

# Readability Quiz

Demonstrate your ability to use best practices in readability as it pertains to invoices.

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\* Required

1. Email \*

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2. How many typefaces should you use in an invoice? \*

10 points

*Mark only one oval.*

- 1 for all text
- 4, 2 for the body content, 2 for the headings
- 5, 3 for the the body content, 1 for the headings, 1 for the subheadings
- 2, 1 for the body content, 1 for the heading, bold the subheadings

3. What font sizes should you use in an invoice? \*

10 points

*Mark only one oval.*

- 9-12 pt font for the body, 16-18 pt font for the Heading(s)
- 8-14 pt font for the body, 18-20 pt font for the Heading(s)
- 10-12 pt font for the body, 13-15 pt font for the Heading(s)
- 8-12 pt font for the body, 15-18 pt font for the Heading(s)

4. How do you create contrast for a heading from the body content? \* 10 points

*Mark only one oval.*

- Underlining
- All Caps
- Italics
- Size and contrasting font

5. How do you create contrast for important information from the body content? \* 10 points

*Mark only one oval.*

- Italics and Bold
- Size and contrasting font
- All Caps
- Underlining

6. What is a transparent font? What is an example of a transparent font? \* 10 points

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7. Why should you avoid using all caps on an invoice? \* 0 points

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8. Where should you place the logo in a web layout of an invoice? \*

10 points

*Mark only one oval.*

- Top Left corner
- Top Right corner
- Bottom right corner
- Bottom left corner

9. Where does the eye enter and exit the layout of an invoice? \*

10 points

*Mark only one oval.*

- Enter top left, exit bottom right
- Enter top right, exit bottom left
- Enter left, exit right
- Enter top, exit bottom

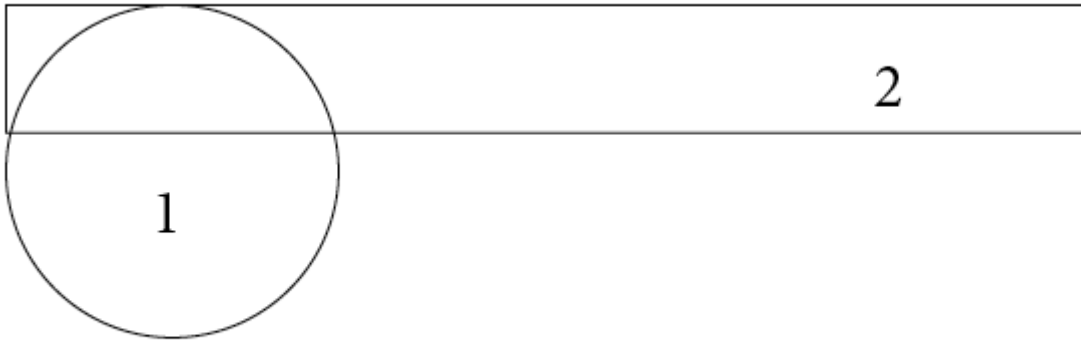
10. What is the maximum number of colors should you have on an invoice? \*

10 points

*Mark only one oval.*

- 1
- 2
- 3
- 4

This is a diagram for an Invoice. Correctly identify each area in the following questions.



11. What belongs in the area marked #1? \*

10 points

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12. What belongs in the area marked #2? \*

10 points

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