"All good typography is based on these principals. As long as letters, words, and sentences are used to transmit information, these same principles will remain valideven in the dawning age of electronic media... and whatever new fora the future might bring." -Willi Kunz

## READABILITY

"Typography has one plain duty before it and that is to convey information in writing. No argument or consideration can absolve typography from this duty." -Emil Ruder

## Big problems

CALL ME ISHMAEL. SOME YEARS AGO—NEVER MIND HOW LONG PRECISELY—HAVING LITTLE OR NO MONEY IN MY PURSE, AND NOTHING PARTICULAR TO INTEREST ME ON SHORE, I THOUGHT I WOULD SAIL ABOUT A LITTLE AND SEE THE WATERY PART OF THE WORLD. IT IS A WAY I HAVE OF DRIVING OFF THE SPLEEN, AND REGULATING THE CIRCULATION. WHENEVER I FIND MYSELF GROWING GRUM ABOUT THE MOUTH; WHENEVER IT IS A DAMP, DRIZZLY NOVEMBER IN MY SOUL; WHENEVER I FIND MYSELF INVOLUNTARILY PAUSING BEFORE COFFIN WAREHOUSES, AND BRINGING UP THE REAR OF EVERY FUNERAL I MEET; AND ESPECIALLY WHENEVER MY HYPOS GET SUCH AN UPPER HAND OF ME, THAT IT REQUIRES A STRONG MORAL PRINCIPLE TO PREVENT ME FROM DELIBERATELY STEPPING INTO THE STREET, AND METHODICALLY KNOCKING PEOPLE’S HAT'S OFF - THEN, I ACCOUNT IT HIGH TIME TO GET TO SEA AS SOON AS I CAN. THIS IS MY SUBSTITUTE FOR PISTOL AND BALL. WITH A PHILOSOPHICAL FLOURISH CATO THROWS HIMSELF UPON HIS SWORD; I QUIETLY TAKE TO THE SHIP. THERE IS NOTHING SURPRISING IN THIS. IF THEY BUT KNEW IT, ALMOST ALL MEN IN THEIR DEGREE, SOME TIME OR OTHER, CHERISH VERY NEARLY THE SAME FEELINGS TOWARDS THE OCEAN WITH ME.

## Upper and lower case

Call me Ishmael. Some years ago-never mind how long precisely—having little or no money in my purse, and nothing particular to interest me on shore, I thought I would sail about a little and see the watery part of the world. It is a way I have of driving off the spleen, and regulating the circulation. Whenever I find myself growing grum about the mouth; whenever it is a damp, drizzly November in my soul; whenever I find myself involuntarily pausing before coffin warehouses, and bringing up the rear of every funeral I meet; and especially whenever my hypos get such an upper hand of me, that it requires a strong moral principle to prevent me from deliberately stepping into the street, and methodically knocking people's hat's off - then, I account it high time to get to sea as soon as I can. This is my substitute for pistol and ball. With a philosophical flourish Cato throws himself upon his sword; I quietly take to the ship. There is nothing surprising in this. If they but knew it, almost all men in their degree, some time or other, cherish very nearly the same feelings towards the ocean with me.

## Choice of typeface

Call me Ishmael. Some years ago - never mind how long precisely-having little or no money in my purse, and nothing particular to interest me on shore, I thought I would sail about a little and see the watery part of the world. It is a way I have of driving off the spleen, and regulating the circulation. Whenever I find myself growing grum about the mouth; whenever it is a damp, drizzly November in my soul; whenever I find myself involuntarily pausing before coffin warehouses, and bringing up the rear of every funeral I meet; and especially whenever my hypos get such an upper hand of me, that it requires a strong moral principle to prevent me from deliberately stepping into the street, and methodically knocking people's hat's off - then, I account it high time to get to sea as soon as I can. This is my substitute for pistol and ball. With a philosophical flourish Cato throws himself upon his sword; I quietly take to the ship. There is nothing surprising in this. If they but knew it, almost all men in their degree, some time or other, cherish very nearly the same feelings towards the ocean with me.


## Stick with the classics

Avenir
Baskerville
Bembo
Bodoni
Caslon
Century
DIN
Franklin Gothic

Frutiger
Futura
Garamond
Gill Sans
Gotham
Goudy
Helvetica
Meta

Minion
Mrs. Eaves
Optima
Palatino
Rockwell
Sabon
Scala
Univers

## Text shape



## Text shape

The quick brown fox jumped over the lazy dog.
THE QUICK BROWN FOX JUMPED OVER THE LAZY DOG.

