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Type in Use
Second Edition

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Alex W. White

Type in Use

Effective typography
for electronic publishing

Second Edition

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his Second Edition of *Type in Use* would not have been published without the overwhelming support of the readers who e-mailed me over the past two years wondering where they could get a copy of the first edition, which had sold out. Their interest was largely sparked by Fred Showker at graphic-design.com. To Fred I owe gratitude and a signed copy of the Second Edition.

Clyde Hanks' encouragement has been instrumental in my getting on with this project. Brett Yancy Collins' contributions to the list of typographically interesting Web sites makes Chapter 11 far better than it otherwise would have been. And Rich Stevens, an uncommonly talented young designer, contributed to the text in Chapter 11. Thanks to the three of you.

Nancy Green, who edited the first edition, continues as the editor of this new edition. Thank you for your ideas, your informed knowledge of our readers' needs, and your high standards. he most important people I'd like to thank are the 284 designers whose work is included in this book. Their efforts show that each of us in our unique circumstances can improve the quality and the presentation of our written communication.

None of the designers who created the examples shown in this book could have done so without the support and encouragement of their editors and publishers. My thanks to each of them for fostering the teamwork it takes to create the environment in which creativity flourishes and for granting me permission to include their publications here.

Thank you Barbara Love and Michael Garry at Folio: Magazine for asking me to write a series of articles that grew into this book. It is wonderful for an author to be given three blank pages every so often for more than two years to do with as he pleases. I am deeply indebted for their enthusiasm and confidence.

Thanks also to:

- all of you who have attended my seminars on typography and design. It is from my interaction with you that the idea for this book was formed.
- my good friends Dean Stuart Schar, who initiated release time from my classes at the Hartford Art School of the University of Hartford so I would have

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- Pasquale Temperio, Leon Appel, and Murray Tinkelman, from whom I have learned more than seems reasonable for the short time we worked together.
- Fen Winslow and Martin Madeux, whose print shop is always a friendly place in which to get work done.
- and Willow, Elizabeth, and Sneaux, who are so helpful in the office every day.

Nancy Green, my editor, has made this project so much easier for me. She knows design and typography thoroughly, which makes her comments indispensable. But she knows editing is a people business and it is in this regard that she simply is in a class by herself.

This second edition of *Type in Use* is dedicated to Lili anna and Paulinha, both of whom came all the way from Brazil.

Alex W. White New York City



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The music is not in the violin. I can make an ugly document very easily. I own a computer and layout software. The problem is, so do many others. Consequently, in the last few years, the state of publication design has both deteriorated and improved (the hardware and software can, after all, make magnificent documents in the

right hands). The gap between good and bad design has grown because, after investing fifteen or twenty grand in a system, the boss puts a visually untrained person at the wheel. Good, persuasive,

Typography
Is a means
To an end,
and not
an end
In itself,
and it is
Subject
To certain
Restraints.
Herbert
Spencer

communicative design is difficult enough for trained designers to achieve. What possibility of success has a neophyte, given the array of possible missteps the computer provides? It is too tempting to change text size, mix several display typefaces, alter the line spacing to stretch or compress type to fit the column,

all done regularly because they *can* be done. Untrained designers are mistaken in thinking the music is in the violin.

Newly minted visual communicators do not understand that, as designers, we are agents for the reader. Our job is to compose elements to make them maximally interesting and comprehensible. "Maximally interesting" does not mean *Hey! Wow! Pow! Zoom!* It means reveal-

ing the content of the story instantly and efficiently. I do not read the publications to which I subscribe to get *Hey! Wow! Pow! Zoom!* I read them to get content. I look elsewhere to get *Hey! Wow! Pow! Zoom!* 

Our job as visual communicators is not to fill in all the space but to make sure our messages are read and absorbed.

## What is good design?

Good design is communicative design. Period. Communication is why design exists in the first place. So what is communicative design? It is the presentation of information in a clear, un-self-conscious way. The reader must not be aware of the act of reading. And this includes display type.

To produce good, communicative design, you must put yourself in your readers' shoes. What will make them want to read? One thing is telling them clearly what is in the text. That means having well-written, informative headlines and subheads. It means selecting the pictures that tell the story, not the ones that are the

prettiest. It means not going overboard with typefaces to make the page look more interesting (in this regard, self-discipline is vital).

Good design requires sharply defined visual relationships. It requires the selfdiscipline to make similar elements consistently similar; after all, you cannot make something pop out with importance if the surroundings are all popping out, being special. Good design requires breaking long items into smaller, friendly, nonthreatening, bite-size pieces. It requires a sufficiency of entrances into the copy, not just the headline on the first page. Good design requires a'clear page structure. Scanning a page to find new beginnings must be effortless. The hierarchy of information must be neon bright. This requires that the designer understand the material being designed! But much design is done without the designer simply having read the material, I suppose because thinking and understanding is harder than just creating prettiness. Few of your readers, however, read for the prettiness of the page; readers read to glean some information from the page.

Design by listening to the material you have to work with. This is called "organic design," where shape grows out of and corresponds to the content. It is a way of organizing elements by attending to their inherent characteristics. Developing sufficient sensitivity to do this well requires a great deal of experience in handling type and imagery. But the learning process is what makes design as a career so rewarding and so much fun.

## Design with a capital D

Designers create hierarchies. Designers align elements. Designers differentiate components based on true differences. Designers select images based on their expository content.

It is the designer's job to prepare publications that convey their messages effectively, requiring minimal exertion by the reader. This goal is accomplished by making design decisions that result in a bal-

anced, ordered page. Each decision is not mightily significant by itself. But if, of ten decisions made for a single page, two or three are bad decisions – for example, too many text characters per line and non-alignment of headline and subhead and too narrow an outside margin – the page will be sufficiently disturbed to repel readers. The designer must focus on the *cu-mulative* effect.

Space is undefined until it is articu-

TT IS **INTERESTING** TO DISCOVER **TYPOGRAPHIC RULES CONTAINING INCONSISTENCIES** IN LOGIC, WHICH ARE IN USE **ONLY BECAUSE** OF TRADITION. TT IS ALSO INTERESTING TO PONDER THE ORIGIN OF THESE ERRORS, THE PRACTICAL **REASONS** FOR THEIR PERPETUATION, AND TO SUGGEST REMEDIES.

BRADBURY

THOMPSON

lated by positioning at least one element in it. But a single element in space creates problems. You cannot tell whether the element is big or small, near or far, high or low, because it is merely floating in space. The perimeter of the space helps, but a second element must be added to provide scale. Design elements are viewed in relation to their surroundings. To be an effective designer, you must pay as much attention to the surroundings as to the elements with which you are working.

The human eye looks for similarities

and differences. Similarities and differences, or relationships and contrasts, are flip sides of the same coin. A relationship is a visible connection or association. A contrast shows or emphasizes difference, or lack of association. To create a relationship, all you must do is have two or more elements in agreement. They may be the same size, shape, color, or position, but their shared characteristics cause them to be perceived as related. A designer who fully understands the importance of this

idea will be able to make *any* group of elements function as effective visual communication. This is true whether the elements are typographic, photographic, or illustrative.

Relationships require that tough decisions be made so that almost similar elements appear to be similar. A simplified page is a scannable page. Relationships require that alignments be true: half a pica between friends makes a big difference.

Contrasts require one element to dominate another. Good design organizes information in a hierarchical fashion. Elements are organized to be seen in a specific order. The element that is seen first, called a focal point, dominates the page. A very basic contrast exists between type and imagery. Because type and imagery and, of course, space are the elements at a designer's disposal, designs are said to be either type dominant or image dominant. You must decide which of these two is more important to your message as you begin your preliminary sketches. The subject matter will most often suggest its own treatment. Great visual material lends itself to an image-dominant layout; a great headline or pull quote or a lot of copy suggests a type-dominant layout.

## About typography

Type holds a publication together. The one thing every page in your publication has is type. It is the constant, the thread leading from spread to spread. It is vital to the life of your publication that the type be presented consistently and in a way that makes sense to the reader (that is, keep it simple!). Groups of similarly designed typefaces are known as *families* and, when used throughout a publication, unify the pages. Develop a system that works for your particular needs and stick to it. You will tire of your typographic system long before your readers do.

Restrict your typeface use. Use the least possible number of typefaces, sizes, and weights, while still allowing for flexibility as unusual circumstances warrant. When in doubt, do *not* make a special change. Your readers are well served if you err on

the side of typographic consistency. If your system is well conceived initially, the variations in your regular typographic arsenal will cover any situation. Making special changes or experimenting from page to page or issue to issue confuses and severely weakens the unity of your product. Minor typographic variations confuse and distract the reader from the content. Besides, they take a lot of time to produce.

Standardize columns and type specifications. The column structure and text type are pervasive in a publication. Together, they create its personality. Uninformed design is taking a standard three-column format and shoving "interesting" display type at the tops of the columns; it is no wonder that it still looks familiar. Informed design is fundamen-

<del>----</del> & ----- $T_{YPE}$ WELL-USED IS INVISIBLE AS TYPE. THE MENTAL EYE **FOCUSES** THROUGH TYPE AND NOT UPON IT, SO THAT ANY TYPE WHICH HAS EXCESS IN DESIGN, **ANYTHING** THAT GETS IN THE WAY OF THE MENTAL **PICTURE** TO BE CONVEYED, IS BAD TYPE. BEATRICE WARD

tally altering the column structure so that all type looks special to this publication, so that readers can scan the page and be informed and enticed to get into the text. A Rule Of Thumb That Should Never Be Broken: The wider the column, the larger the type size and the greater the necessary line spacing. When type is set for a two-column format, it should always be set bigger with more line spacing than when it is set for a three-column format. Catalog all the

necessary typographic treatments for the past year's worth of issues of your publication, and develop a system of text settings and column placements that can accommodate all those circumstances. It is extremely likely that future stories can be

made to behave like one of those past articles, that there is some similarity in importance and content that would allow them to be treated in the same way.

Standardize type placement. After you have decided on type specifications, determine exactly where every element will be

IN TYPOGRAPHY,
FUNCTION
IS OF MAJOR
IMPORTANCE,
FORM
IS SECONDARY,
AND FASHION
ALMOST
MEANINGLESS.

 $\mathcal{A}$ aron

BURNS

placed, how far from the trim, how far from other type elements. Also decide how much space will occur from picture to caption, from headline to subhead, from subhead to text. This space management is what will make your publication look clear and well organized. It

will make readers trust the content.

Flush-left/ragged-right type is an allpurpose setting. Word spacing in flushleft/ragged-right type is always consistent, regardless of the column width. Justified type, on the other hand, achieves two smooth edges at the expense of even word spacing: each line of type is sucked out to or shoved into the full measure, and word spacing is inserted or deleted as needed. This is a minor distraction in lines of type that contain sufficient characters (about forty), but shorter justified lines create horrible word spaces. Avoid the problem by setting all type flush left/ragged right, allowing hyphenation. The idea that such a setting looks more casual, or that justified type looks more dignified, is nonsense. What is far more important is how the display type is handled and how it relates to the text.

## How do I make it work?

The choices made while designing are too often based on a narrow horizon of possibilities. They grow from past decisions, what others involved with the project will allow or like, our self-confidence in taking a chance on doing something new and

risky, and perhaps most important, our knowledge of what is possible.

Type in Use is intended to widen the horizon of typographic possibility, to take off the designer's blinders. Inspiration for interesting typography can be found in other places too. But don't just look at type for ideas. Look at other objects and visual relationships as well. Be imaginative. Experiment. Galleries and museums are useful resources. Read as much as you can about design.

There are many typographic ideas, a lot of choices, in this book. It is not a good idea to wander through the pages, arbitrarily selecting a headline scheme or caption format and tossing them into your publication. You probably will not have compiled a coherent typographic system, so you won't be much better off for the effort.

Instead, determine the most important typographic element in your publication. It can be either the most problematical or the element that deserves to be made prominent because it is unique to your publication (like its name). Now, pencil and paper in hand, turn to the chapter describing that element, and look for a treatment that sparks an idea or seems to solve your problem. Look for the idea expressed in the examples, and reinterpret the idea, not the typographic execution itself. That is just a ripoff and no fun. Redraw it, making whatever changes are needed to satisfy your unique situation. As you flesh out your design by looking through the other chapters, find design solutions that are harmonious with the initial treatment. Every treatment can be altered to fit with other elements.

Even when following this technique, developing an initial, unified design by lifting various treatments from a book is very risky. Computers allow quick and relatively easy changes. Create several variations of an idea, print them out, and pin them on the wall. Live with them for a few days before making a final decision.

If a treatment is amusing merely for amusement's sake, your readers will quickly tire of it. If you use a novel treatment that helps convey content, that is, if you solve a real problem in an effective, communicative way, you will cement a bond with your readers.

There are many books available that discuss the principles and theories of good typography. Two of the best are Carl Dair's *Design with Type* and Erik Spiekermann's *Rhyme & Reason: A Typographic Novel.* I recommend them as the brilliantly thorough, entertainingly pre-

sented classics they are recognized as being.

