



Organizing Space

by Sophia



WHAT'S COVERED

In this lesson, you will learn how to identify some of the basic components for organizing space and layout. Specifically, this lesson will cover:

1. Display and Text Type

Display is one of two general terms used to describe type size. Display type is larger than **text** and suitable for use in headlines.

The image below shows the difference between display and text.

Display

[illegible]

Text is also known as body copy and is one of two general terms used to describe type size. Text is type 12 points or smaller, which distinguishes it from headlines.

➔ **EXAMPLE** You can see this in magazines or books. Display is used for headlines or new chapters, while text is used for the rest of the body or reading material.



TERMS TO KNOW

Text

Also known as body copy, one of two general terms used to describe type size; text type is 12 points or smaller, which distinguishes it from headlines.

Display

One of two general terms used to describe type size; display type is larger than text and suitable

for use in a headline.

2. Spread

Spread is quite simply the term used for two facing pages.

The image below is a visual representation of a spread.



Within the spread, you also have a margin, which is the white area between the main contents of the page and the page edges. The image below highlights the margin in magenta.



An edge margin is going to help define where a line of text begins and ends.

➞ **EXAMPLE** If you've ever printed out a report or essay for school using a common printer, you'll notice that text doesn't usually print out edge to edge. There's always a margin—that empty white space that separates the body of text from the edges of the page.

TERM TO KNOW

Spread

The term for two facing pages.

3. Bleed

Bleed occurs when the composition or layout elements are extended all the way to the edge of the picture frame.

Take a look at the image below. The contents of the first page fit within the page, but the content on the second page extends all the way to the edges of the page.



TERM TO KNOW

Bleed

In a composition, layout elements which extend all the way to the edge of the picture frame.

4. Column

Columns are defined as blocks of space that contain type or image.

As you can see in the image below, columns are bordered by margins. The three columns are defined and contain type.



TERM TO KNOW

Column

In a layout, a defined block of space that contains type or image; columns are bordered by margins.

5. Alley

The empty spaces between columns are called **alleys**.



HINT

Imagine the columns as buildings, and between the buildings, you have alleyways.



TERM TO KNOW

Alley

The space between columns.

6. Gutter

A **gutter** is a space between the two adjoining pages.

When you combine two pages in a book, brochure, or magazine, you want to have a defined separation between the two. This will allow for better printing.



The gutter will also allow for the viewer to more easily read the material being presented.

 TERM TO KNOW

Gutter

The space between two adjoining pages.

 SUMMARY

In this lesson, you learned about the difference between **display and text type**, and the various components of page layout: **spread**, **bleed**, **column**, **alley**, and **gutter**. A gutter is the space down the middle of a book, brochure, or magazine, while an alley is the space between the columns, or blocks of space that contain type. Bleed is when the color goes all the way to the end of the page, and a spread is an ad or text comprised of two facing pages with a gutter in the middle.

Keep up the learning and have a great day!

Source: SOURCE: THIS WORK IS ADAPTED FROM SOPHIA AUTHOR MARIO E. HERNANDEZ

TERMS TO KNOW

Alley

The space between columns.

Bleed

In a composition, layout elements which extend all the way to the edge of the picture frame.

Column

In a layout, a defined block of space that contains type or image; columns are bordered by margins.

Display

One of two general terms used to describe type size; display type is larger than text and suitable for use in a headline.

Gutter

The space between two adjoining pages.

Spread

The term for two facing pages.

Text

Also known as body copy, one of two general terms used to describe type size; text type is 12 points or smaller, which distinguishes it from headlines.