Text shape
 ■- ח-

## TO BUSES $\rightarrow$

## JFK LIBRARY

 U - MASSBAYSIDE EXPO
$\rightarrow$
(3)

MT. VERNON ST.

$\oplus$ COLUMBIA RD.


## Choice of type size and leading

Call me Ishmael. Some years ago-never mind how long precisely-having little or no money in my purse, and nothing particular to interest me on shore, I thought I would sail about a little and see the watery part of the world. It is a way I have of driving off the spleen, and regulating the circulation. Whenever I find myself growing grum about the mouth; whenever it is a damp, drizzly November in my soul; whenever I find myself involuntarily pausing before coffin warehouses, and bringing up the rear of every funeral I meet; and especially whenever my hypos get such an upper hand of me, that it requires a strong moral principle to prevent me from deliberately stepping into the street, and methodically knocking people's hat's off-then, I account it high time to get to sea as soon as I can. This is my substitute for pistol and ball. With a philosophical flourish Cato throws himself upon his sword; I quietly take to the ship. There is nothing surprising in this. If they but knew it, almost all men in their degree, some time or other, cherish very nearly the same feelings towards the ocean with me.

Leading should be wider than the space between the words.

## Alignment to page

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Flush left, ragged right.

## Line length

Call me Ishmael. Some years ago-never mind how long preciselyhaving little or no money in my purse, and nothing particular to interest me on shore, I thought I would sail about a little and see the watery part of the world. It is a way I have of driving off the spleen, and regulating the circulation. Whenever I find myself growing grum about the mouth; whenever it is a damp, drizzly November in my soul; whenever I find myself involuntarily pausing before coffin warehouses, and bringing up the rear of every funeral I meet; and especially whenever my hypos get such an upper hand of me, that it requires a strong moral principle to prevent me from deliberately stepping into the street, and methodically knocking people's hat's off-then, I account it high time to get to sea as soon as I can. This is my substitute for pistol and ball. With a philosophical flourish Cato throws himself upon his sword; I quietly take to the ship. There is nothing surprising in this. If they but knew it, almost all men in their degree, some time or other, cherish very nearly the same feelings towards the ocean with me.

40-60 characters per line, maximum (or about 10-12 words).

## CONTEXT

Be aware of the final destination of the text.

## Type designed for size

Garamond Display Garamond Subhead Garamond Regular Garamond Caption

## Type designed for size

## Garamond Display 25 points and up

Garamond Subhead
14-24 points

Garamond Regular
9-13 points

## Print: Meta

Call me Ishmael. Some years ago - never mind how long precisely-having little or no money in my purse, and nothing particular to interest me on shore, I thought I would sail about a little and see the watery part of the world.

## Screen: Trebuchet

Call me Ishmael. Some years ago-never mind how long precisely-having little or no money in my purse, and nothing particular to interest me on shore, I thought I would sail about a little and see the watery part of the world.

## HhOoPp

## Print: Helvetica

Call me Ishmael. Some years ago-never mind how long precisely-having little or no money in my purse, and nothing particular to interest me on shore, I thought I would sail about a little and see the watery part of the world.

## Screen: Arial

Call me Ishmael. Some years ago-never mind how long precisely-having little or no money in my purse, and nothing particular to interest me on shore, I thought I would sail about a little and see the watery part of the world.

## HhOoPp

## Print: Didot

Call me Ishmael. Some years ago - never mind how long precisely - having little or no money in my purse, and nothing particular
to interest me on shore, I thought I would sail about a little and see the watery part of the world.

## Screen: Georgia

Call me Ishmael. Some years ago - never mind how long precisely-having little or no money in my purse, and nothing particular to interest me on shore, I thought I would sail about a little and see the watery part of the world.

## HhOoPp HhOoPp



Bellvue Washington Phonebook, 1981


Bell Gothic (designed for phonebooks)


Clearview, 2005 (designed for highway signs)

AUDIENCE
Who will read the text and what is their intent?

## Reading distance and type size

Call me Ishmael. Some years ago—never mind how long preciselyhaving little or no money in my purse, and nothing particular to interest me on shore, I thought I would sail about a little and see the watery part of the world. It is a way I have of driving off the spleen, and regulating the circulation. Whenever I find myself growing grum about the mouth; whenever it is a damp, drizzly November in my soul; whenever I find myself involuntarily pausing before coffin warehouses...