Type in Use is a type primer and guide to effective editorial typography. The book is broken into chapters describing the essential elements of publication design, with an additional chapter at the end on typographic development, which puts the present standards in perspective.

This book shows examples from a

variety of publications – famous, high-profile, high-volume magazines and small, limited-run publications. Good typography is available to everyone. A big budget is not necessary. The only resources you need are thought and imagination.

**\_** &\_\_\_\_

Typography

IS THE

**EFFICIENT MEANS** 

TO AN

**ESSENTIALLY** 

UTILITARIAN

AND ONLY

**ACCIDENTALLY** 

AESTHETIC END,

FOR ENJOYMENT

**OF PATTERNS** 

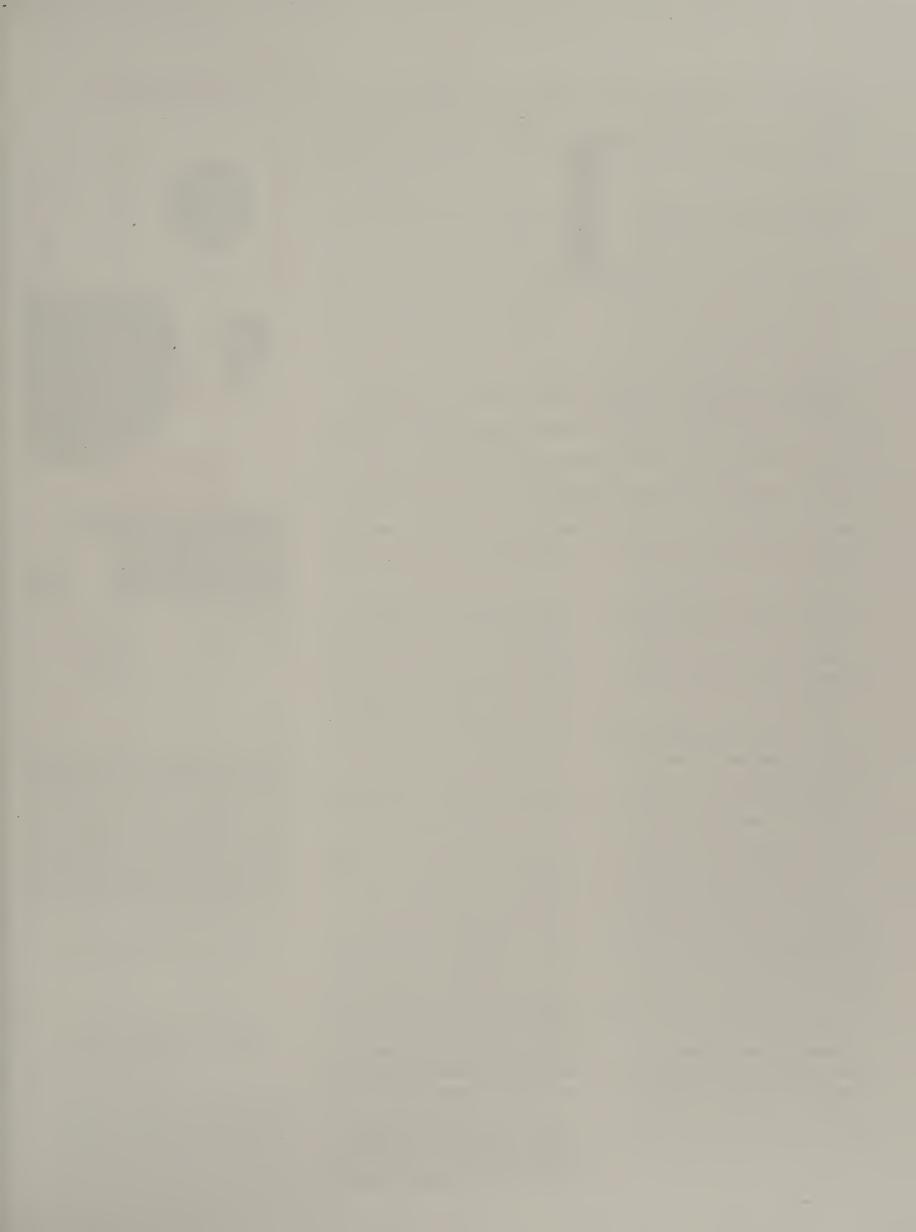
IS RARELY

THE READER'S

CHIEF AIM.

STANLEY

Morison



#### TEXT

## 1

You have used all the tricks at your disposal to entice the reader into the text: provocatively written, dynamic display typography, intriguing imagery, visible captions, and well-placed white space. Once there, the reader too often finds the text handled as blocks of grayness, as though a 50 percent screen tint is equivalent to

words and sentences that actually contain *thoughts*.

Text is all the little type, the stuff that so often looks gray and uninteresting. But text is the most important part of your message because it contains the greatest amount of information per square pica on the page.

Text contrasts with display type, which is any area of typography meant to attract the reader's attention. The elements of display typography are: headlines, subheads, department heads, breakouts (brief sections of the text reset large and surrounded by regular text), folios (page numbers), and picture captions or legends.

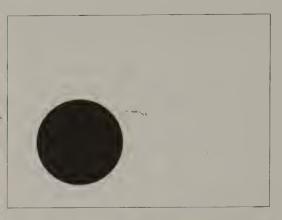
Text and the page's underlying grid fundamentally affect the look of visual communication. The treatment of text type and its underlying grid cannot be separated. Josef Müller-Brockmann, the noted Swiss designer, wrote in his book *The Graphic Designer and His Design Problems*: "Each problem calls for a grid suited especially to itself. It must enable the designer to arrange the [text], captions, and [imagery] so that they are as visually ef-

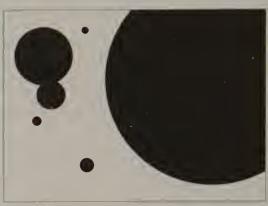
fective as their importance warrants and yet form an ordered whole."

It is vital that all typographic elements work well with the two other primary page ingredients: white space and imagery. Because of the hand-in-glove relationship of text and its environment, it is wise to take a brief look at page layout basics at the beginning of this discussion of text typography.

White space is the empty area to which type and imagery are added. It is the "ground" in a figure-ground relationship (fig. 1.01). It is perceived as background and goes unnoticed until we place elements in it, at which point it becomes defined by the positive shapes. White space appears around paragraphs, between columns and lines and words and letters. It defines the perimeter shape of individual characters and words. Naturally, the treatment of white space greatly affects a document's legibility and attractiveness. The intelligent and informed management of white space will do more to improve your visual communication than any other design decision.

It is important to realize that the spacing rules we follow today evolved over thousands of years, each development a response to speed the process of writing

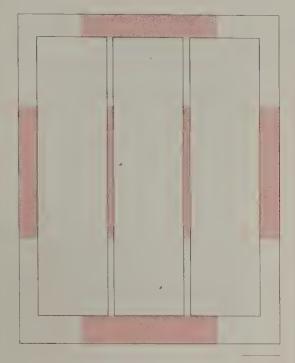


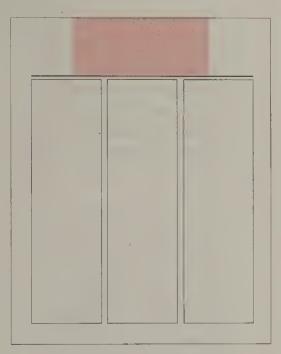




1.01

### ISOSDOMITAREBO ENONATUGAEMELL ADEOGELLDAMELIN MSOLENOVOTERRA LEVESMELIVISSTIPN





1.04

All the world's a stage and all the men and women merely players. They have their exits and their entrances, and one man in his time plays many parts,

+2pt line space

1.05

1.06

All the world's a stage and all the men and women merely players. They have solid

All the world's a stage and all the men and women merely players. They have -2pt line space

and to ease the transmission of written communication. Word spaces, for example, were not developed until around A.D. 400 by the Romans as a way to separate word symbols (fig. 1.02).

Consistent spacing throughout is crucial to making typography both attractive and easy to read. The ultimate goal of letter, word, and line spacing is to make it invisible, to avoid self-consciousness, allowing the reader to absorb the meaning and content of the type effortlessly.

White space infiltrates every element on the page. Let's look at each of these locations in turn.

Margins are the four areas surrounding the live area of a page (head, foot, and two sides), and the vertical spaces between columns of type (fig. 1.03). Generous margins make a document more appealing by reducing the daunting quantity of text on a page. Unequal margins give a publication a unique appearance. A deep and consistently applied head margin is called sinkage (fig. 1.04).

Line spacing (also known as leading, though the days of lead slugs separating lines of type are long gone) is the space that appears between the descenders and ascenders of lines of type (fig. 1.05). Line spacing is added to separate lines of type from one another, making the reading process easier. Proper line spacing prevents skipping or rereading lines of type. Additional line spacing is recommended for long line widths (over about forty characters), type styles with large xheights (the lower-case letter excluding ascenders and descenders), and for readers with reading deficiencies (the very young, the very old, and poor readers). Well-proportioned line spacing improves the legibility of a document.

Line spacing is often added when a story is short and must be stretched to fill the space. While a logical method for filling space, it usually looks out of place and draws undue attention to itself. Better ways to fill the space are to enlarge an image or run a breakout.

When no additional line spacing is included, the type is said to be **set solid**. Reducing line spacing so that ascenders and

descenders actually overlap is called minus leading (fig. 1.06), a practice that should be used – and, indeed is actually recommended – only for display-size type.

A new printed thought is signaled by paragraphing. Indention is one method of indicating paragraphs. The other is skipping a line space or adding several points of space between paragraphs, without indenting (fig. 1.07). Paragraphs that are separated by additional space should not also be indented, because it is a redundant signal. Whether you choose indention or adding space between paragraphs, do not indent the very first paragraph, as doing so spoils the attractive upper left corner of the text. There is always another signal at work, telling the reader that a new idea is beginning. The change in type size or weight from that of the preceding headline or deck is sufficient.

Word spacing is the space that separates words on a line. Word space should only be sufficient to separate one word thought from the next. Too much word space slows the eye down. For optimum legibility, word spacing should remain consistent from line to line. It also should be set in proportion to letterspacing, that is, open letterspacing complements open word spacing.

A **flush-left/ragged-right** setting is the best way to achieve even word spacing because the spaces stay exactly the same while the ends of the lines flex – some lines are a little shorter than others. Allowing hyphenation creates a "soft rag," or gently curving right edge (fig. 1.08). The text in this book is set with a soft rag. Prohibiting hyphenation causes a "hard rag," or strongly uneven right edge, because entire words that do not fit on a line are dragged down to the next line, leaving a big gap on the right side of the column (fig. 1.09). The ideal rag is called a sawtooth because it has alternating long and short lines, thereby avoiding inadvertent bulges or gaps. A sawtooth edge is more easily achieved if you specify all lines that are within a few points from the full measure be set justified, thereby defining the column's maximum width. These few justified lines will not have badly compromised word spacing. A hard rag is considered poor typography because the zigzag of the right edge is distracting and because achieving a sawtooth is practically impossible. Occasionally ragged-right copy becomes too ragged numerical copy is one example. Specifying a minimum measure often solves the problem.

Justification is setting lines of type to the same exact width, altering word spaces to achieve the equal measures. Justified type looks fine as long as the line length, or measure, is sufficient to absorb the word-spacing fluctuations. A measure of forty characters (equal to an average of eight words) per line is essential for reasonably even justified word spacing. Justified type always produces poor word spacing when the type is set without hyphenation: the extra white space is inserted within the line, between words and between characters, to make up for the exaggerated shortage of letters (fig. 1.10).

If several consecutive lines of poor word spacing occur, "rivers" of white appear vertically in the text, creating a distraction and giving the reader a convenient – if subconscious – reason to stop reading.

Letterspacing is the space between letters in a word. By completely surrounding individual characters, it defines their shapes. It is proportional to the width of the letterforms and should be visually consistent from letter to letter and from word to word.

Letterspacing and word spacing are controlled on typesetting equipment by setting the **tracking**. Ordinarily, letter and word spacing are directly related, but it is possible to set them independently, that is, to have increased letterspacing and decreased word spacing, for example. Each software and equipment manufacturer has its own system, so check the User Manual or speak with your supplier to get the codes needed to adjust the tracking of your type.

Irregular, arbitrary letterspacing decreases the eye's ability to perceive famil-

iar word shapes and significantly slows reading speed and comprehension. **Kerning** smooths out letterspacing between specific character combinations by reducing letterspacing for optical consistency (fig. 1.11).

Typographic color is the relative lightness or darkness of an element on the page. A variety of tones on the page tells the reader straight away what is most important and what is less so. Along with relative positioning on the page, grayness denotes the hierarchy of the elements (fig. 1.12). This example of a newsletter page shows three distinct grays. Each suggests a level of importance because the eye naturally focuses on the area of greatest color concentration (that's why headlines are bolder type). Using three typographic colors gives the page depth and creates visual movement: darkest for masthead, medium for headlines and visuals, lightest for text.

