The Hallas Morning News

Graphics Stylebook

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SETTING A HIGHER STANDARD

This stylebook marks the beginning of a new phase for graphics at *The Dallas Morning News*. We are committing to a higher standard in our graphic identity and to a better visual integration with the rest of the paper. This stylebook will define that look and its implementation.

In the following pages you will find more than just specifications of our graphics style; you ll find guidelines that should be considered for every graphic you make as well as clarity of graphic choices. The commitment to this set of rules by each member of our staff is essential for the success of this project. From now on, we expect you to think about style whenever you re doing a graphic.

Our main goal is to make our graphics more attractive and useful to the reader. To that end, one of the primary goals is to increase the amount of white space in our work. If theres too much information, make the graphic bigger. If the space is tight, cut something out. We need to remember that compressed graphics tend to be unattractive and uncomfortable to read. And if the reader doesn t look at it, we have lost an important opportunity to make an impact.

Another change that comes with the new style is on the various

specifications of headline sizes. This should allow us to emphasize different levels of hierarchy and help make our graphics easier to navigate. We will also strive for graphics with smaller amounts of text if possible, to make them a faster and more attractive read. In a nutshell, we re aiming at simplicity, minus the gimmicks. As a general rule, whenever you re in doubt, if there s no one around for you to ask an opinion, choose the simplest solution possible.

Finally, this document is not exactly a bible for our graphics. It is more a set of guidelines for your graphic work. The style is strong, but it s flexible. It can bend, but it shouldn t be broken. There will be many occasions that could never be foreseen (and actually, that shouldn t be foreseen). The truth is that ultimately it all comes down to a moment when we have to rely on the judgment and talent of our staff. But to start, here is a new way of creating valuable graphics for this paper, all within a new, clean, organized style.

> **Chris Morris** Presentation Director

Layne Smith Graphics Director

Sergio Pecanha Design Editor/Graphics

1 & 2 COL GRAPHIC HEAD 16PT Graphic heads are

Gotham Cond Bold 16pt/19, AV30, T 110%

always UPPERCASE.

3 & 4 COL GRAPHIC HEAD 20PT

Gotham Cond Bold 20pt/24, AV30, T 110%

5 & 6 COL GRAPHIC HEAD 24PT

Gotham Cond Bold 24pt/29, AV30, T 110%

GRAPHIC SUBHEAD UPPERCASE

Gotham Bold 9pt/11

amet, consectetuer adipiscing elit. Fusce placerat volutpat mauris. Aliquam sit amet dolor. Donec elit magna, faucibus vel, congue sit amet,

■ 8pt/10 (intro copy, 1 and 2 columns)

- 9pt/11 (intro copy, 3 columns & up)
- 7pt/8 (most labels)

GOTHAM WE USE

■ Gotham Condensed bold: Only for graphic heads, with proper tracking and spacing. Nowhere else.

 \blacksquare Gotham Book (intro chatter, source line, long callouts, labels etc.)

■ Gotham Book italic (rivers, landmarks etc)

■ Gotham Bold (subhead, callouts)

