- BXN 8.5 Helvetica Black, caps, horiz. scaled 110%, reversed to white and positions centered on all sides within art file "BoxFill.tif" cropped (as shown) in block 6p4 wide x 1p2 deep. Box positions down 9pt and indented 9pts from flush top left. 16pts b/b below to BXT.
- BXT 11/13 Helvetica Black, caps, horiz. scaled 110%, no hyphens. When BXT runs to 2 lines, add 16pts to depth of box 2 described above.
- BXTXT 9/12 Helvetica Light, horiz. scaled 110%, justified x 18p6 (clearing edges of box by 9pts left and right). Para indent 1p but not first paragraph.
- BXBL Option-8 bullet, color C4; en-space to BL text which sets 9/12 Helvetica Light, horiz. scaled 110%. Turnovers hang on text above. 18pts b/b above and below entire BXBL unit.
- BXLEG Figures can position with BX (clearing regular box text by 1p visual top). Place at 100% unless figure is wider than 18p6, in which case, reduce. Box figure legend sets 8/9 Helvetica Light and position 6pts visual below figure. 1p visual below leg to regular text.

PATIENT EDUCATION BOXES Set box x 20p width with 8pt rounded corners; background is 35% color C7. Second block 20p wide x 2p4 deep sinks 16pts from top of first box and blends from 35% color C7 at top to 70% color C7 at bottom. Depth of box determined by text +12pts. Icon art file "PatientEd.eps" places at 50% and positions 9pts down from top of background and indents 9pts from flush left. 4pt drop shadow color C8 positions 4pts below background box minicking 8pt rounded corners and send to back. Box text elements clear background by 9pts left and right. Minimum space from box to regular text - 15pts visual; maximum space - 30pts visual. Sets within text right at callout. When box continues to next column, set word "(continued)" at bottom of first column in 7pt Helvetica Light Oblique, horizontally scaled to 110% which positions flush right and clears background by 9pts b/b. Bottom of first box and top of continued box do not get rounded corners.

- PE 9pt Helvetica Black, caps, horiz. scaled 110%, tracked 40, color C8; Top aligns with icon and indents 3p9 from flush left. 1pt rule, 75% tint color C9, positions 4pts b/b below; butts icon on left, ends flush right with PEBX title on right. 20pts b/b below to PEBX1.
- PE1 11/13 Helvetica, caps, horiz. scaled 110%, tracked -2; Aligns flush left with PEBX. 21pts b/b below to text.
- PEH1 9/12 Helvetica Bold, horiz. scaled 110%, color C8, FLRR x 18p6. 18pts b/b above.
- PE-TXT 9/12 Helvetica Light, horiz. scaled 110%, justified x 18p6 (clearing edges of box by 9pts left and right). Para indent 1p but not first paragraph.
- PE-BL Option-8 bullet, color C8; en-space to BL text which sets 9/12 Helvetica Light, horiz. scaled 110%. Turnovers hang on text above. 18pts b/b above and below entire BXBL unit.

WHAT IF? BOXES

Set box x 20p width with 8pt rounded corners; Top 3p6 height of background blends from top 40% tint color C3 to bottom 70% tint color C3. Balance of height blends from top 45% tint color C3 to bottom 35% tint color C6. Depth of box determined by text +12pts. Icon art file "WhatIfIcon.eps" places at 50% and positions 9pts down from top of background and indents 9pts from flush left. 4pt drop shadow color C2 positions 4pts below background box minicking 8pt rounded corners and send to back. Box text elements clear background by 9pts left and right. Minimum space from box to regular text - 15pts visual; maximum space - 30pts visual. Sets within text right at callout. When box continues to next column, set word "(continued)" at bottom of first column in 7pt Helvetica Light Oblique, horizontally scaled to 110% which positions flush right and clears background by 9pts b/b. Bottom of first box and top of continued box do not get rounded corners.

- WI 14pt Helvetica Black, caps, horiz. scaled 110%, color C1, tracked 40; Centers on height of icon and indents 4p from flush left. 27pts b/b below to text.
- WI-Q 9/12 Helvetica, horiz. scaled 110%, justified x 18p6 (clearing edges of box by 9pts left and right). Para indent 1p but not first paragraph.
- WI-A 9/12 Helvetica Light, horiz. scaled 110%, justified x 18p6 (clearing edges of box by 9pts left and right). Para indent 1p.