## The examples

The text examples shown in the balance of this chapter generally break typographic conventions such as "use forty characters per line" or "always add two points of line spacing," but do so carefully, without compromising legibility. Just as it is necessary for a lawyer to understand the law to best serve his or her clients, so one who works with type must understand text setting "laws" to know when they are being broken and to know what to do to compensate for the violations.

Adhering to the nine type conventions that follow will provide clear, communicative typography. If you follow them and make a few well-placed and highly visible customized adjustments, you will have good, clear, readable type that has its own distinctive personality.

• **CONVENTION** 1: Text type is sized in relation to the width of the column. The wider the column, the larger the type must be.

Text works best in columns of about forty characters per line. The eye can scan

All the world's a stage and all the men and women merely players.

players.
They have their exits and their entrances, and one man in his time plays many parts, his acts being seven ages.

parts, his acts being seven ages.

At first the infant, mewling and puking in the nurse's arms. And then the whining schoolboy, with his satchel and shining morning face, creep

All the world's a stage and all the men and women merely players.

They have their exits and their entrances, and one man in his time plays many parts, his acts being seven ages.

At first the infant, mewling and puking in the nurse's arms. And then the whining schoolboy, with his satchel and shining

1.07

bearded like the pard, jealous in honour, sudden and quick in quarrel, seeking the bubble reputation even in the cannon's mouth. And then the justice, in fair

1.08

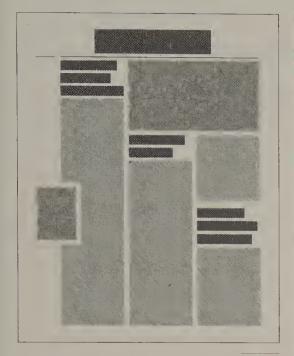
bearded like the pard jealous in honour, sudden and quick in quarrel, seeking the bubble reputation even in the cannon's mouth And then the justice, in

1.09

bearded like the pard, jealous in honour, sudden and quick in quarrel, seeking the bubble reputation even in the cannon's mouth. And then the justice, in fair round

1.10

## All the v



All the world's a stage and all the men and women merely players. They have their exits and their entrances, and one

All the world's a stage and all the men and women merely players. They have their exits and their entrances, and one

1.13

## ALL THE WORLD'S A STAGE AND ALL ARE PLAYERS

An exploration of humankind and life's passing

They have their exits and their entrances, and one man in his time plays many parts, his acts being seven ages. At first the infant, mewling and puking in the nurse's arms. And then the whining schoolboy, with his satchel and shining morning face, creeping like snail unwillingly to school. And then the lover, sighing like furnace, with a woeful ballad have their exits

1.14



forty-character lines quickly and return to the left-hand, leading edge of the next line effortlessly. Setting text across a line of more than forty characters requires an increase in line spacing to provide a clear avenue for the eye's return path. Setting text across a substantially narrower measure causes problems with hyphenation and, if you are setting justified, will cause very uneven – and very unattractive – word spacing.

• **CONVENTION 2:** Word spacing is determined in proportion to letterspacing. If letters are set tightly, word spacing should be set tightly as well.

• CONVENTION 3: Sans serif type can be just as readable as serif type if you make a few adjustments. Sans serif typefaces lack the strong horizontal flow of a serif face, so shorten the line length and increase the line spacing to reduce eye fatigue (fig. 1.13).

• CONVENTION 4: Typographic variation is another way of saying typographic hierarchy. Our job as visual communicators is to understand the material and show it in scannable, easy-to-perceive segments. Differentiating elements on the page is helpful, but too many variations are counterproductive and confuse the reader. Keep your typography simple. Develop a system of defining kinds of information and stick to it. Consistency is perceived as quality. Inconsistencies, even minor ones "just this once," are perceived as disorderly and incoherent.

• CONVENTION 5: A simple spacing system for headlines, subheads, and text imparts a regular and clear hierarchy to typographic elements, easing the reading process and enhancing the appeal of your printed piece by suggesting logic and order (fig. 1.14).

• CONVENTION 6: An 8 - by 11-inch magazine page is chopped into the familiar, and dull, three-column format to accept standard ad sizes. If your publication does not run ads, you can develop a more unusual column structure. If your publication does require standard ad sizes, develop a system that allows greater flexibility on story openers, then reverts to ordinary three-column layouts on continued pages (fig. 1.15). The examples in this

chapter include many unusual story openers. In nearly every instance, the interestingness of the example disappears when the page is turned to the story's continuation: the exigencies of selling ad space requires a more traditional format.

• CONVENTION 7: When designing with type, consider the audience. Selecting a typeface is much like selecting clothing: you neither want to look too peculiar nor exactly like everyone else. Who is the intended reader? Under what conditions will the publication be read? From how far away will it be read? Is it to be scanned for tidbits, or is it to be read from start to finish, like a novel? These factors will help determine the typeface, type size, column width, and line-space configurations. Author and design consultant Jan V. White calls this "considerate typography."

• CONVENTION 8: Solutions to typographic problems are built in if you pay attention to communicating clearly. Typography becomes confusing and actually interferes with the message when it is manipulated for its own sake as a self-conscious art form.

• **CONVENTION 9**: Type is meant to be *read*. Use your own common sense and clear thinking to make your type as readable as possible.

Text can be made more appealing by manipulating six components:

- line spacing
- position on the page
- columnar structure
- shape
- relationship with imagery
- contrasting typeface

The following examples illustrate each of these ideas. They are offered as starting points. Once you begin thinking about unusual text settings, you will invent solutions that uniquely satisfy your particular needs, while still serving the needs of readers with clear, easy-to-read typography.





1.18



1.17

#### Line spacing

1.16

Open line spacing has an informal look, which is exploited by beginning and ending the columns at different heights. These casual starting points are balanced with a clear underlying structure, giving the spread great beauty. Note that the lefthand edge of each of the text columns, the caption, and even the byline each align with an initial at the top of the spread. UC Santa Cruz Review

This left half of a spread opener has an open (10/16) text setting; subsequent pages use tighter, more expected halfpoint (10/10) line spacings. Open line spacing hooks a casual browser into the story because it makes the text appear brief and quick to read. The Washington Post Magazine

1.18

This column is almost exactly twice as wide as it "should" be - about forty characters is recommended – but look at all that line spacing. It is set in 9/25 type, supplying more line spacing than a reader could possibly need to get from one end of a line back to the beginning of the next. This, then, is pure aesthetics, and a very handsome blend of typographic "flavors." The deck is red, the byline purple, and the initial green and tan. Memphis

1.19

Dropping text out of a background requires bold type. It is also a good idea to open up the line spacing if the background changes, as in this example, which is a four-color detail of the opening spread's illustration. The background colors vary from dark red to rust, black, and mustard. Caring

## Position on the page

1.20

This opener breaks its magazine's standard three-column format by floating centered in a lot of white space. The rigid structure of the justified column is contrasted with the huge w, which matches the width of the headline and unites all the elements on the page. *Pacific Northwest* 

1.21

Following its standard three-column format, this publication has left the first column open on the feature story's opening spread. The facing page on the right has a full-page photo of the article's subject. Leaving an open column is an excellent cue that a new article is beginning. *Inferno e Paraíso* 

1.22

This publication has also left the lead column empty on feature openers. However, it runs the first line of text all the way across the first two columns, an impressive hanging indent. The initial cap helps the reader find the unusual starting point of the text. Brake & Front End







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1.23

Attract attention by doing something very unexpected with the text. This article on French style is likely to engross true enthusiasts, who are probably more willing to read despite the angled baselines and surprinted type. Note that the line spacing is increased in the first column to compensate in part for the other typographic liberties taken. Interiors & Exteriors

1.24

The wider text beneath where the MONEY GOES explains and serves as an umbrella for the twin columns of organization names and addresses. Together, the three elements act as a sidebar to the main article. Psychology Today

#### Column structure

1.25

The format of this publication calls for two 16-pica-wide columns and one 9½-pica column per page. The 11/12 text is always placed in the wide columns. Captions, pull quotes, and postage-stamp-sized photos are run in the narrow column, creating a natural content division for the reader. The structure is wonderfully adaptable: the narrow column can be placed in the center as shown, or to the left or right of the twin text columns, keeping this publication's pages exciting and fresh. *The Diamond* 

1.25

**(-)** 

When doubling the width of a column, enlarge the type and add line spacing, as in this example. Readers are willing to read that first paragraph – it looks so short – and then subconsciously decide whether to continue as they begin the normal text setting. The initial cap is printed in a rose red color, pulled from a detail in the color picture of the editor. European Travel & Life

1.27

This example also has increased line spacing to accommodate the particularly wide column treatment. The editorial never contains visuals, but this single extra-wide column treatment manages to convey some typographic personality nevertheless. Textile Rental

1.28

Exaggerated margins between columns create this page's personality. The illustrations are printed in bright orange and black and the bullets between items are red. San Francisco Focus

### EDITOR'S NOTE

#### About This Issue

ECENTLY I HAD LUNCH with a British

friend, and she happened to ask what was coming up in the magazine. The first thing I mentioned, since it was the story I was most excited about and because of my friend's nationality, was this month's profile of Sarah Ferguson, the duchess of York, "Really," she said in that way the British have, "well then, lovely." It wasn't very difficult to pick up that my friend obviously had

some opinions of Fergic. No surprise, Everyone, it seems, has some opinions of the royal family and lately about Fergic in particular. There's an almost limitless fascination with the royals, especially the young royals, and Fergic is now the most interesting of the group. She has brought an exiberant personal style and a sense of playfulness to a family that could certainly take themselves a little less seriously.

But Fergie is a lot more than that. She has brought a down-to-earth, almost irrevered style to the royal household. She's hot to Diana's cool, straw-berry to her vanilla. All of which has resulted in a good deal of controversy in England, centered mostly on whether Fergie's behavior is appropriate for someone in her regal position. Many Brits think it's not, while Americans wonder what all the fuss is about. There is something more important, however.

but I must say she is a certain what is a certain with the control of the control

berry to her vanilla. All of which has resulted in a good deal of controversy in England, centered mostly on whether Fergie's behavior is appropriate for someone in her regal position. Many Brits think it's not, while Americans wonder what all the fuss is about. There is something more important, however, than behavioral questions or questions of coval style. And thus is pointed out by Ingrid Seward, who covers the royale as about the horizontal profile of the doctors.



1.26

#### Editorial



1.27

#### PLLSE

#### What Fire Fighters Know



Rebel Art

When the Earth Cracks Open

In the types of 1973, the saturality and 1974, the saturality and 19

1.29

Alternating narrow and wide columns are used to convey the idea of dieting in this spread. Four different column widths are used, with the text reading continuously from one column to the next. Note that all text is set with the same open line spacing, the most appropriate for the widest column. Shape

1.30

Doubling the column width makes one of three articles stand out because it is different – it has become an anomaly. A wider measure does not always require increased type size or line spacing. Here the text is readable because, though the line length is long, the copy is relatively short. The extra white space surrounding the copy block also helps. The margins between columns are 1½ picas wide, and there is a great deal of space carefully and consistently inserted into the headline units. New York Woman

#### Shape

1.31

This example illustrates the use of white space to maximum advantage. The text's shape acts as its own illustration. *Time* 

The shape of the paper itself can affect the text treatment. This publication's elongated shape is made of several panels, accordion-folded to fit in an envelope with monthly electric bills. The format allows for as few as three panels or as many as six panels, determined by the quantity of material to be included. *Edison News* 

1.33

Putting type in a box that is completely surrounded by image is called a mortise. This mortise is shaped to echo part of the background image and forces the text into an unusual shape. Each line is set justified across the same 28-pica measure and indented in increments of 8 points. The result can also be achieved simply by cutting the repro with a razor and sliding the text lines over. *Normal* 

1.34

Allowing columns of text to hang loosely at the bottom provides a natural place for a series of photos. The one photo/one column relationship and repetition of size unifies this spread.

Art of the Commonwealth

## Edison News

ESOP update

If you elected to receive cash for the state of Boston Edison stoke within your ESOP account, you should have received your check. These who elected to have large educted lad 25 percent in their distribution withheld, 20 percent and 5 percent for beder that 55 years.