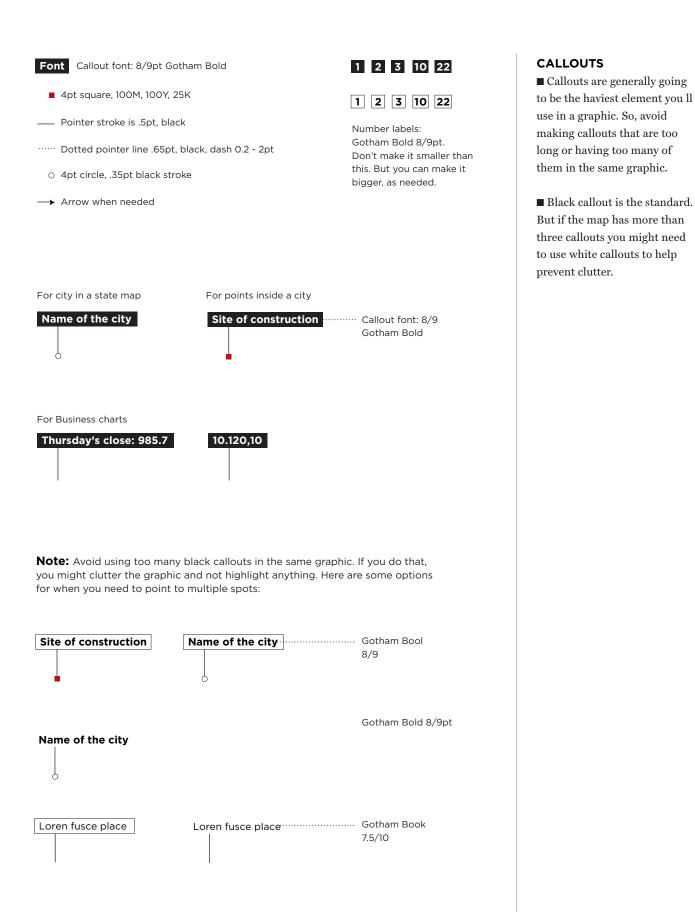
Gotham Bold Italic

GOTHAM WE DON'T USE

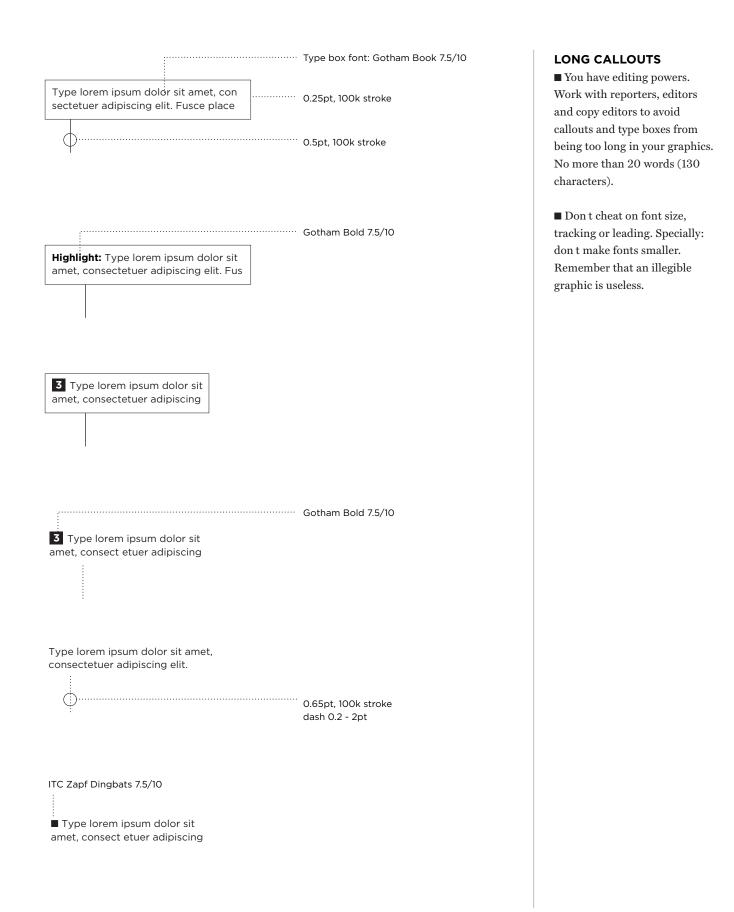
We don t use any other version of Gotham on graphics. Special attention to these:

Gotham Condensed (all versions). Reason: the font is too condensed to read in small sizes.

Gotham Ultra and Condensed Ultra. Reason: so bold the fonts merge.



GOTHAM



Gotham Bold 9/11

SUBHEAD

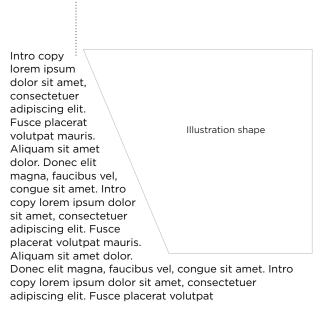
Intro copy lorem ipsum dolor sit amet, consectetuer adipiscing elit. Fusce placerat volutpat mauris. Aliquam sit amet dolor. Donec elit magna, faucibus vel, congue sit amet. Intro copy lorem ipsum dolor sit amet, consectetuer adipiscing elit. Fusce placerat volutpat mauris. Aliquam sit amet dolor. Donec elit magna, faucibus vel, congue sit amet.

Break long blocls of copy with subheads every 10 to 15 lines.

SUBHEAD

Intro copy lorem ipsum dolor sit amet, consectetuer adipiscing elit. Fusce placerat volutpat mauris. Aliquam sit amet dolor. Donec elit magna, faucibus vel, congue sit amet. Intro copy lorem ipsum dolor sit amet, consectetuer adipiscing elit. Fusce placerat volutpat mauris. Aliquam sit amet dolor.

Don't wrap text like this



TYPE BOXES

Try to keep type boxes one column wide or shorter. Avoid as much as possible to spread blocks of type along two columns or more.

■ Break long blocls of copy in small pieces. That will help the reader to digest. Use subheads if you have blocks of copy longer than 15 lines.

■ Don t wrap text around illustrations (avoid examples like in the bottom left). It generally makes the graphic look bad and steals breathing space. Treat type boxes the **simplest** way possible. In most cases, it should be a square shape.

USE OF MILLER

Page Deck copy goes

Page subhead

Use this mostly for feature graphics Miller Deck Cond Roman 90pt (Suggested starting size for full page graphics)

Miller Display Cond light 24pt

> Miller Display Cond light 37pt

Page

Deck copy goes

Page subhead

Use this mostly for news and sports graphics Miller Deck Cond Bold 86pt

Miller Deck Cond Roman 24pt

> Miller Deck Cond bold 35pt

HEADLINE AND DECK

Gotham is the headline font on graphics. However, on pages where the graphic plays the lead image (taking at least half of the page), graphics can use Miller Deck on the headline.

■ Full page graphics must have Miller on headline.

■ As a general rule, headlines and decks on graphics follow the same rules of the section where the graphic is going to be published.

■ Never use a box if you use Miller on the headline.

GENERAL RULE

The use of Miller on graphics should mimic the standards of the rest of the paper. Miller headlines should never be in uppercase or use kerning or tracking that make the font look different from what s present on other parts of the paper.

USE OF MILLER

By REPORTER Miller text bold 9/10 Staff writer Miller text roman 7/9

..... Drop cap: Miller Deck Condensed Bold or Roman (whatever is used on headline)

> Bv REPORTER Byline is centered with intro Staff writer

nderstanding the continuing allure of anabolic steroids is simple. They work, and they Intro copy: work fast. One recent study shows that amateur athletes taking relatively low doses of testosterone made their biggest strength gains in the first three weeks of use. In a world where small advantages make big differences, that s huge. In the Olympics, a fraction of a second can be the difference between sports immortality

Miller Text 9.6/14 with 95% character width and -10 tracking

Understanding the continuing allure of Body copy: anabolic steroids is simple. They work, and they work fast. One recent study shows that amateur athletes taking relatively low doses of testosterone made their biggest strength gains in the first three weeks of use. In a world where small advantages make big differences, that s huge. In the Olympics, a fraction of a second can be the difference between sports immortality.