LEGAL TIP BOXES

Set box x 20p width with 8pt rounded corners; background is 25% color C6. Second block 20p wide x 2p4 deep sinks 16pts from top of first box and blends from 25% color C6 at top to 60% color C6 at bottom. Depth of box determined by text +12pts. Icon art file "LegalTip.eps" places at 50% and positions 9pts down from top of background and indents 9pts from flush left. 4pt drop shadow color C2 positions 4pts below background box minicking 8pt rounded corners and send to back. Box text elements clear background by 9pts left and right. Minimum space from box to regular text - 15pts visual; maximum space - 30pts visual. Sets within text right at callout. When box continues to next column, set word "(continued)" at bottom of first column in 7pt Helvetica Light Oblique, horizontally scaled to 110% which positions flush right and clears background by 9pts b/b. Bottom of first box and top of continued box do not get rounded corners.

- LT 9pt Helvetica Black, caps, horiz. scaled 110%, tracked 40, color C1; Top aligns with icon and indents 3p9 from flush left. 1pt rule, color C2, positions 4pts b/b below; butts icon on left, ends flush right with LEGAL title on right. 20pts b/b below to LEGAL1.
- LT1 11/13 Helvetica, caps, horiz. scaled 110%, tracked -2; Aligns flush left with LEGAL. 21pts b/b below to text.
- LT-TXT 9/12 Helvetica Light, horiz. scaled 110%, justified x 18p6 (clearing edges of box by 9pts left and right). Para indent 1p but not first paragraph.

TRIAGE BOXES

Set box x 20p width with 8pt rounded corners; background is 35% color C3. Second block 20p wide x 2p4 deep sinks 16pts from top of first box and blends from 35% color C3 at top to 80% color C3 at bottom. Depth of box determined by text +12pts. Icon art file "TriageIcon.eps" places at 50% and positions 9pts down from top of background and indents 9pts from flush left. 4pt drop shadow color C4 positions 4pts below background box minicking 8pt rounded corners and send to back. Box text elements clear background by 9pts left and right. Minimum space from box to regular text - 15pts visual; maximum space - 30pts visual. Sets within text right at callout. When box continues to next column, set word "(continued)" at bottom of first column in 7pt Helvetica Light Oblique, horizontally scaled to 110% which positions flush right and clears background by 9pts b/b. Bottom of first box and top of continued box do not get rounded corners.

- TRI 14pt Helvetica Black, caps, horiz. scaled 110%, color C2, tracked 40; Centers on height of icon and indents 4p from flush left. 27pts b/b below to text.
- TRI-TXT 9/12 Helvetica Light, horiz. scaled 110%, justified x 18p6 (clearing edges of box by 9pts left and right). Para indent 1p but not first paragraph.
- TRI-LL 9/12 Helvetica Light, horiz. scaled 110%, justified x 18p6 (clearing edges of box by 9pts left and right). Flush left Bold cap letter and period, color C2, en-space to run-in text, turnovers hang on first word above. 16pts b/b above and below to text.
- TRI-Q 9/12 Helvetica, horiz. scaled 110%, color C4 justified x 18p6 (clearing edges of box by 9pts left and right). 16pts b/b above and below.

SPANISH TERM. BOXES

Set box x 20p width with 8pt rounded corners; Blends from top 50% tint color C10 to bottom 35% tint color C6. Word “éspanol” sets 36pt Sabon Italic, lowercase, 50% tint color C6, indents 1p6 from flush left and sinks 6pts visual from top trim. Depth of box determined by text +12pts. 4pt drop shadow color C2 positions 4pts below background box minicking 8pt rounded corners and send to back. Box text elements clear background by 9pts left and right. Minimum space from box to regular text - 15pts visual; maximum space - 30pts visual. Sets within text right at callout. When box continues to next column, set word “(continued)” at bottom of first column in 7pt Helvetica Light Oblique, horizontally scaled to 110% which positions flush right and clears background by 9pts b/b. Bottom of first box and top of continued box do not get rounded corners.

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- SPAN 12pt Helvetica Black, caps, horiz. scaled 110%, “Spanish” sets color C1, “Terminology” sets color C2, tracked 25; 1pt rule color C1 sets 4pts b/b below x 18p6 width; 21pts b/b below to first SPANT.
 - SPANT (spanish entry) 10/12 Sabon Bold, flush left x 18p6; 15pts b/b above.
 - SPANE (english translation) 10/12 Sabon, indents 1p from SPANT and turnovers hang.