If you delected to roll your shares directly must be facility IRA Probategy account. (Option AI) you should have been reveally constituted that an accusal two support on your name and a small amount of money (\$1000 H) account and was directed in Policy and a small amount of money (\$1000 H) account and was directed in Palebith's Cash Reserve Fund Future dividends cell also be deposited within your Cash. Reserve account so was directed in Palebith's Cash deposited within your Cash. Reserve account such as the probategy of the pro

Status report on Power
Ascension and Test
Programs

On March 17. Ralph Bird, senter view president, Nucleur amounted the water estimates of the major tests scheduled for the 25 percent reactor power phase of the Power Ascensors and Test Program at Polyant. The roactor made switch and the maintaine were satisfacturity rested during the phase of the program. Ralph wad, "Arm plassed with its good results of the test program to the cover more selection, the first left we have been able travarenthese town than 100 million wants of deterning to North Lugarity in North Lugarity to North Lugarity to North Lugarity to North Lugarity to North Lugarity and the program dealth or program when the plant roll for mill power deducency 670 million mats of decreated with you developed to the coverage of the million and the decrease when the productors."

Self-praise is no praise; co-

A letter from a native of Jamaica, Nevil Gayle, Cable Division, to Senior Vice Presidert Bill Harrington thanked Bill on behalf or all the linewirkers who went to help Jamaica recover from the neoges of Hurricane Gilbert. Neville words, "Whon I went Jamaica ou vacation, I heard great reports an the good will of Edison crows and the willinguess and hard wark in helping my people. It made my happy that I man Boston Edison continue.

Presi dious appointmen



Marnee Walsh stalling administrator, Human Risaurces and Lalva Relations Organization, has been appointed president of the Informational Association of President Warner (LEPW)

"The IAPPA has brace concentral to supporting with a first and addressingment a) resource in the human resources projection for 40 were." Martices said: "As present and it has association, corn only large to perfect that consultational by increasing our membership so that or statement features used in seasons features used in present properties." The IAPPA presently has cover 1,800 members in 20 corners not consider.

Emplaye Club Events

April 8-9 are the dates for a high stakes. Biggs weekend to Fedyard, Comescheut. Weekend includes transportation and accommutations at the Myster Hitten. Price is \$80 per person and includes slightly gripping, foll break tast and administrant to BIN-CO. For more information or reversalions, and Donna Curini, Ext. 2241. The Chips; Friday, April 28, Sunday, April 30, Ill's Brown Rink, For more information, call Maureen Howe, Ext. 3661.

EMR—great strides in customer service

Videos designed to improve employee/management relationships

Training and Development droision, and the Labar Relations Department have worked with Gamma Vision to produce videos designed to improve supervise. The resonable, and past trait reasonable, and past trait reasonable, and past trait ment of employees in this foundation of all management /employees relationships. Hoose videos reinforment fraining and Development well design and consulter the training seminar featuring these videos exercises. This indicates the production of th



Phil Totedo assistant division head, Customer Sennoe Bivision (standing).

Pet New York (Shing) along with customer sennoe representatives enact a senno letter highlighte work in franction a seminoracy lambiques of attribute in the property of the proper

er Concept' are among the tools for building the foundation for service excellenc However, you, the employee, are the mortar that hold this on-gains effort logeth. with the excellent service you give when providing energy services it our cuslomers. In the final analysis service excellence is nor responsibility. research community of the part of the part

1.32

1.33

## pas un poisson

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The confidence of the confiden



to the companies of the











1.35



1.37

1.35

Text squeezed into a narrow vertical column almost becomes a long caption and therefore is very well read. This type had to be set flush left/ragged right because its measure is so narrow. Had it been set justified, it would have had awful letter and word spacing. Notice that the photos are as tightly cropped as the text, binding the elements on the page together. *Continental Profiles* 

1.36

The slanting left edge of this text relates the text to the image. This is easier to read than a ragged left edge because there is some degree of regularity here – the eye knows approximately where to begin the next line. Western Dentistry

## Wrapping text around an image

1.37

An intrusion into a column of justified type is highly visible. Ordinarily, a pica of space between the image and text provides the right amount of separation. In this case the text-free left-hand column's white space permits a more generous 2-pica space separation.

Hippocrates

1.38

Wraparounds look best in a justified text setting. The eccentric column edge becomes more visible when contrasted with a clean vertical opposite edge.

Wigwag regularly uses a wraparound, sometimes having more than one on a single page. This is not nearly as difficult as it once was, because desktop page-makeup programs can pour the text into predrawn shapes. Nevertheless, it is always necessary to go back and check word spacing for unattractive gaps on extremely short lines created by wraparounds. Wigwag

A more casual and easy way of wrapping text is to interrupt the copy and insert a visual, as with the *SUPER CARD* here. It looks like a wrap because the corners are tucked into naturally occurring gaps in the type and because the text is set flush left/ragged right. The visible grid and two large white spaces also help. Printed in several screen tints of two colors. *Connecticut Lifestyles* 

## **Contrasting typefaces**

1.40

Trade publications almost always have a page listing personnel changes. The secret to making such a page work is to have the names pop out of the surrounding text so the page can be easily scanned. This example works because there is sufficient weight contrast in the names. *Children's Business* 

1.41

This page is from an article reprinting various quotes about AIDS. Each quote is given a different typographic treatment, helping the reader understand that each is an independent item. It also invites the reader to become involved. *Art New England* 



1.39



1.40

We must commit all our resources to compositionals, coming services and preventives advantion afforts. These are ways of roting for the present while protecting the future. We see not lost statistics about who tit cost to care for people with ALOS, but what we don't hear it what it is costing our society in trans of loss of productivity. When you look of the artists' commonly and its future potential, you get a batter like of lost how devectabling the Secsion this haddows. At it so not fine ways by which we advantise the world about this epidemic, and innateally many of those who bring our attention to this mescage are being lost.

Larry Kessler, Executive Cirector, AIDS ACTION Committee of Massachusetts; Member, National Cammissian on AIDS



Stills from So Sad, So Sorry, So Wi A video by Jane Gilloch

sachusetts is allowed to require anyone applying for any kind of insurance to take an HIV antibod test. This includes anyone applying for life, health or disability insurance, both graup and individuo regardless of the amount of the policy. This decision will have serious impact on any HIV positive person what is seeking insurance as the insurance componies will in all likelihood refuse to underwritt policies for HIV positive individuals or will limit coverage to exclude AIDS-related coverage.

AIDS, The Law & You, AIDS ACTION Committee brothers

Warnen with AIDS/HIV are aften taking care of families and therefore receive inadequate medical care and support. We cannot averstate the need for services designed specifically for warnen and children.

Jonniler Walters, Chrector of Community Services

Beyond all other roasans, the bottle to pravant the spread of AIDS is being los becouse there has been no prosidential leadership. Naither former President Reagan one President Bush has sought or bocked o notional AIDS strategy. Ta canquer AIDS the United States, along with the other nations of the world, must make a frest carmitizent to provention and treatment in the 1981.

Losing the AIDS battle editorial, The Boston Sunday Globe December 3, 1989

he was his mothers favorite.

he was his teachers favorite.

he was all the girls favorites too

cause he was so pretty and

dressed so cool.

he liked to take it up the butt

and nobody could figure out what

he died from in 1982.

Cary Lubawitz - He was his mother's Revort

We treat AIDS like any other lifethreatening disease.

Johns Levenhal, Duretor of Public Relations
Thomas Maruful III Insurance

ART NEW ELIGLAND

since the beginning. As nurses, therapists, social workers, and human service personnel, we have obways been the front-line workers. This is not just because warnen make up a large percentage of the professionals in these fields, but also because is bestions and streight warnen were less threateneby and less phobic of working with gay men.

Rhonda Linde, Ph. D.

Coardinator of Mental Health Training and Research
Ferway Community Health Center

1990 MARCH



## Good Times, Bad Times

1.42

## Deang

1.43



Wider columns need bigger type and more line spacing. The text on the opening page of this article is 12/15 by 24 picas and converts to this publication's normal 9/11 by 13 picas on subsequent pages. The first page's enlarged text looks palatable and easily read. The hope is that by the time the reader turns the page he is too deeply involved to quit the article. New Miami

1.43

Begin reading this example at the bold lead-in. Continue down the left-hand column, which is printed in purple ink, and then move to the right-hand column, which is printed in black. This treatment offers an unusual reading experience, and it must have been used for that reason alone. The Face

1.44

Sitting amid longer stories set in serif type, the BRIEFLY segment is set in Futura Extra Bold and printed in purple ink. The one-two punch of subhead/story length and contrasting typeface demands that this be read before either of the other two stories. Tampa Bay Life

The text at the top of the pages details business developments of this corporation; the text at the bottom reviews marketing decisions. They are differentiated by column width and typeface. Such typographic differences help the reader understand that there are different kinds of information on the same page. *Bandwagon* 

#### 1.46

Clear typographic contrast separates this sidebar article from its partner. Pulling part of the article out and creating a sidebar shortens the main text and gives the browser one more opportunity to enter into the copy. Breaking the copy into three short segments delivers on the headline's promise. *Psychology Today* 

#### 1.47

A marvelous way of drawing the reader into a story or breaking up text is to begin large and reduce the type size in successive steps. This technique also eliminates the need for heads, though the first few words must be particularly well chosen. The initial cap signals the starting point to the reader. Timber & Garden



1.45

#### The Key to Successful Therapy

Setting specific, measurable goals is the most effective approach. A clinical psychologist explains how this two-stage process works.

musely, depressors, heads does prained all asks, anaeer, hosted heads—These and suther stops of distress are what prevent times people to seeds out the cape. As whate theey're custally construe about what is a town the problem, then heper he therapest will review to accept;— to at least help them find rehely the treatment of the construence of the const

The parts the feet little law who storous vortices along softing, and in Sociones the first order of business fiduline the persunis distress equity, so possible. But although strongues essailly lating people to therapy, emply in horizon distress word product lasting benches. Thes treques spoil-secting, attack a consider the horizon distress word party. This usufalls largeness to two stages, early, short serm soli-horizon followed in later key, term most.

To get the uses out of the rope, it's important in understand how the process operator. Their past-operators was the state of the rope of

We fig in come up any some some review or where or where not the end or the just interment. About, so helps us make a letter disproved of what is aroung, which is used to the order of the control therefore any was accomplished more and price research better disproved as we accomplished and to more effective therapies. The intervent to "with now" also makes it more apparent insectly what the cheal needs and expects form ust.

can ossalf be empire. If the closed serve, "I want rou in jestic has the be strong emough to add mbes for a raise," The therapset can say see be can not not be can? "I want to loss of the outside of "Pitsforad of neights and fel filter to the to Chongo in seeing mother?" are equally clear. It is the care client, however, who comes to a loss intermenent with adds seeing, incustamble to the incurrence with adds seeing. Incustamble

goals. Most are much less sure what it

hope therapy will accomplish the ward groung their some unroteding rethef. But unless grafts are set to soon as possible a herd's may worke time also somes looking to help that doesn't eval, and therapiets may waster the dient's firm working or mobilities. But others it could be considered to mobilities the others it could consider problems.

#### tage One: Sotting Early Goals

therapy to occumptish.

1. As been you can just shown what i cat think is remaining you can just shown what i cat think is remaining you district. This list of evertay, follotion-ships in stresses can be long or short, but simply writing them down out left you understund be tier what has been event on, and going whom a Bourney that in your first your formatting them the information in your first seesaw the formatting them to your first some seesaw.

Brusing the information in your fire service with Bethe fire and the B

2. After the livel visit, consider carefully how confirstable you feel. Will see not the liberapes to able to work logicities week after week. Since a good restraintship is no important in successful therapy, you should tend a satisfying livel of trust and understanding early in.

It was defin like bey, or little he safteral down to one, or found vorsited flamowing move and lissing, one looks for another therapers. Re-each to sugests. That partiern therapers comparibidity is the early predicting of their well theraps, will go. It's apportant, however, not to save up on theraps, seef just be reasely you have a clock with the first errors you see.

3. As you work with your chosen therapest in setting ranky goals. Try to make them inconstrable in stone way. This into allowage cross, bits when the changes you want can be measured, it's a bit sense to full, in wit the road, how we'll the therapit is working. For example at you and your mother have a this assumes relationship, one goal model be to carry in

foot times, vanil krins i it or mano proposition. Seepmellineously the might without individual seepmellineously the might without individual seepmellineously your grade-partial terrange, gammajor in work grading, to many a speech without your kneek kine-king longethed. All are measurable on this will led you know how the the Cripp is gaining infeals that are breased, reque it a ball on pawholibel. "If want to gen inty fixed light place gaining in general seepmellineous which is a seen to be a failily realized liminate height in er one when the failility is or of your therapies not are the first failility to or your therapies not are the

It's best to belt set, your riven geads. But it was the leaving chirchin questions to the expection final this goal-setting business continuing, don't warry alroad it. A thig part of any therapies by the is to help your clarify exactly what it is you wind to change and to help your agrees on what the list of your will do, in the place to a what the list of

#### Long-Term Goals:

The Important Next Step Wile groups and a small posterior of the second of the second

Because determining what would like in do with the rest of your life unvolves your personality, beliefs, values, dreams, anthin on and imaginaline, there is no easy way to go also it. But succ, asful threapy dreaming years and in a self-exploration, looking time, your nature after currelityl examining your past and in the process, preparing you to set a fresh course for the life you were.