Miller Text 9.6/10.5 with 95% character width and -10 tracking (Use this specifications in case you have to put a story in your graphic.) Text must be justified.

DEAN HOLLINGSWORTH/Staff Artist Credit for graphics and photos:

Miller Text Roman 7pt

DROP CAPS

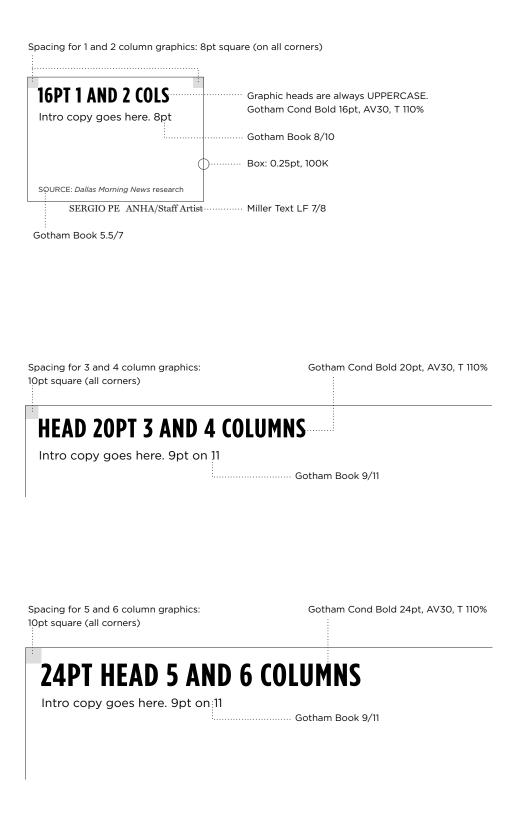
Should take three lines of the depth and use same font of the headline (either Miller Deck Condensed Roman or Bold).

INTRO COPY, BYLINES AND CREDITS

■ Repeat the style of the rest of the paper.

■ Intro copy can grow up to 11pt/16. Make it grow proportionally.

 \blacksquare On full-page graphics, the artists credit can be made like byline.



DIFFERENT HEAD SIZES

■ Now we have three different graphic headline sizes: 16pt (1 and 2 columns), 20pt (3 and 4 columns) and 24pt (5 and 6 columns).

■ Each graphic size has a different spacing on the borders (represented by the gray boxes on the right). The boxes mark an imaginary line: all elements of the graphics should be contained inside this border.

WHEN TO USE BOX AND WHEN TO USE MILLER

■ A box around graphics is standard. But it can be taken off in large graphics, if it works better on the page, and in small graphics that will go inside CCI boxes. Discuss it case-by-case with layout person and art directors.

■ If the graphic is half-page or bigger, consider using Miller Deck Cond Roman or Bold at the headline. Font size should be 35pt & up. Full-page graphics **must** use Miller. Font size 80pt & up.

■ Never use a box if you use Miller on the headline.

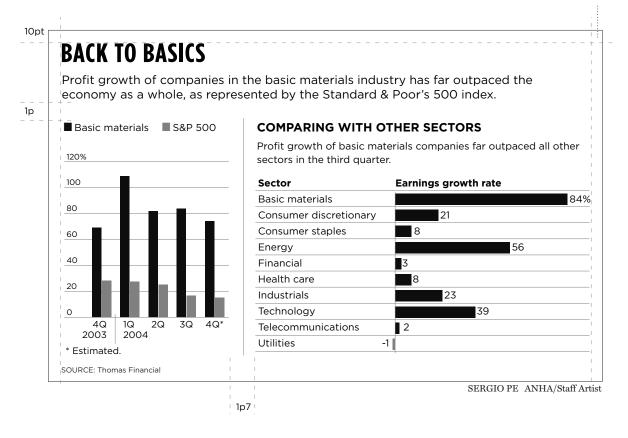
WHITE SPACE AND ALIGNMENT

■ Along with color palette and fonts, spacing and alignment are the most important elements of the graphics at *The Dallas Morning News*.

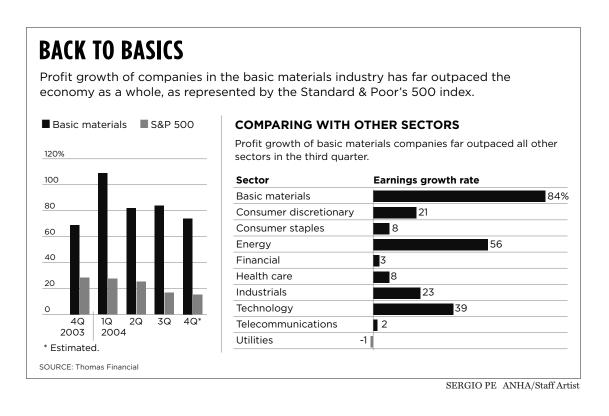
■ As a suggested spacing, try to leave **at least** one pica between elements of the graphic. Leave more if you need. ■ It s a mistake to compress excessive information on small areas. Cluttered graphics trend to be illegible, unattractive and, ultimately, useless.