MEDIA MENU BOXES

Set box x 20p width with 8pt rounded corners; background is 25% color C9. Second block 20p wide x 2p4 deep sinks 16pts from top of first box and blends from 25% color C9 at top to 70% color C9 at bottom. Depth of box determined by text +12pts. Icon art file “MediaMenuIcon.eps” places at 50% and positions 9pts down from top of background and indents 9pts from flush left. 4pt drop shadow color C1 positions 4pts below background box minicking 8pt rounded corners and send to back. Box text elements clear background by 9pts left and right. Minimum space from box to regular text - 15pts visual; maximum space - 30pts visual. Sets within text right at callout. When box continues to next column, set word “(continued)” at bottom of first column in 7pt Helvetica Light Oblique, horizontally scaled to 110% which positions flush right and clears background by 9pts b/b. Bottom of first box and top of continued box do not get rounded corners.

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- MM 14pt Helvetica Black, caps, horiz. scaled 110%, color C1, tracked 40; Centers on height of icon and indents 3p9 from flush left. 27pts b/b below to text.
 - MMBL1 9/12 Helvetica Black, c/lc, horiz. scaled 110%, color C9, Flush left option-8 bullet, en-space to run-in text, turnovers hang on first word above. 18pts b/b above.
 - MMBL2 9/12 Helvetica Bold, c/lc, horiz. scaled 110%, color C1, aligns flush left with text of MMBL1 option-8 bullet, en-space to run-in text, turnovers hang on first word above. 15pts b/b above.
 - MMT 9/12 Helvetica Light, horiz. scaled 110%, aligns flush left with text of MMBL2, turnovers indent 1p.
 - MMW Resource name sets 9/12 Helvetica Bold, c/lc, color C1, horiz. scaled 110%, aligns flush left on 18p6 width. Web address sets 9/12 Helvetica Light, horiz. scaled 110%, aligns flush left on 18p6 width.

First block (procedure number) positions flush left and sets within 11p6 wide x 2p deep, color C9, 8pt rounded corner at top; Second block (procedures title) butts right edge of first 30p wide x 2p deep, color C8, 8pt rounded corner at top; Third block 41p6 wide x variable depth, 8pt rounded corner box filled with 50% tint color C10, and 2pt frame, color C9; All text within block 3 clears edges by 9pts. When box continues to next page, set word “(continued)” at bottom of first page in 7pt Helvetica Light Oblique, horizontally scaled to 110% which positions flush right and clears background by 9pts b/b. Bottom of first page is squared off and no bottom frame. On continued page, repeat header and set word “(continued)” next to title in 11pt Helvetica Black Oblique, reversed to white.

- PRON/PROT Word “Procedure” sets 10pt Helvetica Black, caps; Procedure number and colon sets 13pt Helvetica Black, all horiz. scaled to 110% and reversed out to white. Positions flush left on 9pt indent and centered vertically within C9 block described above. Title sets 13pt Helvetica Black, c/lc, horiz. scaled to 110% and reversed out to white. Positions flush left on 12pt indent and base aligns with procedure number within C9 block described above.
 - PROH1 10/12 Helvetica Bold, c/lc, horiz. scaled to 110%, color C8; sets in 2 columns (left tab for second column at 21p3) 40p width max. 1/2pt black rule positions 4pts b/b below by 40p width. Positions 16pts b/b below rule of PRH2.
 - PROH2 Words “Purpose:” and “Equipment:” sets 9pt Helvetica Bold, c/lc, horiz. scaled to 110%, color C9. Run-in text sets 9/12 Helvetica Light, c/lc, horiz. scaled to 110%; Positions flush left on 9pt indent and 24pts b/b below PRBX. 1pt C9 run positions 8pts b/b below last PRH2 entry x 41p6 width.
 - PRNL 9/12 Helvetica Light, c/lc, horiz. scaled to 110%; flush left bold number and period color C8 (always clearing for double digits). Sets in left column with PRT setting in right column. 1/2pt black rule positions 4pts b/b below by 40p width. 15pts b/b above.
 - PROT 9/12 Helvetica Light, c/lc, horiz. scaled to 110%; Sets in right column with PRNL setting in left column. 1/2pt black rule positions 4pts b/b below by 40p width. 15pts b/b above.
 - PROLEG 9/12 Helvetica Light, c/lc, horiz. scaled to 110%; Word “Step” and number and colon sets 9pt Helvetica Bold, color C8. 1/2pt black rule positions 4pts b/b below by 40p width. Figure positions in left column, PRLEG positions in right column and base aligns with figure.
- Charting Example* - Sets within 100% cyan 1pt frame 40p wide by varying depth. Positions at end of procedures box.
- PROCE1 9/12 Helvetica Bold, c/lc, horiz. scaled to 110%, color C8; Flush left on 9pt indent. Positions 22pts b/b below last regular PR entry. 8pts visual space below to cyan frame box.
 - PROCE 10/16 Sabon Italic, ic/lc, indents 6pts left and right; 1/2pt cyan rule positions 4pts b/b below every line of PRCE by 40p width.
 - PROCEA Same as PRCEA but flush right. Since outside frame is below, no rule below needed.

