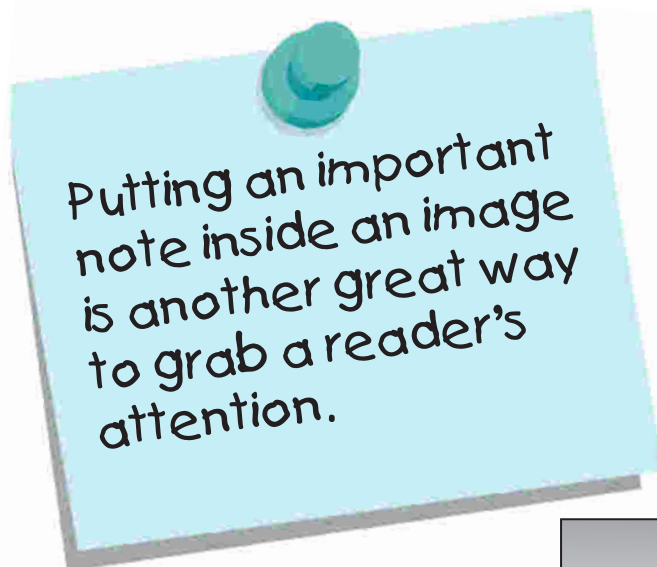




## Ways to Grab a Reader's Attention

- ✦ Use bulleted lists (like this)
- ✦ Add clipart
- ✦ Reverse your type (white type on black background) to add emphasis
- ✦ Use checklists
- ✦ Insert pull quotes
- ✦ Place boxes or shaded areas around a key article
- ✦ Try rotating an image or block of type
- ✦ Put a large amount of white space around a particularly important piece of information

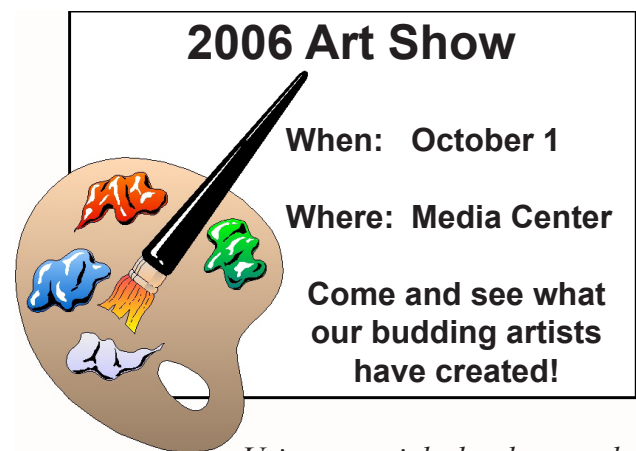


*(As you can see, I broke the "font" rule here, but since I wanted it to look like a handwritten note and it is inside an image, it is acceptable. Rotating the image and text adds to the effect.)*

## Important!

Reversing your type as above, and using shading can grab a reader's eye, even if you are printing in black and white.

Don't overuse boxes, shading, or any one design element as they can lose their effectiveness.



*Using a specialty border can also be a great way to get attention!*

## Quick Checklist

- ✓ Use no more than 3 fonts
- ✓ Pick a justification setting and use it in all articles
- ✓ Use columns
- ✓ Indent paragraphs in all articles the same
- ✓ Use clipart to get attention - but use sparingly
- ✓ Don't overcrowd your pages - leave some white space