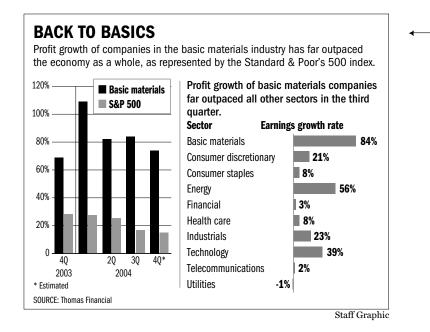
EXAMPLE OF GOOD SPACING

Leave a white border between the graphic and the box of: **1 & 2 col.** 8pt; **3 & 4 col.** 10pt; **5 & 6 col.** 1 pica



COMPARISON OF WHITE SPACE





— BAD SPACING

■ In this case the graphic needed to grow one column to have the proper spacing. If the space is tight, the information needs to be edited.

COLOR PALETTE

	с	м	Y	к	
LAND	0	0	10	15	
WATER	15	0	0	0	
NEIGHBOR	0	0	10	25	
PARK	10	0	10	20	
COUNTRY	0	0	15	35	
PINK	0	20	20	20	
SILVER	5	0	0	15	
RED	0	100	100	25	
BLUE	50	0	0	35	
BEIGE	0	0	30	20	
OCRE	0	20	70	20	
GREEN	25	0	40	55	
ORANGE	0	50	100	0	

Maps

These colors can be converted to black and white automatically. But always double check automatic convertions.

Charts

WHY DOES IT MATTER?

■ Color palette is not just a rule. Colors are essential to build a family structure to the graphics at the DMN. Use these colors as a starting point for every graphic you do.

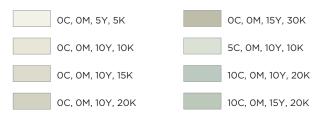
CREATING VARIATIONS

■ On Illustrator, go to Filter, Colors, Saturate.

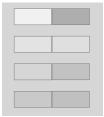
■ Always double-check automatic convertions to grayscale.

ТΙР

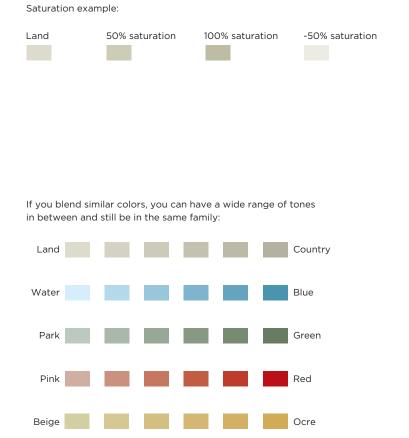
Using a 0.25pt, 50K stroke can help to distinct areas of similar colors.



How do they look with automatic grayscale convertion



COLOR PALETTE



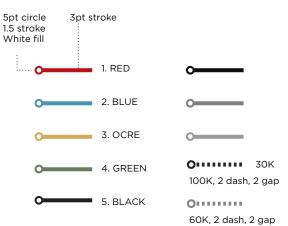
CREATING VARIATIONS

■ On Illustrator, go to Filter, Colors, Saturate.

Colors you create can't be automatically converted to grayscale. Always double-check automatic conversions.

COLOR PALETTE

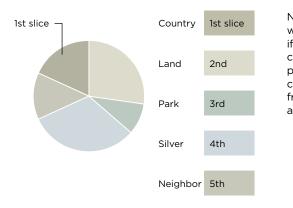
Fever charts



Bar charts

	с	м	Y	к	
1. RED	0	100	100	25	1st color
2. BLUE	50	0	0	35	2nd
3. BEIGE	0	0	30	20	3rd
4. OCRE	0	20	70	20	4th
5. GREEN	25	40	0	55	5th

Pie charts

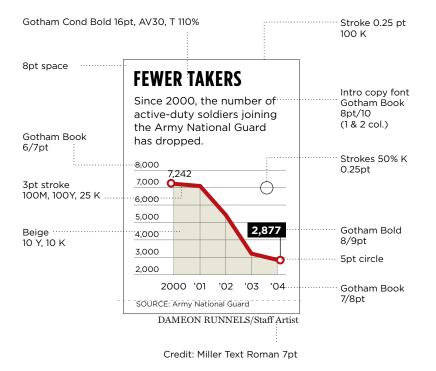


Note: You can make pies with shades of one color if you have too many colors going on. But prefer to use pastel colors and use a color from the color palette as a starting point.

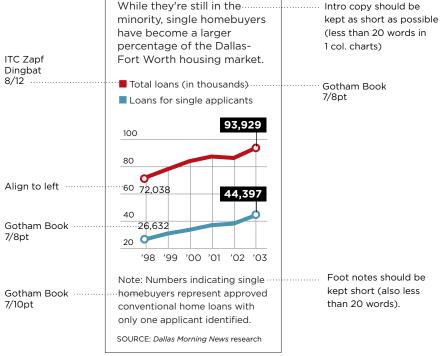
COLORS FOR PIE, FEVER AND BAR CHARTS

■ Fever and bar charts should always start with red line or bar. If you need more colors, follow the order they appear on the left.

FEVER CHARTS



SINGLE HOMEBUYERS ON THE RISE While they're still in the



JAMES A. BLACK/Staff Artist

INTRO COPY

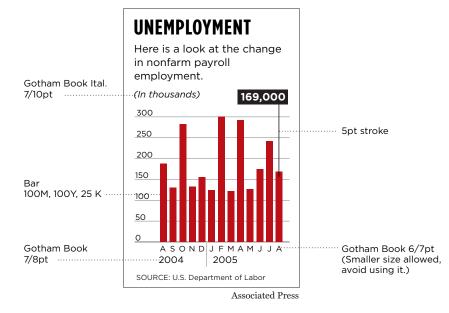
■ Intro copy and footnotes should be as short as possible: less than 20 words (130 characters). If you need more than that to explain a graphic, you should consider whether or not it s worth doing a graphic that needs so much explanation.