One recent chent —18 at her Sondar—a a The good example from the groce works. She had Bo come tempoly ber di order wave soldly, moved to The unew apartiment and was thinking in changing her sold by After 20 some segames, we were sorting out by

the land of rature she warred. It was the first time in her late. Sondra told me that she left trail responsible for her own future. The experience

was both heads and ingluening.
"Ted always made the log decisions," who explained. "I guess I

\*\*Swatting Before You Choose a Therapist Congress of the Market No. 1 See Market No. 1 See

\*\* Does your therapial believe in partnership? Most I herapial a now teel clinic is have every right to be closely involved in all phases of their therapy, from the setting of goes to agreeing on the type and length of therapy. If the heral herapial ebiged a to such a shared approach, carridds taking one hustenes a featured approach, carridds.

8. Are you looking for an evaluation or therspy? If you want a professional epinion in a dispute ever child cust edy, asy, or would like to know whether Unche Harry is competent to manage bits millious, what you are asking for is an evaluation. If your

An explication generally implies that the Interspirit Kneings ex opinions will be used later for some surprise of the United States of the Sta

its person is the sole to do it.

Thinker 1

1.46

entury missionary to he Druidic Germans, reputedly wrote these words recommending e fir tree as a symbol ristianity, and of its festival. "This little a young child of the st, shall be your holy unight. It is the wood race, for your houses ilt of the fir. It is the



he balsam fir, dislike by loggers for lumber is prized by Americal as a Christmas tree by cause of its symmetral spirits long-lasting greenery, an its spicy, resinous odor. All parts of the tree are fragrant; the sap bark and the wood, and the blunt-tipp needles all release their inimitable around.

#### HEADLINES



The best way to improve the look of your publication is to redefine the structure of its columns. That gets at the root of the "sameness" problem. But if making a structural overhaul is too ambitious, the next best way to upgrade your publication's appearance is to develop more compelling, more involving primary display

typography.

Headlines create the *apparent* personality of printed material (the underlying structure, or grid, actually does most of the work). As primary typography, headlines are intended to stop the reader and persuade him or her to look at the secondary (subheads, breakouts, and captions) and tertiary (text) levels of typography.

There are over twenty thousand type-faces available, some several hundred years old and still used because their proportions are so magnificent (fig. 2.01), many more recently designed (fig. 2.02). Selecting the right typeface for your needs is indeed one of the most important decisions you will make. Remember, however, that *how* you use a typeface is at least as important as *what* typeface is being used. You must consider both legibility and character when selecting a typeface.

Legibility is the ease and speed with which the reader can decipher each letterform and word. Tops of letters are easier to read than bottoms (fig. 2.03), lower-case easier than caps because the word shapes are more varied (fig. 2.04). Letterspacing and word spacing that are too tight or too loose make reading considerably more difficult. Legibility is also

affected by the choice of ink and paper colors. It is easiest to read black on white because that has the greatest contrast (fig. 2.05). Any departure from that combination must be carefully considered. Any severe reduction in contrast must be sampled beforehand to check whether creativity and expression are impeding communication.

Character is the type's personality.

Some typefaces look plain or Classic or strong or gentle or FFAASSTT or **solid**.

Some are quite elaborate or are designed to resemble various objects (fig. 2.06).

These can be very useful in limited and specific applications, but they are not very legible, as each letter must be individually read. Appropriate uses of such typefaces include short two- or three-word headlines or initial caps set into text.

When selecting a typeface, consider the image you want to project. Match the typeface to the message. A typeface's character will be helpful, harmful, or unimportant to your message. Use special typography that conveys character sparingly, only on pages that will be improved by such treatment, as on openers for feature stories, for example. The rest of a Fish not, with this

Fish not, with thi

Fish not, with this

2.01

Fish not, with this

Fish not, with this

Fish not, with this

2.02

## Wilt than he

2.03

Wilt thou be gone? it is not yet near day; it was the nightingale, and not the lark pierc'd the fearful hollow of thine

WILT THOU BE GONE? IT IS NOT YET NEAR DAY; IT WAS THE NIGHTINGALE, AND NOT

2.04

Wilt thou be gone? it is not yet near day; it was the nightingale, and not the lark piere'd the fearful hollow of thine ear, nightly

Wilt thou be gone? it is not yet near day; it was the nightingale, and not the lark piere'd the fearful hollow of thine ear, nightly

2.05



What's in a name? that which we call a rose woul 8pt text

What's in a name? that which we call a rose of text

What's in a name? that which we call a r 10pt text

What's in a name? that which we call 11pt text

What's in a name? that which we can 12pt text

What's in a name? that which 14pt display

What's in a name? that w

What's in a name? 1

What's in an

What's in

What's

What's

72pt display

2.07



publication must be designed with unity foremost in mind.

Some of the more elaborate display faces are not designed to be set in all caps. The letters do not fit together, and reading speed is slowed.

Display type is used to draw attention to itself and to lead the reader to the next level of typographic importance, usually the subhead or deck. Most text typefaces make excellent headline faces when set in larger, bolder form. Legible text faces run from a minimum of 8 points to a maximum of 12 points; display type ranges from a minimum of 14 points to an infinitely large size (fig. 2.07). Indeed, enormous letterforms cropped by the edge of a page can serve as a very effective visual attractant (fig. 2.08).

Selecting and using visual signals in a logical way that illuminates the relative importance of the typographic treatments will convey the message memorably while requiring little effort from the reader. Arbitrary emphasis and signal selection, however, will significantly hinder the absorption of the content by the reader — though it may look quite attractive.

Display type sends visual signals that should *demand* attention. It must have sufficient contrast to stand out from the surrounding material. Rarely does a message suffer from too much contrast (except when the designer selects too many typefaces or introduces too many slight variations that the reader perceives as confusing). But it is impossible to make a headline too much larger than text or too much bolder than the subhead. Contrast clarifies a message by making it easy to distinguish one element from another.

As a general rule, do not use more than two typefaces on one project, and do not use more than two weights of each typeface. Add italic versions of each weight, and you have eight typographic "voices," which should certainly be enough to convey any message. If you need more than eight voices, you are defi-

nitely overdefining the kinds of information you want to convey.

Attention can be caught by increasing typographic contrast using the following visual signals:

- size
- weight
- · color
- stress
- format
- · character shape
- · character width
- density
- · position on the page

If you mix these means of contrast, be aware that you may confuse the reader with unclear symbols or an unclear system.

Size: Small/large; big = important; small = less important; big = read first; small = read second.

Weight: Thick/thin; the eye naturally goes to the darkest area first, so the most important type is made bolder.

**Color:** Dark/light or black/contrasting color.

Stress: Vertical/angled; the letterform's stress determines whether it is roman or angled. Angled type comes in two varieties: italic, which has a complementary roman typeface, and oblique, which is a roman typeface that has been pushed sideways. Oblique type has the same letterforms as its roman counterpart. Italic type has different letterforms in its roman version (fig. 2.09). Angled type is used for emphasis within an area of roman type. Italic type suggests the touch of a human hand and is often used for pull quotes, which are direct thoughts of an individual and thus more human.

**Format**: CAPS/lower-case; CAPS/SMALL CAPS.

Character shape: Hard/soft; serif/sons serif, shape of letterforms, and position on the page.

Character width: Narrow/wide; expanded/condensed.

Density: Solid/outline; positive/negative; tight/loose.

**Position on the page:** vertical/horizontal; top/bottom.

No matter which typographic contrast variation you use, it is necessary to maintain a condition of clear "normalcy" so that the unusual element really stands out. If, for example, about half a page is set in regular and half in

two is asking to be recog-

the majority, and so neither is special, and the reader is simply confused. A very wise artist named Leon Appel told me years ago about the 75 Percent Rule he followed to maintain maximum visual interest (fig. 2.10). The 75 Percent Rule is simply making sure one element is about three times bigger than any other element. It is a good way to remember to have one dominant element.

The effectiveness of display typography is not dependent on the black letterforms, but on the management of the white space between and around the letterforms. Because display type is always brief (to grab the reader's fickle attention), letterspacing, word spacing, and line breaks become very important.

The speed at which words are comprehended is dictated by their typographic presentation. Except in gross instances, the space between individual letters is only noticed when the type is larger than about 18 points. So letterspacing becomes very important in display typography and is somewhat less so in text typography. The optimum letterspacing is invisible. It is un-selfconscious. You are not even aware that letterspacing exists when it is done well.

Words are strung together to form lines of type. Word spacing is the glue that holds lines of type together. The secret to good word spacing is also invisibility. The reader should not be aware of the type that is being read but should be concentrating only on its meaning. Display word spacing is often too large, the eye leaping across toogreat spaces to get to the next word. This significantly slows the eye and eventually makes the reader acutely aware of the process of reading, at which time he stops reading and finds

something less effortful to do.

How a line is broken becomes important in type that is 14 points or larger. The aim is to break for sense. A phrase attributed to Danny Kaye illustrates the point:

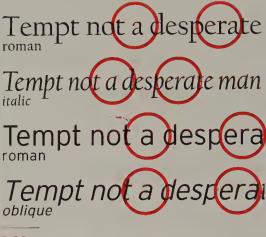
### italic type, which of the I'm so tired I could sleep for a week who would care to join me nized first? Neither is in in saluting the glorious members of our crew.

Words have a rhythm, and the rhythm must be followed for maximum comprehension. Read the words in a headline out loud to find the natural breaks. Try not to break a headline to follow a design; rather break a headline so that it makes the most sense to the reader.

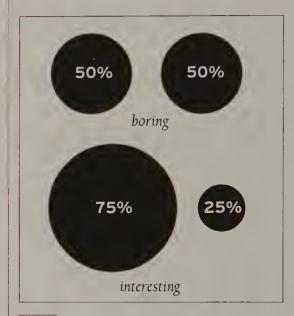
Display type (headlines and department headings) should relate in some way to the flag (logo) on the cover. For your publication to achieve visual unity, the editorial – or non-advertising - pages must be consistent in some way or ways. It is easy to develop a typographic system that uses a few variations of a single typeface. Display type is the most visible type and therefore makes the biggest impact, so typographic consistency is particularly necessary among the logo, department headings, and headlines. For example, in figure 2.11 The Treasury Pro uses Palatino Bold on the cover and for its headlines and subheads throughout the publication. This consistency gives a feeling of cohesiveness and unity to the product and reinforces the singular personality of the publication, traits that endear a magazine to its loyal readers and make it more popular with advertisers.

It is a good idea to change typefaces for a specific feature story, to give it more emphasis in the magazine, which is a correct treatment for a true "feature," or special event. The display typography must then remain consistent throughout that one story.

Make headlines smaller and blacker than you think they should be. If the story requires a short headline, add a lengthy blurb describing the article to supply darkness and attract the reader's



2.09



2.10



My bounty is as boundless as the sea, my love as deep

18/20

My bounty is as boundless as the sea, my love as deep

18/16

2.12

## MY BOUNTY IS AS BOUNDLESS AS THE SEA, MY LOVE AS DEEP

18/20

### MY BOUNTY IS AS BOUNDLESS AS THE SEA, MY LOVE AS DEEP

18/17

2.13

My only love sprung from my only hate! Too early seen unknown, and known too late!

My only love sprung from my only hate! Too early seen unknown, and known too late!

2.14

the flowers now that frighted thou let'st fall from Dia's wagon.

## A sad tale's best for winter

Daffodils that come before the swallow dares, and take the winds of March with beauty. Violets dim but sweeter than the lids of Juno's eyes or those of Dia's trerea's breath pale prim rose that died unmaried, ere they a can behold an bright Phoebu in his strength A malady mos incident to the maids. Bold as oxlips and the crown imperia

eye. Reduce the line spacing in headlines to make them darker. Ordinarily, the rule for line spacing in display type is: "Descenders and ascenders should never touch" – unless it looks better when they do. When ascenders and descenders touch, they create a visual spot on the page that cannot be avoided (fig. 2.12). All-cap headlines in particular should have no extra line spacing because there are no descenders to fill in the space between lines. Minus leading, or removing line space, makes a headline darker and more visible (fig. 2.13).

Headlines can be structured to contrast with the text, to stand out on the page. For example, a headline can be stacked in several short lines, as in figure 2.12. Type should reflect different tones of voice. The same words presented in three lines "sound" different than when they are presented in six lines (fig. 2.14).

In two-line headlines, the second line should be shorter than the first (fig. 2.15). The short second line encourages the reader to continue on to the text because the end of one element is closer to the beginning of the next.

Headline treatments fall into three broad categories: alignment and position, contrasting type styles, and the integration of type and imagery. These three areas are illustrated by the examples in this chapter. But whatever the treatment, the best headlines are provocatively written and have a point to make. A good headline must be more than just visually attractive; it must be written to *say* something. It must be meaningful.