For 41p6 width: First block (table number) positions flush left and sets within 5p6 wide x 1p6 deep, color C4, 8pt rounded corners at top; Second block (table title) butts right edge of first 36p wide x 1p6 deep, color C9, 8pt rounded corner box; Third block consists of 1pt C4 frame on remaining three sides.

For 30p width: First block (table number) positions flush left and sets within 5p6 wide x 1p6 deep, color C4, 8pt rounded corners at top; Second block (table title) butts right edge of first 24p6 wide x 1p6 deep, color C9, 8pt rounded corner box; Third block consists of 1pt C4 frame on remaining three sides.

For 20p width: First block (table number) positions flush left and sets within 5p6 wide x 1p6 deep, color C4, 8pt rounded corners at top; Second block (table title) butts right edge of first 14p6 wide x 1p6 deep, color C9, 8pt rounded corner box; Third block consists of 1pt C4 frame on remaining three sides.

- T1 Word “Table” sets 11pt Helvetica Condensed, caps, reversed to white; table number sets 12pt Helvetica Condensed Black, all reverse to white and center on all sides within C4 block. Table title sets 12pt Helvetica Condensed Bold, c/lc, indents 6pts from left edge of C9 panel and base aligns with table number.
- T2 10/12 Helvetica Condensed Bold, c/lc, color C4; Align in columns following manuscript indents 6pts left and right; 18pts b/b above; 1pt color C4 rule positions 5pts b/b below x 41p6 width. Panel behind T2 fills with 50% tint C9.
- T 10/12 Sabon, ic/lc, indents 6pts left and right; 15pts b/b between T entries. 1pt 50% tint color C4 rule positions 3pts b/b below x 40p6 width.
- TLEG 8/9 Helvetica Light Italic, ic/lc, Cap letter and colon sets bold. Positions 6pts visual below table figure.
- TFN 8/10 Sabon, ic/lc, flush left on 41p6 measure, 12pts b/b below closing rule of table.

Unnumbered table: 20p wide table with 1/2pt frame around entire UT (except UT1) clearing text by 6pts on all sides; 12pts minimum space above and below to text.

- UT1 12/14 Helvetica Bold, c/lc, color C1, horiz. Scaled 110%, 27pts b/b above; 19pts b/b below to ut2
- UT2 9/12 Helvetica Bold, c/lc, horiz. Scaled 110%, 14pts b/b between entries w/ 1/2pt rule 3pts b/b below each line butting outside frame on left and right.
- UT 9/12 Helvetica Light, c/lc, horiz. Scaled 110%, 14pts b/b between entries w/ 1/2pt rule 3pts b/b below each line butting outside frame on left and right.

- CSUM Title reverses out of 7p6 wide (marginal column) x 3p3 deep block. Title sets 12/15 Helvetica Medium, c/lc, horiz. scaled 110%, tracked -2, reversed to white.
- Chapter Summary - color C2; Warm Ups - color C1; Answers - color C4; Power Critical Thinking - color C9.
- CNL 9.5/12 Helvetica Condensed c/lc. Indents 14p9 from left trim and sets in 2 columns (15p+1p6+15p). Bold number and period, color matches background panel for title, flush left with en-space to run-in text; turnovers hang on text above. 24pts b/b above; Lettered list aligns flush left with text of NL, Bold cap letter and period, color matches background panel for title, 18pts b/b above. Sub bulleted list aligns flush left with text of NL, Option 8 bullet, color matches background panel for title, 18pts b/b above. Clears visual space to grouping above - 16pts; 24pts visual below to next grouping.
- PCTE included in CSUM spec.

FIGURES

Figures set by:

20p wide or smaller - with 8pts visual below to FLRR legend x 20p width.

Wider than 20p - centers x 41p6 width with 8pts visual space below to 34p wide FLRR legend centered x 41p6 width.

Figures position at top or bottom of page within 1 spread of figure callout. Figures clear regular text by 1p6 visual space min; 3p max.

- LEG Word “Fig” and number sets 10/11 Helvetica Condensed Bold, c/lc; en-space to run-in legend text 9/11 Sabon, c/lc.