**1.01 Guided 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.

**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.”

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.

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

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

Be Prompt