#### Treasury managers rate quality of services

Figure	Kank	Bank	Ave Rating
1	1	Fst. Wirchovia*	4.34
	2	Noewest	4.32
	3	Mellon*	4.28
	4	Nat7 Bk. 12etroit	4.26
	5	Cit@wrik*	4.22
	6	Cont'l III.º	4.20

2.16

COMPUTERS

#### **MAKE WAY FOR** THE SALESMAN'S NEW FRIEND

Our latest survey provides the first hard numbers on how laptops are being taken up by cuttingedge marketing companies.

#### THAYER C. TAYLOR, SENIOR EDITOR

"Laptops in sales have moved from the evangelical phase to the early adopters stage," says Fred P. Burke, chief operating officer and cofounder of Sales Technologies, Atlanta, which builds integrated sales automation systems around the "have capability, will travel" machines. In a recent month, Burke claims, Sales Technologies won six contracts with Fortune 100-type companies. When the company started in 1983, Burke was lucky if he found that many prospects in a year, he recalls. Indeed, signs abound that the diminutive lightweights have shed their novelty image and have embarked on the road to becoming standard equipment for field sales forces.

Roughly one out of seven marketers, 14%, use laptops in the sales or marketing area, according to a recent Sales & Marketing Management survey. Furthermore, three out of four users, 77%, say that in a two-year timeframe they'll buy more laptops, as well as boost the machine's use level.

Todd Scofield, executive vice



depend on laptop use, the report adds.
Laptops are the PC market's hottest segment. Computer dealers hiked their orders for laptops a blistering 500% in the First mine months of 1987, ponthly Mathematical

ed information, helping him track cus-tomers and prospects more efficiently, and enabling him to make more convincing presentations. Equally impor-tant, their benefits are an increasingly



#### Alignment/ position

2.16

A hanging indent pokes the leading line of type into the left margin, increasing its visibility dramatically. This headline hangs into a 2½-pica margin. The Treasury Pro

2.17

In addition to sharp typographic contrast, this example makes use of eyecatching white space by aligning both the headline and deck flush left with the second column. Sales & Marketing Management

2.18

Headlines do not require horizontal base lines. The word MENTOR is printed in a 40 percent screen tint, making its verticality more subtle. Public Pedagogy

This article is about a legendary skier, so the reader is led into the type by a line of dots suggesting a perfectly carved turn in deep powder. The primary words, *STEIN AT SIXTY*, evoke the hands of a clock and are printed in red and orange. The white space on this page is left intact. *Lodestar* 

#### 2.20

This headline and department heading combination is repeated at the top of every product review in this magazine. Each review begins on a left-hand page, but because there are as many as twenty-five pages between reviews, this very powerful treatment was developed to help the reader locate the next review quickly amid the intervening advertising. *Audio* 

#### 2.21

This headline at first appears to have been haphazardly placed, but it in fact follows its own internal structure. It is set flush left, except for the word *REFLECTION*, which pokes out to the left edge of the live area for emphasis. Notice also the excellent blend of type sizes and weights on this page: each variation helps the reader perceive a difference in the kind of information being expressed. *Golden Years* 



PARA LOUD SOUND CAMB PRO-PC SOUND AMPLIF ENSE! LOUD Process & Digital Outputs Christians Uses and Sound Converted Company Address of Sound Converted Co





CROUDS

NETWORKING FOR POWER

A state of the state of the

2.22



2.24

2.22

This is a very interesting combination of centered, flush-left, and justified type. The centered NETWORKING FOR POWER bisects the page, separating the headline above from the text and subhead below. The headline is the same typeface as and aligned flush left with the initial cap in the text. Personal Computing

2.23

What a magnificent study in verticality! The *H* and *II* of *HAWAII* are enlarged and mirror each other. The *AWA* is palindromic (the same forward and backward) for more symmetry. *SUBTLE SECRETS* has been heavily kerned to match the visual width of *HAWAII*, and the subhead has been set centered. *American Way* 

2.24

Creating a headline column by carefully filling each line to full measure is a much used and never boring treatment. This headline is sized and the typefaces chosen so that each line comes to full measure, in this case 30 picas. *DEALING* and *JOKER*, printed solid purple, are condensed variations of the same sans serif type family as the expanded and letter spaced *WITH THE*, printed in lime green. *Blockbuster* 

These mini-headlines introduce separate segments of the editor's message. Printed in Columbia blue, the all-cap, bold, sans serif setting contrasts admirably with the text. The flush-right setting binds each headline clearly to its text. *Columbia* 

2.26

This simple yet very strong headline works because each line is sized to the same width, creating an effective alignment and increasing the visual impact by creating a recognizable shape. Heavy, sans serif type defines each line clearly. Printed in two shades of tan on black with full-color photos. *Lodestar* 

2.27

MAKING A STATEMENT wraps around the bottom left corner of the photo, with the subhead aligned flush left with the spine of the *E* and the vertical edge of the photo. Such clear relationships separate real typography from mere type use. Printed in deep red and black with the photo as a duotone. *GP Growth* 

## N O T E S

### Getting Out the Word

our acquaintance with 70,000 readers who may not have heard from us since June of 1988, the last time we mailed Columbia Magazine to the entire alumni body. We're delighted to add such a large contingent of discerning readers to our mailing list for this and future issues.

Some history: Columbia was established in 1977 by the Office of University Development and Alumni Relations. We began as a quarterly mailed to 30,000 alumni donors and friends. That number grew steadily as the percentage of donors increased, and the frequency of the magazine went up, too, to six times a year.

Last summer, with the support of Peter Buchanan, vice president for University Development and Alumni Relations, and our other colleagues at UDAR, we developed a man to send

keeps you informed about Alma Mater.

THE PEOPLE Thanks to the people WHO BRING who keep our alumni YOU records tidy we have COLUMBIA some idea of who you are. Let me reciprocate and tell you about us. New to our masthead as publisher of Columbia Magazine, though not new to our operation, is the aforementioned Peter McE. Buchanan. A graduate of the Business School and Teachers College, Peter has been vice president since 1982, his second stint in the University administration (he was here as vice president in the 1970s before leaving for a similar post at Wellesley College).

Also new to our masthead, though again not to our operation, is Bill Oliver, listed among the members of our advisory committee. Many of you know Bill from his long service to the

Florence Keller, art director, has been with the magazine since its founding 13 years ago (for two years before that she was a senior designer in the Office of University Publications). She's overseen several redesigns as well as some technological transitions, most recently the switch to computer publishing.

THE I've been with Columbia
BEST JOB since 1979, loving a job
IN THE that has taken me on a
WORLD tugboat ride up the
Hudson River, to the laboratories of
world-renowned geneticists, to operating rooms at ColumbiaPresbyterian Medical Center, to
speeches and seminars by the likes of
Leon Lederman, the Dalai Lama,
Eudora Welty, Vaclav Havel, and hundreds of others. My husband, Peter, a
lawyer who slaves daily over securities regulations, save I have the security of the world to the world to the security of the world to the

2,25



2.26



#### A GOOD FIT,

Lose are the words toing used to describe theorem Pacific's 56%ntillion acoustissa of Brunswick, Pulp & Paper Co. (BP&P) from The Mead Corp.

and Scott Paper Co.

Our Best indige path and paper acquisition distor 1851, the purchase of one of the world's largest bloached pulp and paperboard nills. "makes a clear statement to the mostify that we are service when we say we intend to broome a cloudinant torce for the pulp and paper individey," easy beet Corrells excitage vice procedure—pulp

and printing inputs which a good fit for flowly they is given by the control of the problems in all the control of the problems in a fill of the control of

The fact that we are in Georgia and has a giptom willboard facility in firmanchia as giptom willboard facility in firmanchia works to our probatage, the add of "We aren't use nown." Another offentation of the Georgia and t

scale puly mill located in south Georgia that filt we'll in our word hasked, "Corre says it provides an opportunity in busimoses in P-18 giost an-e-producing sent seiting market peop and bleat hard board. The acquisition is not read, a good rife for Georgia-Tueffe, but also one for fill? For soom intent it has evident that we out it is intrangerably with Soot and Mose that we want fill in the Georgia-Pueffer Soot was "soon for the proserved as produced in the Soot and Mose we see as produced to the soon of the soon we see as produced to the Soot and Mose we see as produced to the Soot and Mose we see as produced to the Soot and Mose we see as produced to the Soot and Mose we see as produced to the Soot and Mose soon to the Soot and Mose and the Soot and Mose soon to the Soot and Mose and the Soot and Mose soon to the Soot and Mose and Mose and Mose soon to the Soot and Mose and Mose and Mose soon to the Soot and Mose and Mose and Mose and Mose soon to the Soot and Mose and Mose and Mose and Mose soon the Soot and Mose and Mose and Mose and Mose and Mose and Mose soon the Soot and Mose an

Brutowick Operations

Ainst density mentions the more copper
unity when speaking about what the
acquisition means for BP&P. Hi gives us
the issociumity to commany our creation

with those of G.P. and is adapt to processions unless short weed at the other mills; he says. With Those the opportunity to shadlinestly longer G.P. a narrier palp and foreafted what may be a procession of the state of the sta

#### THE MIL

Jessels ein he Vitre is hive on de Allanza. Onzu, che milit ist on spenulite. 1,24 bei erre ster la ven bend in 1,24 bei erre ster la ven bed in 1,24 fe Toe kend (reg., and Seed Heper G., within hall a fermind a parametria piano di a develupte, per la pia from Seedern piano. de mili senti santi piano di se develupte, and piano di senti piano di servizione della senti senti senti piano serve qualificante in Triengle on the your poece a modificatione never qualificante serve consignatione never qualificante della senti della senti della senti della senti della senti sen

#### MARKET PULP

The firms wick mill produces approx imately 1,500 ones per day of bleached softwood market pulp and b00 tons per day of bleached paperbount used to make products such as foldibly cerous, paper plates and cups. This invalve 6,41%







Both sides of the fence

We wanted to design a vision fails would look go of an entire from many perigide on pick. The first state of the first st



2.28

Headlines can be distorted, as in this exaggerated example. The dynamic, onrushing headline treatment continues throughout the eight pages of this story, propelling the reader from spread to spread. It ensures that each spread is seen as part of an entirety. *Colorado Rivers* 

## Contrasting type styles

2.29

Contrasting typefaces, in addition to width alignment, are used here to great effect. Notice that the overscore's width matches the photo's. *BP America Scene* 

2.30

This headline/subhead combination uses vastly different members of the same type family, and the all-cap treatment contrasts with upper- and lower-case. The ½-point rules and flush-left/ragged-right setting give the type a simple, clean environment. *Medical Economics* 

2.31

Headlines need not be huge to be noticeable. This magazine uses a consistent sinkage of 13 picas at the head margin, giving the relatively small 18-point headlines visibility in a great deal of white space. *Architectural Record* 

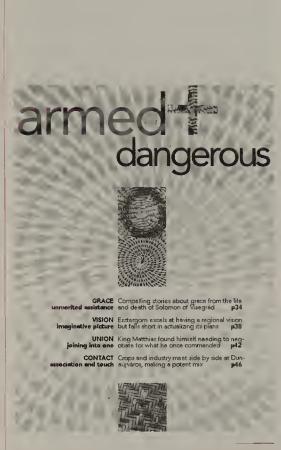
Like the previous example, this headline is not set in very large type, but it is made quite visible by leaving generous white space all around. *Caring* 

### 2.33

The headlines residé in a column to the left of the wider text column. This formula makes a quick scan of headlines easy. *Budapest/America* 

### 2.34

The extreme verticality of the all-cap headline contrasts with the horizontal flow of the very bold text. The vertical/horizontal playfulness extends to the use of rules (printed in red). *UCLA Magazine* 



THE MID-LIFE
YEARS

WELL

The whenty with lim of age. The whose special film of age. The whose souther than the great and the subject of the middle souther than the property of the middle souther than the great and the subject of the middle souther than the great and the subject of the subj

2.32

2.33

# IT'S STILL THE THREE R'S Gaining entry into UC

BY MARK WHEELE

Keep the home viceos, fowjet the chocate chip cooless, and very deed' with, the hand stem clottless. These days, many narrices high school scales, zevera of the compatition for entry into top restor universities, and such plannicks to extravelly instructed criticises in a desperant, hery look areas attempt or statetice. But they won't halp, particularly with respect to OCIA sed the University of Cottorials.

Entrance demands on the University of California, specifically it two most popular companes, UCLA and Barkeley, have increase greatly in report years for two main reasons:—proving academia scoolings (both and consistently ranked among the best public or sensities in the country), and the increasing expense of a collegion.