■ Fever charts with only one line should have beige box. Charts with more than one line shouldn't.

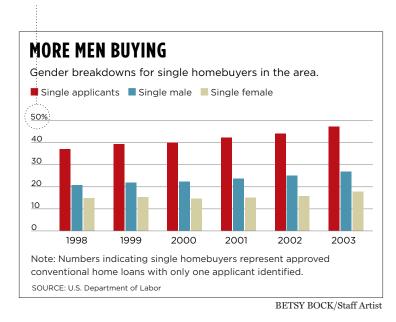
USE COLORS ON THIS ORDER

	С	м	Y	к
1 0	0	100	100	25
2 0	50	0	0	35
3 0	0	20	70	20
4 0	25	0	40	55
5 0	0	0	0	100

BAR CHARTS



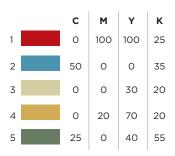
If you use a scale (axis) on the graphic, don't put numbers on the bars (except the callout).



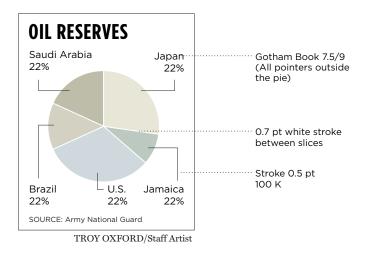
SCALE

■ If you use a scale (axis) on the graphic, don t put numbers on the bars (except the callout). If you put the numbers on the bars, delete the scale.

USE COLORS IN THIS ORDER



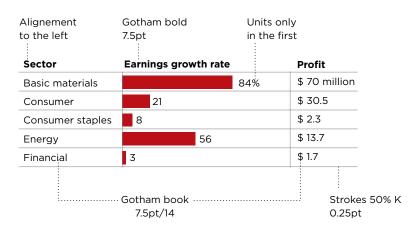
PIE CHARTS AND TABLES







Column widths		Strokes 50% K
1 col.	11p	0.25pt
2	22p9.6	
3	34p7.2	
4	46p4.8	
5	58p2.4	Gotham book 7.5pt/14
6	70p	



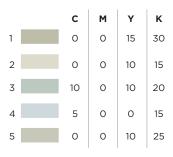
7 PICAS CIRCLE

■ For one-column charts, make the pie 7 picas circle.

■ All callouts should be **outside** the pie. Use 0.5pt black stroke to point to the slices.

■ Pies with more than five slices should be treated as bar chart or table.

USE COLORS IN THIS ORDER



Note: You can make pies with shades of one color if you have too many colors going on. But prefer to use pastel colors and use a color from the color palette as a starting point.

MAP ELEMENTS

Land

10Y, 15K

Water

15C, .25pt 50K outline Label: Gotham Book Ital 7/8

Use the colors below to differentiate states, countries and to and highlight areas of the map (malls, universities, amusement parks etc.)

с	м	Y	к	
0	0	10	25	(neighbor states)
0	0	15	35	(neighbor country)
10	0	10	20	(parks: .25pt 50K outline)
0	20	20	20	(site of construction)

Patterns and strokes can also be used to highlight areas:

Dotted line (100M, 100Y, 25K, 2pt dash)

Capital (8 pt circle; Gotham Book 7/8)

• City (4pt circle, 0.25pt 100K stroke; Gotham Book 7/8)

TARRANT CO. ____ County line: 0.35pt, 50K, dash 3pt, gap 4pt Label: Gotham Book Ital 5.5/6.5



2pt rule, RED Gotham Bold 8/9

MAP COLORS AND LABELS

■ If you use the colors on the right, locator maps should easily convert to grayscale.

Despite that, when you convert to black and white, always check to see if the graphic elements are still clearly different.

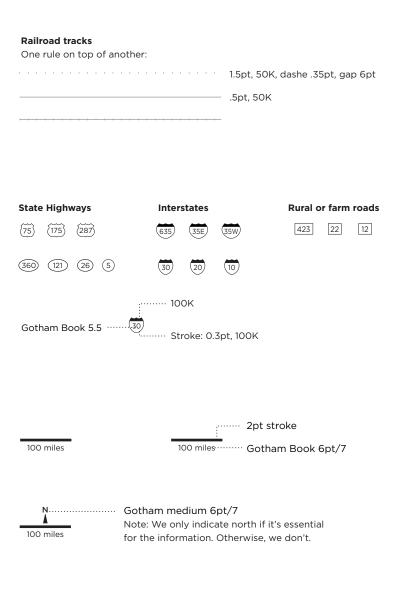
MAP ELEMENTS

Major 2.5pt white (label Gotham Book 7/8)

Secondary 1.5pt white

Tertiary 1pt white

Rivers 1.5pt, 20C (Label Gotham Book Ital 7/8)

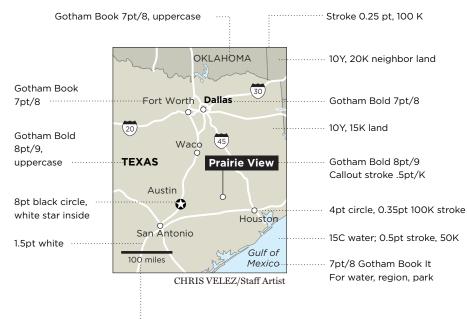


ROAD STROKES

■ If the map only shows one level of roads (example: only interstate highways), use 1.5pt stroke. Other than that, use the hierarchy on the right.

