

C4L Graphics Guidelines

In most cases single key-strokes (short cuts) for signs do not work

- Single key strokes that work: () (parenthesis), < (less than), > (greater than), + (plus), and - (minus)
- Many other signs are included in the graphics library.
- For less than or equal to use **less_than_or_equal_to.gif**
- For greater than or equal to use **greater_than_or_equal_to.gif**
- There is a **dot_multiply.gif** if you choose not to use X
- There is a **degree.gif** for temperature

For Graphics in the Graphics Library

- In the appropriate location of the stem or responses enter the name of the graphic.
- All graphic must have a space before the name and after the name.
- All graphics must end in **.gif**
- Be careful to use the correct case of letters and spacing.
- See examples below
- **2_parallel_1_transvers.gif** or **fraction_boxes_1of4.gif** or **PosSlope.gif** or **triAngles_2.gif**

Exponents for labels

- There is a gif for squaring, cubing and raising to the 4th power.
- squared.gif cubed.gif 4th power.gif
- Units can be written with an exponent or “square inches”, “feet cubed”

For graphics not in the library: Graphics can be copied, created electronically or paper and pencil

If the graphic is a jpeg or picture from the Internet...

- Make sure the graphic does not have a copyright.
- Graphic should not contain a lot of detail and must be black and white.
- Paste the graphic into a word document.
- Name according to naming guidelines and include name with the graphic.
- The graphics for a question should be in a separate file. The stem graphic as well as a graphic for each response can be placed in one file.
- Save in a word document with appropriate label for the question.

Paper and Pencil Graphics not in the library...

- Sketch the graphic on a blank piece of paper and include the label/name the graphic.
- Name according to naming guidelines.
- Make the graphic larger rather than smaller.
- Place the appropriate label for the graphic on the paper.
- The graphics for a question should be on a separate piece of paper. The stem graphic as well as a graphic for each response can be placed on one sheet of paper.
- Add “g1” after the unique code for the first item for a question.
- Add “g2” if another new graphic is used for the same question.
- Use this code on the template **add .gif after each graphic in the template.**

If graphic is created electronically:

- Save in a word or Excel document with appropriate label
- Graphics for each question should be in a separate document. The stem graphic, as well as a graphic for each response, can be placed in one document.
- Place the appropriate label by the graphic
- If you create graphics consider the following:
 - Use only black and white
 - Veranda size 14
 - Darker rather than lighter
 - Do not fill objects, leave with white background
 - White background
 - Limit visual distraction or extra information
 - Use thick black lines
- Leave graphic in form that can be edited rather than picture or gif.
- If you create a table, leave it in table format.
- If you make a spreadsheet, leave it in a spreadsheet.

Equations and expressions

- If the equation is $y = 2x + 5$ enter with key strokes
- Note use of signs described above
- If the desired expression is “quantity 3 + 2x squared”
 - $(3 + 2x)^2$ (with a note that ² is a superscript 2)
- Absolute value can be entered using key strokes $|-4 - (-8)|$
- For subtraction of a negative number use: $4 - (-4)$

Fractions:

- All fractions should be written using a fraction gif.
- Mixed fractions should be written as **3 f_1_2.gif**
- If the fraction is not in the library, it will be created. Put the fraction gif in the notation shown below and **make a comment in the note section that the fraction gif will need to be created.**
- Standard fraction format: **f_3_8.gif** will be used for the fraction $\frac{3}{8}$.

Square Roots

- Some square roots are included in the library.
- If a square root is not in the library it will be created.
- Put the square root gif in the notation shown below and **make a comment in the note section that the square root gif will need to be created.**
- Standard square root format: **sq_55.gif** will be used for the square root of 55.

Item Writing

- Place labels on all answers. If a unit of measurement is not used, use “units” for length. In most cases, numbers in the choice area should have a label.
- For decimals use 0.24 rather than .24
- With a list of numbers, separate numbers with semicolons. What is the mean for this set of numbers? 2; 12; 10;