2.36

### **NEWS BREAK**

There is an obvious contrast (which is the best kind!) between the headline and subhead typefaces in this example. But also at work is the magnificent contrast in column width between the display type's narrow area and the over-twice-as-wide text columns. Personnel Journal

2.36

Hand lettering is appropriately used on this opening spread for an article on the occult. The same "typeface" is used for the initial caps in the text. *voodoo* is printed red, and the deck and byline are dropped out of the full-bleed photo. New York Woman

2.37

Here the contrast is between occupied and unoccupied space on the page. These headlines pop off the page because they are bold, they are bigger than the text, and because a system has been created whereby white space is guaranteed to surround them. The rules are printed in pale purple. Such clear segmentation of the page makes it easy to scan and immediately informs the reader of the length of each item. A consistent headline treatment also makes the job of putting the publication together much easier: the editor can concentrate on writing rather than inventing typographic systems. AT&T Focus

Bigger and bolder headline type makes itself visible, but this page is further helped by having a 10 percent black screen tint behind the type only, which makes the photos seem to pop out because their lightest areas are lighter than the field on which they appear. The horizontal rules are printed in whatever second color is chosen for that month's issue. *InterView* 

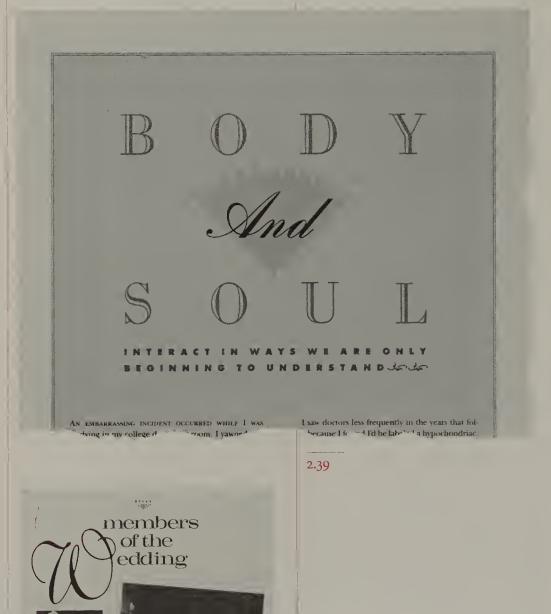
### 2.39

The all-cap, roman inline type printed in light brown contrasts with AND, printed in black over a pink shape. BODY and SOUL are letterspaced to match the width of the subhead and all type is centered above the text, making a formal presentation. The opposite page of this spread is a full-page color photo. Caring

### 2.40

The w was chosen to echo the scalloped ruffles of the wedding gown shown on the facing page of this opening spread. The initial is well-placed and integrated with the entire headline, not only with the expected last line. Strong typographic arrangements such as this can and should be used on subsequent pages of an article to bind the story together. Unusual initials can be found in clip books or bought as transfer type. *Pacific Northwest* 







(Not to mention the Circus Maker, the Vexillologist, the Windsor-Wateber, and the Party Man) By SUZANNE WILSON

2.41





# Type and image integration

2.41

The asymmetrically set headline is complemented nicely by the leafy flourish, which is run in red. The subhead is centered in contrasting italic type. *New England Monthly* 

2.42

One way of integrating headline and imagery is to alternate them in a rhythmic pattern. Each of these eight square halftones is shown in full and discussed on subsequent pages of the article. KCET Magazine

2.43

Type can be used as imagery. This and similar effects can be created with a stat camera, with special equipment that some typesetters have, with software programs on a Macintosh, and even with an ordinary photocopy machine. Use typographic gimmicks with discretion and only when the effect is directly related to the point being made, as it is here. *Children's Business* 

Another example of type as imagery: the type treatment reflects the meaning of the words. This headline was printed in blue with black text and rules in the original. Fleet Norstar Directions

This elaborate and carefully crafted headline becomes artwork with its handsome letterform relationships and use of screen tints (red, yellow, and various shades of gray add depth to the original). The headline treatment is repeated atop every page as a story header, an excellent mnemonic device for a long series of pages filled with charts, as in this article. Florida Business Southwest

### 2.46

This headline is augmented by a simple form of a grand piano, which immediately telegraphs the subject of the article. The piano shape is then repeated with every initial cap. American Way

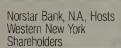
2.44



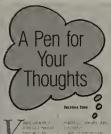
Pusiness











2.47



2.49

Placing the headline inside a shape effectively conveys its message if the shape buttresses the meaning of the words. This shape, printed in red with black type, is well chosen because it is bannerlike and suggests festivity. Life Association News

### 2.48

Another headline in a shape, this time printed black on 40 percent black screen tint. Once again, the shape supports the idea conveyed in the headline. Fleet Norstar Directions

Transforming the headline into artwork can be very creative. This headline was produced on a computer's color printer, and the various copies were torn and placed on top of one another. The final is red, green, blue, and black, with a fullcolor illustration of the boxing glove. Wigwag

It is ordinarily not a good idea to drop type out of a photo – or to surprint it – because the type may become difficult to read and tends to spoil the believability of the image. Nevertheless, if type is to be placed on a photo, be sure to put it in a relatively empty area, as in this example. And if the copy concerns rain, put the type in the sky! *Hamilton Spirit* 

2.51

It is much more convincing to put an image in front of the type, being careful not to so obscure the letters that they cannot be read. This treatment makes the objects appear more real: things cover other things in reality. The headline is dropped out of a blue box to allow the foot to cover it without obscuring the type. *PassWord* 

2.52

Type can relate directly to an illustrative element without touching the art. This is a very gentle wraparound, formal piece of typography made very handsome by using shades of umber and green found in the color photo that jumps the gutter. *New York* 







### SUBHEADS

If headlines are the enticing worms that persuade the casual browser to stop by, subheads are the hooks that ensure the reader risks valuable time by reading the first paragraph of the text. Subheads are important tools that can convince the reader to continue by expanding upon and explaining the headline. Headlines,

being brief, may convey enough to stop a reader but often do not contain enough information to give the reader a reason to start the text. A well-written subhead explains its headline and intrigues the reader into continuing on into the text. Headlines that lead to subheads that lead to text are more effective than headlines that lead directly to text; the reader wants sufficient information before committing himself to a sampling of the text, which takes time and is work.

Because subheads are considered secondary typographic elements, they are read after the headline but before the text and captions. They must therefore be set in a typeface that is bigger or bolder than the text. Good typography enables the reader to understand clearly the order of typographic elements. Copy should be broken into three levels: primary information should be in the headlines, secondary – or clarifying and illuminating – information should be in subheads or decks, and tertiary (third-level) information should be in the text (fig. 3.01).

This basic structure can be varied somewhat. For example, subheads can be replaced by pull quotes or breakouts, or captions can be intended as the primary typography since they are often read immediately after the photos are scanned. Generally, however, the headline/subhead/text hierarchy is the norm because it serves the reader well with its familiarity based on sound logic. The unending visual variety of subheads can be classified into two basic forms: subheads that appear outside the text area and subheads that appear within it.

External subheads are primarily decks, which appear immediately below the headline (fig. 3.02) and further explain the content of the story. Another type of external subhead is the floating subhead (fig. 3.03), so named because it is placed alongside the text in the margin and requires some degree of surrounding space and clear typographic contrast in size or weight to be visible.

Internal subheads are usually breaker heads, which appear periodically in the text to break it into bite-size pieces (fig. 3.04). Breaker heads are brief synopses of the following paragraphs of text and, as such, should be provocatively written to catch the eye of the casual browser who managed to avoid being drawn in by the lead headline. Editorially, write breaker heads like the five-second news teasers that run during the commercial breaks in your favorite prime-time television show:

# **Headlines** are primary typography

Subheads are secondary typographic elements

> Speak the speech, I pray you, as I pronounced it to you, trippingly on the tongue. But if you mouth it, as many of your players do, I had as lief the town crier speak

3.01

# **Headlines are primary** typography

Decks are subheads that are placed directly beneath headlines

Speak the speech, I pray you, as I pronounced it to you, trippingly on the tongue. But if you mouth it, as many of your players do, I had as lief the town crier speak my lines. Nor do not saw the air awfully much with your hand, so thus. But use all gently for in the

3.02

Floating subheads live beside the text... Speak the speech, I pray you, as I pronounced it to you, trippingly on the tongue. But if you mouth it, as many of your players do, I had as left the town crier speak my lines. Nor do not saw the air awfully much with your hand, so thus. But use all gently for in the very torrent, tempest, and as I may say, whirlwind of passion, you must

which reauires dedicated white

3.03

tongue. But if you mouth it, as many of your players do, I had as lief the town crier speak my lines.

### Breaker heads are inserted into running text

Do not saw the air awfully much with your hand, so thus. But use all gently for in the very torrent, tempest, and as I may say, whirlwind of passion, you must acquire and beget a temperance

smile and say, "This is no flattery."

Flush left, no indent Hath not old custom made this life more sweet than that of

painted pomp? Are not these woods more free from

Bold lead in Hath not old custom made this life more sweet than that of painted pomp? Are not these woods

Deep indent with text

Hath not old custom made this life more sweet than that of painted pomp? Are not these woods more free from peril than

Hanging indent

Hath not old custom made this life more sweet than that of painted pomp? Are not these woods more free from peril than

Hanging indent lead in Hath not old custom made this life more sweet than that of painted pomp? Are not these woods more free from peril than the en-

> Breaker with a rule Hath not old custom made this life more sweet than that of painted pomp? Are not these woods more free from peril than

### BREAKER HEAD IN A BOX

Hath not old custom made this life more sweet than that of painted pomp? Are not these woods more free from peril than

This flush left breaker head pokes into the text

Hath not old custom made this life more sweet than that of painted pomp?

Are not these woods more free from peril than the envious court? Here feel we safe from the

THIS CENTERED SUBHEAD POKES HALF IN AND HANGS HALF OUT sweet than that

Hath not old custom made this life more of painted pomp?

Are not these woods more free from peril than the envious court? Here feel we

thick upon him. The third day here comes a frost, a killing frost.

Breaker heads that run longer than one line interrupt the text's flow

When he thinks, good easy man, full surely his greatness is aripening, nips his root, and then he falls, as I do. I have ventur'd like little wanting child

thick upon him. The third day here comes a frost, a killing frost.

### USE 2nd COLOR IN BREAKER HEADS

When he thinks, good easy man, full surely his greatness is aripening, nips his root, and then he falls, as I do. I have ventur'd like little wanting child

thick upon him. The third day here comes a frost, a killing frost.

### Lead ins

are entrances into the text. When he thinks, good easy man, full surely his greatness is aripening, nips his root, and then he falls, as I do. I have ven-

thick upon him. The third day\_ comes a frost, a killing frost.

12pts 18pts

Add half a linespace

When he thinks, good easy man, full surely his greatness is aripening, nips his root, and then he falls, as I do. I have ventur'd like little wanting child

3.09

thick upon him. The third day here comes a frost, a killing frost.

# Position a breaker head closer to the copy that follows than to the preceding text

When he thinks, good easy man, full surely his greatness is aripening, nips his root, and then he falls, as I do. I have ventur'd like little wanting child

3.10

they provide just enough information to intrigue and make you want to stay tuned to hear the rest of the story.

Breaker heads offer myriad typographic possibilities. Shown in figure 3.05 are several fundamental styles that can be applied to your publication. Be sure your subheads and headlines agree in style.

Here are a few observations about breaker heads:

- Using punctuation at the ends of breaker heads creates a tiny pause in the reader's mind, giving a reason not to continue into the text. Do not punctuate!
- Because breaker heads that are longer than one line can interrupt the flow of the text column, they should be used judiciously (fig. 3.06).
- Contrasting color will make breaker heads more visible (fig. 3.07).
- · Lead-ins are breaker heads in that they interrupt the text and give the casual browser an entrance into the article (fig. 3.08). Choose provocative wording for a lead-in, or the result will be the same as an inherently meaningless initial cap: a mere focal point on which the eye may land (which is still better than endless uninterrupted grayness confronting the reader).
- Do not indent the text immediately after a breaker head. The typographic difference between subhead and text supplies sufficient contrast to signal a new idea.
- A breaker head should generally have a half a line space added above it, not a full line space. A full line space looks too big, chopping the column into segments (fig. 3.09).
- Breaker heads describe the copy they precede. They should therefore be positioned closer to the text they describe – the text that follows – than to the text before them (fig. 3.10). That proximity signals to the reader that the breaker head describes the following text.

Like headlines, their typographic cousins, subheads have great potential for effective communication. Their important function as the secondary level of typography helps convert a browser into a reader.



Vintage Alun



3.12

3.11

**NEW ENGLAND** 

# The Lives of a House

In the story of one home in the Dorchester section of Boston, you can see the history of urban New England

A BIG, GRAY, WEATHER-BEATEN house that you can't TS A BIG, GRAY, WEATHER—BEATEN house that you can't help but call rambling, set high on a hill in one of Boston's toughest neighborhoods. When it was last offered for sale three years ago, the house's cedar shingles had gone unpainted for half a century. The garage was filled with trash, rusted tools, and an old wooden icebox. The nearest commercial street featured almost as many vacant lots as stores. Around Mount Bowdoin — the hill that gives its nave to hile root of Doreheters.

vacant lots as stores. Around Mount Bowdoin — the hill that gives its name to this part of Dorchester — it was easier to buy drugs than groceries.