■ If the map has so many small roads that white areas are covering most of the land, consider making the small roads using at 0.5pt, 40% black. Leave major roads white.

LOCATOR MAPS



Gotham Book 6/7pt



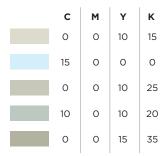
DALWORTH

■ Place Dalworth always on the bottom of the locator.

■ Always double-check the automatic conversion to black and white.

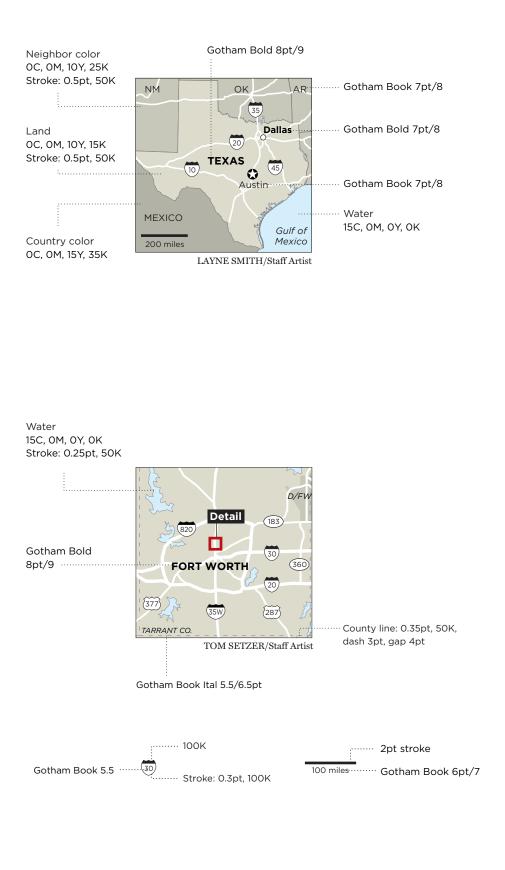
Use map colors as a starting point for bigger maps, but you can change it according to the needs of each case.

COLORS OF EASY CONVERTION TO GRAYSCALE





LOCATOR MAPS



STATE MAPS

■ Follow the example on the left for reference on colors. Use 50% black line for state and country limits.

LOCATOR MAPS





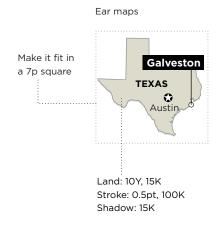




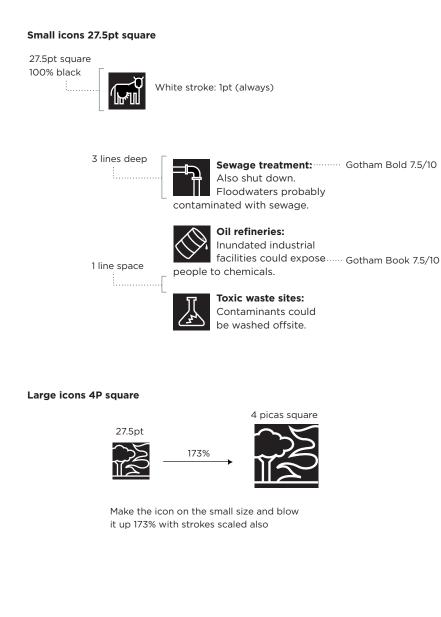
EAR & WORLD MAPS

■ Ear maps are state maps with capital and callout with name of the city being located. This is all the information that fits on that space.

■ For world locators, use the maps on the right. Don t use rounded globes or continent shapes.



ICON FAMILY



Large icons go on page ears





Small quakes shake California desert Dozens of small earthquakes up to magnitude 4.6 shook the desert of southeast California on Wednesday.

II Thursday, September 1, 2005 Page 9A

TWO SIZES

■ Icons are always black, drawn with 1pt white stroke.

■ 27.5pt and 4 picas square.

■ No other variations on size. Don t squeeze it, nor make it bigger. If theres no space, either cut the text or remove the icon.

WIRE SERVICES

Provider	Address	Username	Password
Associated Press	http://apwebgraphics.ap.org		
AP Archive	http://photoarchive.ap.org		
Knight Ridder Tribune	http://www.krtdirect.com		
NewsCom	http://www.newscom.com		
LA Times/Wash. Post	http://www.latwp.com		

AGENCIES

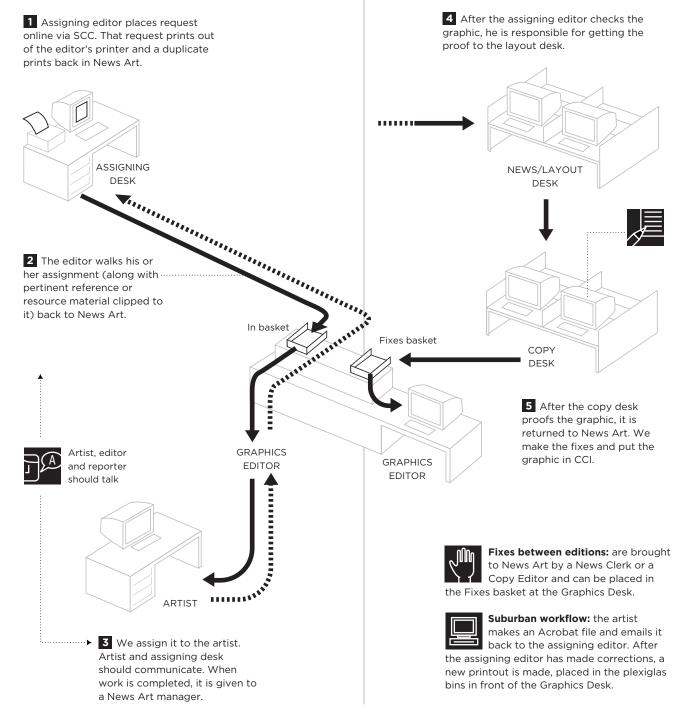
■ Download KRT material only froom krtdirect.com, not from Newscom.com.

