4.1
Reports and documents

Definition: Printed and bound documents containing detailed accounts of a subject through text, illustrations, photographs and tables.

Purpose: A convenient and accessible format for presenting and recording urban design project information. A series of reports may be produced, corresponding to project stages. Reports and documents may also become an archive of the planning and design stages of a project, used for future reference.

Production: Usually originated by desktop publishing (DTP) using computer programs to manage layout, text, images and colour. Printed by laser, digital or lithographic process.

Reports and documents:

- are available as standard templates in word processing packages or designed in DTP packages to brand project or by company/client
- are increasingly designed as loose-leaf format used, allowing easy updating over time
- full or selected report material may also be made available as CD ROM or on-line.

Watchpoints

- Diversity of graphic material (scale, detail, type of information, complexity) has to be managed carefully.
- Graphics must be clear and consistent.
- Page-by-page integration of text and graphics.
- Illustrations may be used for other products e.g. exhibitions, digital presentations. Origination should take versatility into account.
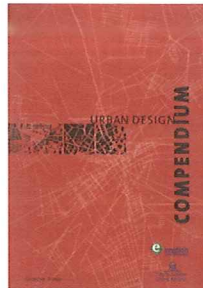

Example of good document design
Urban Design Compendium

Size: A4 portrait
Number of pages: 126
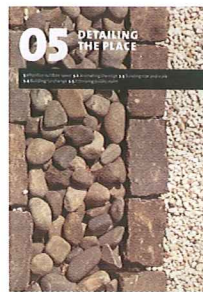**Print process:** Lithographic

Front cover

Strong identity to front cover along with illustration of subject area

Contents

Clearly set out contents page with corresponding page numbers

Divider

Strong identity and consistent design to divider pages

Page layout

Page layout balances mix of text, illustrations, photographs and tables

Text hierarchy

Clear information to guide the reader around the document
- *document title*
- *page numbers*
- *headers/footers*
- *chapter title*
- *paragraph numbers*
- *headings/ sub headings.*

Back cover

Back cover design continued from front cover with all necessary contact information