**1.01 GUIDED & INDEPENDENT PRACTICE: Kerning, Leading, Tracking**

Directions: As your teacher guides you through the procedures, practice kerning, leading, and tracking in the following passages. Take notes as necessary to help you with future assignments.

Guided Practice:

Tracking represents the horizontal spacing between all the characters in a large block of text

Leading represents the vertical spacing between lines of text

available flexible

Independent Practice: **Adjust the leading in the following passage to fill the text within the box.**

The policies included in this policy manual were developed during the past 20-plus years of Star River Adventures’ operation. All employees are expected to read, understand, and follow these policies as they pertain to their particular job assignments. Please review this manual on a regular basis to refresh your memory concerning its contents. THIS POLICY MANUAL IS NOT A CONTRACT. You are an employee “at will.” [Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

Keep in mind that this is a fluid document and will change. As changes are made, they will be posted on the company Web site and on the staff bulletin boards. The manual is reviewed and reprinted in its entirety on an annual basis.

**Independent Practice: Adjust the tracking in the following passage to fill the text within the box.**

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Independent Practice: **Change the kerning between the “P” and the “r” in the word “Prompt” to make the text more visually appealing.**

Be Prompt