WORKFLOW

GETTING GRAPHICS IN AND OUT OF THE DEPARTMENT

CREATING THE GRAPHIC

CORRECTING AND SHIPPING IT



NEWCOMERS

WELCOME TO NEWS ART

Here you ll find answers to a few questions you might have. While this might offer some basic help, don't hesitate to ask these questions to anyone in the staff if you feel like you need to verbalize it.

How do I get in the system?

Call extension 2911 for IT Help Desk. They will help you to set up a password and an email account. They also can get you a password for phone calls outside our area code.

What s the log-in information for the News Art server?

Our files are stored in: afp://dmnmacshare.tdmn.belo.com. Username: ------Password: ------

Where should I store my files?

Look for the News Art Server. Chris Morris or Layne Smith will assign a folder in the the Daily Dump, the place on the network where all files are saved.

Where can I retrieve base maps?

There's a folder in the News Art server called New Graphics Resources. Go there for base maps and other resources. Talk to Tom Setzer if you have questions.

How do I put a file into CCI?

The graphics editor should do it most of the time. But if you need to do it, just drop the EPS file onto the icon NewsArtInOSX on your desktop. The file will appear in CCI in a few minutes. How can I get text from CCI? Theres a folder in the News Art Server called Text_from_CCI.

How do I set up the News Art printers (printer names, settings, etc.)? Call the Help Desk: 2911.

How do I look for archived files?

We have CDs and DVDs with files that go back to 1996. To find recent files, connect to server afp://dmnmacshare.tdmn.belo.com Click on the server Current Year. For older files, ask James Black.

How can I get staff and wire photos?

On your brownser, go to http://scc/ (just type SCC and hit enter) Username: ------Password: ------

How can I find out extensions and e-mail addresses of DMN s employees? On your brownser, go to http://tdmn.com Click on Telephone Directory .

To who should I talk if I have questions about graphic style? Sergio Pecanha and Chris Morris. How can I see production pages and get PDFs of my work? On your browser, go to: http://pagetracker Click on Archives and find the page you want by date of publication. Click on the page thumbnail. To download the PDF, click on Web PDF, on the top right.

How can I get CCI on my machine?

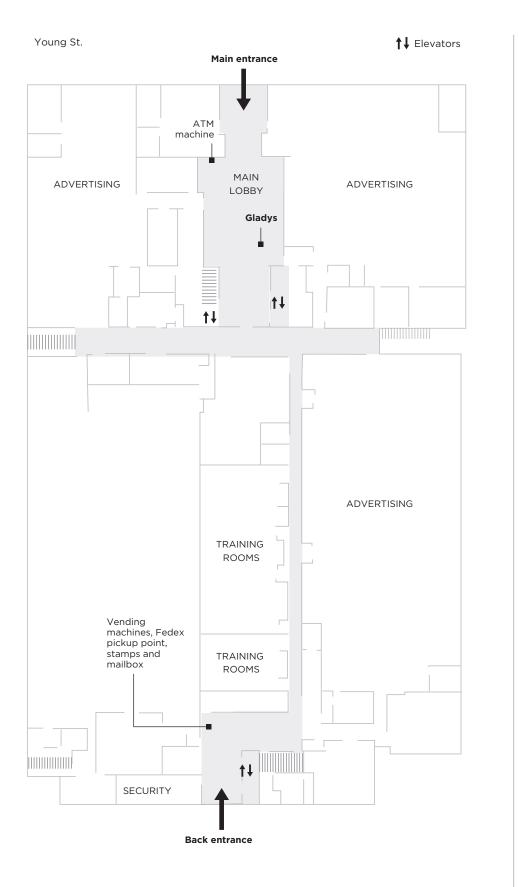
Ask the Chris Morris. He can get the right people in the Help Desk to do that for you.

How can I get information about human resources?

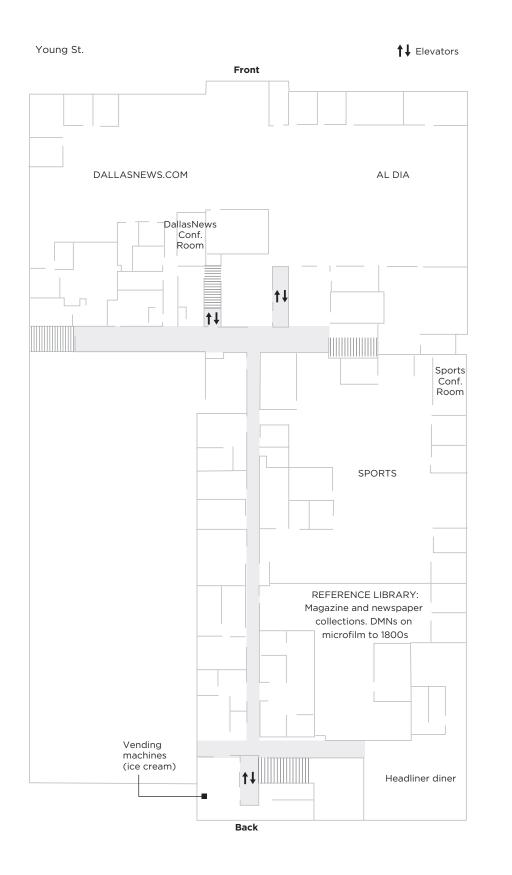
For timecards, go to http://tdmn.com and click on Kronos Workforce Timecards . For other questions, start by talking with Lisa Patton. She knows everything about everything and she ll tell you who you should look for.