Call me Ishmael. Some years ago-never mind how long preciselyhaving little or no money in my purse, and nothing particular to interest me on shore, I thought I would sail about a little and see the watery part of the world. It is a way I have of driving off the spleen, and regulating the circulation. Whenever I find myself growing grum about the mouth; whenever it is a damp, drizzly November in my soul; whenever I find myself involuntarily pausing before coffin warehouses...
normal 12-14"
reading distance
8-10 points

14 points and up

## Dyslexia and matching shapes

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## abcdpq

Frutiger


Target ClearRx Prescription Labeling System
Deborah Adler, 2004

## VOICE

The voice of your typography should match the content and the meaning of the text.


## MILTON GLASEB \& MIBKO ILIC TUL - <br>  nt <br>  <br> FOREWORD BY TONY KUSHNER



## HIERARCHY

Hierarchy can act as a map that guides your reader through a body of text.


Roger Black / Danilo Black



Marcos Weskamp, Newsmap

## Neue Grafik New GraphicDesign Graphisme actuel

## 



## Issue tor Juily 963

Contonts
Swiss Posters of the past four years
A Sign System for Electiomedica
Instruments
Progressive Elections Notices
Publicity tor a London Firm of
Pubilicity tor a London Firm of
Furniture
Pure Photo-Graphic Design

## Extibition of Asbostos Pipes

SWB Design Forum 1962

A Painter who is his own Graphic
Single number ff. 15 -

Juillet 1963 Table des matieres
Affiches suisses des quatre annees Un systeme de signes pour appareoils

 Photo-graphisme pur
$\qquad$ dexposition dos tubes de cime
damianto
forven 10 do do la torme ASAI
Pavilo Pavillon Braun permanant Courorturases de protec
dos annees tente Uos anness trentie Le numero FF . 15 .-

Carlos Vivarelli

## Damage Report

## Crate\&Barrel


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Bore et alia estrupt atquis in non nonsecti te et experro quisciis eiumque naturi res dit lab ipsam sinvelia ex eicatat mod quis autempossi dolore ni aut voluptate vent audis etur arumet ut il mo optiam estrum eate modit et eum fugitis volupta spernam iducium dis ma sequo optae pra plam sero te nonseditist quodit estiam rem nobis mos dolorer ovidebita dolenisquam, sedis pra cus, simusam et et labo. Ucimo dolor se et harchilisqui dus sitatiatquam hitis aperit quistem volo modis delloraes nam eum assin res dolorum eatisti orioriat rent as idiscil licit, nonsequod quatur sae. Quisimpera volo debis sed expliqui auta ditiostios aribea veribus aepreium quas am assin res dolorum eatisti orioriat rent as idiscil licit, nonsequod quatur sae. Quisimpera volo debis sed expliqui auta ditiostios aribea veribus aepreium quas am assin res dolorum eatisti orioriat

Rent as idiscil licit, nonsequod quatur sae. Quisimpera

## WIDOW!

A widow "goes on atone;" it is the last line of a paragraph that somehow ends up by itself at the top of a column or page. Don't feel sorry for her-reunite her with her dearly departed paragraph or phrase.

## ORPHAN!

An orphan "gets left behind" when the first line of a paragraph is alone at the bottom of a page or column. Send him along to be with his family! (FUNCTION + RETURN)

Kerning

## VAwo

VAwo

## Rivers, hyphenation, and justification

Call me Ishmael. Some years ago-never mind how long precisely-having little or no money in my purse, and nothing particular to interestme on shore, I thought I would sail about a little and see the watery part of the world. It is a way I have of driving off the spleen, and regulating the circulation. Whenever I find myself growing grum about the mouth; whenever it is a damp, drizzly November in my soul; whenever I find myself involuntarily pausing before coffin warehouses, and bringing up the rear of every funeral I meet; and especially whenever my hypos get such an upper hand of me, that it requires a strong moral principle to prevent me from deliberately stepping into the street,
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## Sense breaks



Washburn College Bible, Jan Tschichold

## Linespacing

quick brown fox
The quick brown fox jumped over the lazy dog.

THE QUICK BROWN FOX JUMPED OVER THE LAZY DOG.

THE QUICK BROWN FOX JUMPED OVER THE LAZY DOG.

Means of emphasis
Italics to emphasize as they read. Bold to pop off the page.
Underlining is an old typewriter convention.
Indent to set off a paragraph.
SMALL CAPS ADD SUBTLE EMPHASIS.
Paragraph spacing can also set off text.

## SIMPLICITY

"How many strings are on a violin? Fantastic music has been made with a few strings and chords." —Paul Rand

## HAVE FUN

"People who love ideas must have a love of words. They will take a vivid interest in the clothes that words wear." -Beatrice Warde
"Each letter should have a flirtation with the one next to it."
—Mac Baumwell
"Writing is not a series of strokes, but space, divided into characteristic shapes by strokes." -Gerrit Noordzij