How can I check my e-mail from home?

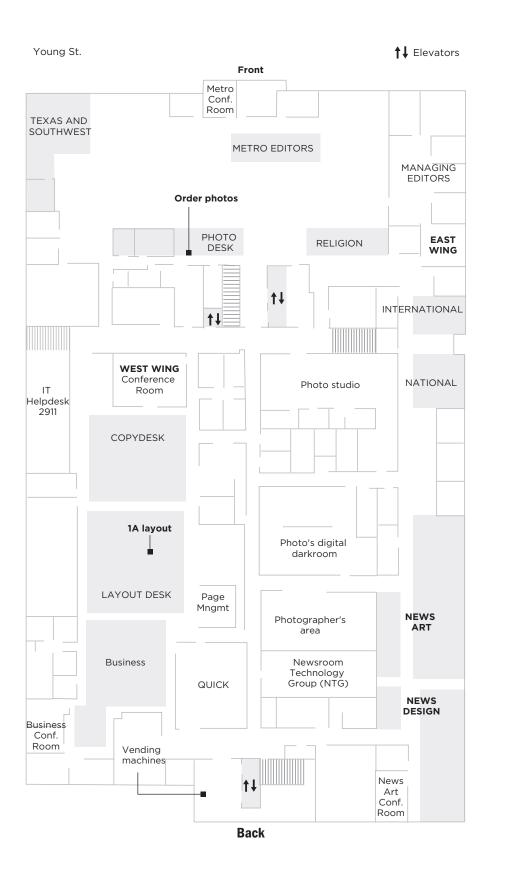
Log in to www.belo.com. On the bottom of the page you ll find the link Employee Login. You ll need your employee number (on your paycheck) and intranet password (set it up with the Help Desk). To call Help Desk from outside the building: 214-977-2911.



- **FIRST FLOOR**
- Advertising
- training rooms
- Gecurity

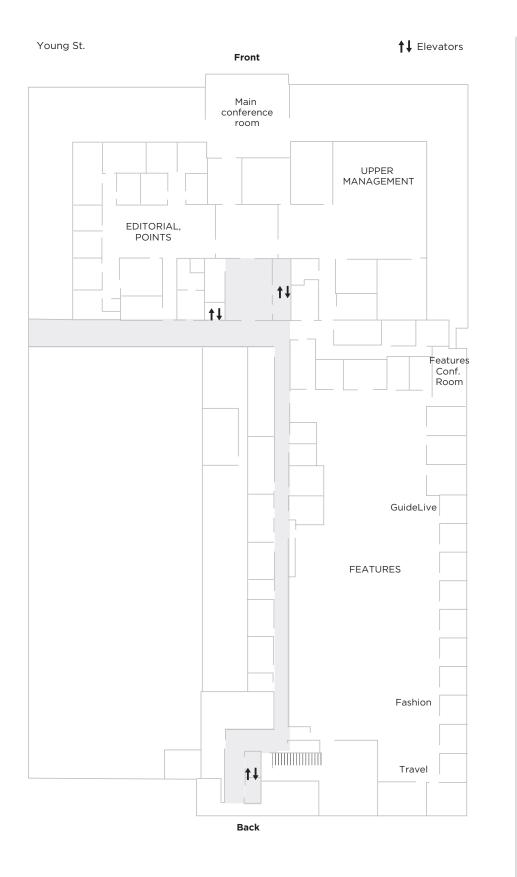


- SECOND FLOOR
- SportsDay
- DallasNews.com
- Al Dia
- AI DIa
- Reference
- Cafeteria

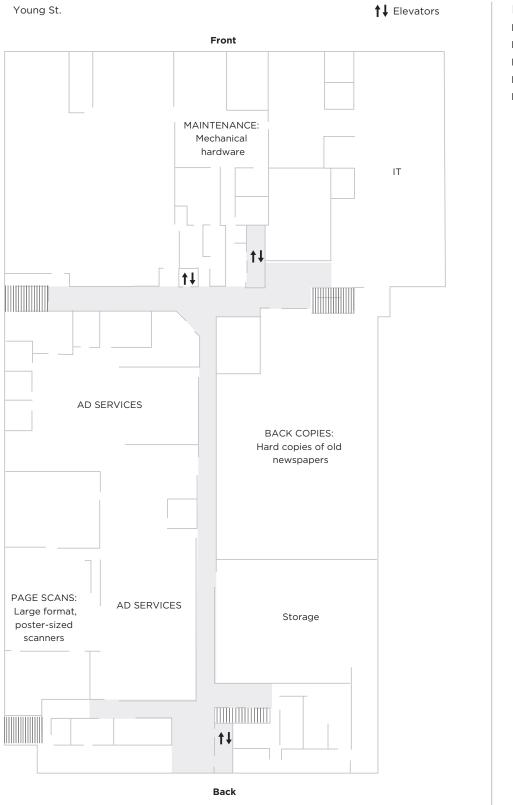


THIRD FLOOR

- News Desks
- Photography
- Copy Desks
- Art Department
- Design Department



- FOURTH FLOOR
- Editorial and Points
- GuideLive
- Feature magazines
- Fashion Dallas
- Travel



BASEMENT

■ Ad Services

- Back Copies
- Imaging

∎ IT

■ Maintenance