But Gerard Hurley and his wife, Iris DuPont, were willing to overlook a lot. As soon as they drove up to 7 Bowdoin Avenue in July of 1986, they knew they wanted to buy it. There was nowhere else in Boston that an airport skycap and his wife could get a renovated eighteen-room house for \$150,000. Hurley and DuPont soon learned that rents from its two apartments would help to pay the mortgage. And they knew that the house held the promise of a different kind of life, where two people who had grown up in housing projects could live in a manision on top of a hill. "I'd never had a patch of grass," says Gerard Hurley. Gerard Hurley.

Most of the old Victorian mansions around 7 Bowdoin

Most of the old Victorian mansions around 7 Bowdoin Avenue had long since declined or been torn down. Where mowed grass had once lain like a carpet on the hill's little green, now there was nothing but an abandoned park and the shadows of old paths. Burglaries were frequent. One week after moving in, Hurley and DuPont were robbed. "We were told that it's part of the initiation process," Gerard remembered. Nonetheless, there was a sense of potential renewal in the air on Mount Bowdoin as well. Some realters coveted the down-at-the-

BY HOWARD HUSOCK

NEW ENGLAND MONTHLY . 31



### Subheads external to text: decks

3.11

A typically structured – though particularly handsome - deck appears immediately below the headline. Its purpose is to clarify the meaning of the head in such a way that the reader is compelled to begin reading the text. Volkswagen World

This wall-to-wall deck is so named because it extends fully across the live area of the page. It is positioned in the most natural place, between the headline and text, and it is sized to be read in that correct sequence. This 1-2-3 structure has been used for centuries because it works. UC Santa Cruz Review

3.13

A centered headline above a centered deck, whose centerline aligns with the right margin of the text. This works because of the empty space in the outer margin. New England Monthly



Another standard deck arrangement, centered below the centered headline, is personalized with fun type for the headline and caps with small caps in the deck. Printed in purple, lime green, and red. Tampa Bay Life

3.15

A deck can be placed above and still be read after the headline. Provide sufficient contrast between the two, and use an initial cap at the beginning of the text so the reader knows where to go next. Outside

This headline and subhead sandwich a heavily boxed photo. The Futura Extra Bold is used to create a clear hierarchy: the largest type, in all caps, is seen first; the smaller upper- and lower-case copy is seen second; and the smallest setting, the light text, is read third. This typical treatment is made distinctive by the wellspaced justification (note that the last line of the subhead fills the measure). Children's Business

Life in the Fast Food Lane **Bu Michael Bane** 3.14

3.15



# PEOPLE CAN MAKE UP THEIR OWN MINDS

BY STEPHEN GRECE

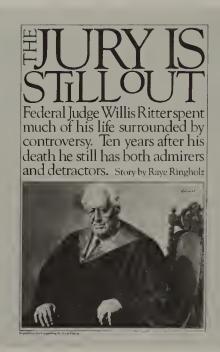
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3.17

# Shakespeare's Man In Town

88 MICHAEL DREXLER

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3.19

3.17

An effective way of uniting the head and subhead is to set them to the same width. The impact is strengthened by also matching the image's width, then surrounding the whole design with a box rule. *Lodestar* 

3.18

This deck is set in very black contrasting type that is made even more visible by being set into crisp, square cut-ins in a justified text block. The black squares, called ballots, set into the text indicate paragraph breaks. *American Way* 

3.19

This deck is also cut into the text but, being printed blue, is a more subtle treatment. Compare the densities of this and the previous example. The feeling of each is utterly different from the other. Cleveland Magazine

This subhead is as small as any you are likely to find. Its type size is, in fact, smaller than that for the text. But it is visible nonetheless, because of its boldness and its position in the wide outer margin. It is line-spaced to be visually the same depth as the headline, thereby creating a distinct design relationship and guiding the reader's eye. *USAir* 

3.21

Everything lines up perfectly on this page. The byline is sized to match the width of the text column; the cap *B* ends at the base line of the first segment of text, and the subhead hangs into the left-hand margin the same visual distance the cap *B* rises above the headline's x-height. These relationships make the message clear and appealing. *Hippocrates* 

3.22

This magazine leads off every story with a *SUMMARY* deck, giving each article a more serious feeling, whether the topic is Armenian protests or the three-point basketball shot. Readers get a very good idea of what to expect from each story and can decide whether to continue reading without having invested much time. *Insight* 

Everyhody knows about the Southsonass Institution, national galdenes, and familiarsh monatonist in Washnagton, D.C., but past an hour away is a city beresting with six inwa pride, tradition, and enformments. Baltimore, Maryland, offers something for exeryone—a completely incalculated

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says reliated historium folia flattiery,"
yei it ediesis a balance of altractions. "Those deferrang clearly receptions the intrinsec characteristics of fallitmore" population—and include ethnic festivals important someours and gallenes, the United States most benerview Greinels basedul tions, and historic wires such as Fort Medical Balance, moreovers, is the birthplace of the American reliations." 1814. U.S. troops repelled British forms only three weeks after the had between the Capital and What Home. It was this bartish that mappine Francis Scott. Key to write the poet that became the national anthorn. It was the harbon below is the U.S. fright Contribution, the first commissione shap of the U.S. Navy, It was slaunche from nearby 861% below in 1797 an accreal until 1945.

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# THE BOUNTY OF BALTIMORE

Bu Busham C

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Concapilation of collection public beautiful Section 1. The control of the collection of the Control of the Co

Jist across the inner Harbor is the Maryland Science Center, which features hands-on learning reperiesces for little (and hig) leds, films, and exhibits, as well as the Dovis Planetarium and an IMAX Theatre with a free-story movie screen. Nearby is

Muscaphyla by Cost Passa Photography

the Matter's Capital is a city learning with H own pride, tradition, and enticements.

\_\_\_\_

3.20



WORLD

### Spreading Nationalist Turmoil Challenges Power of Glasnost

SUMMARY: Probasts by thousands of Ameniana, shocking for the Soriet Union, are only the latest example of a growing problem for Soviol leaders. Restrict esthic and national groups are Sociotical formational groups are Sociotical folial and ideological restrictions, Soriet authorities may have opened Pandersh box.

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3.23

The first thirteen lines of the text are a lengthy subhead, which acts like a summary, without being so named. Its type size is larger than that for the text, and at thirteen lines deep, it is the maximum length advisable for attracting readers. Printed brown, it supports the idea of drinking tea. *Nester* 

3.24

Is this a subhead or a lead-in that works like a subhead? It doesn't matter, so long as the first few words illuminate the headline and keep you reading.

Public Relations Journal,

3.25

Deck and headline can be integrated into a single unit. The subhead lines are set justified to obtain the squared, even measures. Printed purple and black. *The Face* 

This deck infiltrates the headline, but the two are clearly separate in the original: the subhead is printed bright red around the black headline. Spy

3.27

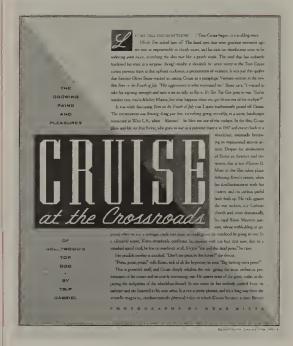
The subhead can be bisected by the headline, forcing the reader to make a visual leap to continue. Rolling Stone

3.28

This deck looks like a breakout because it is set to column width, in a clearly contrasting typeface, and it is written to be provocative and intriguing. Nonetheless, it is indeed a subhead because it is meant to be read immediately after the headline. New York Woman

In the old days primogeniture went like clockwork. The oldest son, as official heir, would get the house, the title, most of the assets and fond narrental attentions, one younger son would go into the church, one into the military and one into the City. No questions asked. But now everything's up for grabs, and siblings are free to squabble over anything—money, inheritance, insurance, windfalls, who gets to sit in the front seal, who gets the family dog, who gets the oil plantings of the family dog. In the osetpromogeniture modern world, if one sibling manages to get control of the family business, another goes straight to Hazelden, while a third is likely to drain the family finances by trying to buy a political career. And at tense family gatherings the sinveling battle cry of the contemporary black sheep insometry.

3.26



3.27



Grand Passion



This deck is sized and positioned to look like a caption, though the real caption is positioned at the bottom left corner of the photo. The subhead's white letters are dropped out of a solid blue background, and the caption is printed in blue, creating a positive/negative visual connection between the two elements. *Fleet Norstar Directions* 

3.30

Top-of-column subheads may seem to overstep the fuzzy boundary between subhead and headline. In this case, a bona fide headline (*primary* typographic element) is on the facing page. The vertical rules, repetition, and imagery/text relationship combine to make this an easily absorbed cluster of information. The original is in full color, making the page even more dynamic than it looks here. *BP America Scene* 

3.31 Subheads can be placed inside an image. In this case, the image has the headline superimposed on it, joining three elements. *Connecticut's Finest* 

### Subheads external to text: floating subheads

3.32

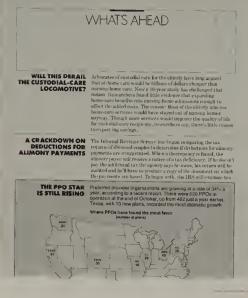
A hanging or marginal subhead stands in the margin. Each subhead is three lines long, giving the page a rhythm. With an average of only seven words per subhead, the words used must be provocative and informative. Medical Economics

3.33

This magazine has a thin outer column used only for floating subheads and authors' biographies. The department heading joins the outer column to the body of the text area. World Monitor

3.34

These marginal subheads are also bold lead-ins. The first sentence of a long quote is enlarged and placed in a separate column, making it easy to scan the page vertically for a quote that appeals. Chemical Processing



3.32

# Country Funds

3.33

# **Quotables**

he global economic order of the 1980s is far removed from the more predictable conditions of just two decades ago.

DR. DOUGLAS E. OLESEN
Executive Vice President and Chief Operating

... In the mid-1960s, over 75% of the world's technology was generated in the United States. Today, only 50% of the world's new technology is American and that is predicted to fall to about 35% by 1995." In describing the current competition for new technology, Olesen noted that R&D spending has increased in the U.S., as well as througbout the industrialized world. Olesen predicts that the demand for technology will not stop. Olesen identified some of the characteristics of the current era as: rapid and diverse movement of technology throughout the world movement of econologists. will not stop. Olesen identified some of the characteristics of the current era as: rapid and diverse movement of technology throughout the world; movement of people with technical expertise within companies and from one company to another; and a faster cycle in bringing products from the laboratory to the marketplace. "Business leaders see new products as the key to diversification. Industry leaders are seeking technology which leads to specialty products. Olesen cited a number of approaches that companies are using to acquire new technology: (1) Become a limited partner in venture capital partnerships in order to invest in new and existing technically oriented companies; (2) Acquire other companies or merger, (3) Enter into joint ventures and joint projects; and (4) Investigate company-supported cooperative research programs. In addition, companies are encouraging the generation of internal ideas leading to new technology.

look for FACT to play a more active role in issues that impact more than a single industry.

ROBERT F. McQUADE Chairman Bell Communications Rese

... I am hopeful that the minor difference in the various Code 39 specifications can be reconciled and a single Code 39 specification amendable to all can be drafted. FACT is an appropriate forum for the various industry associations to have a voice in the process that brings reconciliation to fruition." FACT was formed in February 1985 by users of automatic identification technologies to undertake programs aimed at ensuring the efficient and orderly adoption of bar coding and other Automatic ID technologies in a wide range of industries. The organization now operates as a bureau of the Automatic Identification Manufacturers, Inc. (AIM). As an active Automatic ID industry group, FACT brings direction to the rapidly expanding use of automatic identification technology in the industry and government. FACT's programs address major issues related to manufacturer identification, symbol specifications, autodiscrimination, standards coordination, and cooperative efforts between users and suppliers.

isposal of plastics in the environment is an issue which could impact the growth of the U.S. plastics industry.

LEE A. SHOBE General Manager of Olefin and Styrene Plastics Dow Chemical USA

... In all its aspects—from overloaded landfills to impacted marine life—this issue is real and it is growing, and so is public awareness, whether it is legislation in Italy, New Jersey, Michigan, or California—or a controversy over landfill in your local community. If we remain passive on this issue, the activist public may develop solutions which resin producers and converters find impractical and expensive to accommodate. We must become more active as resin producers, converters, and endusers to support adoption of practical and workable programs. Conversion of waste materials to energy through incineration and more aggressive programs for recycling and litter management are viable solutions we can support."

24 JANUARY 1988 CHEMICAL PROCESSING



Evanue white the many dark area of the many dark area (form) and ware (form) a



3.35

A floating subhead is positioned alongside the text in its own column. An excellent way to give a floating subhead visibility is to surround it with white space. The added line space makes these eight lines seem easier to scan than if they had been set with a more predictable couple of points of additional line spacing. *Electronic Musician* 

3.36

This page is organized to guide you around the photo from top to bottom. Each of the five kinds of information is given a distinctly different typographic treatment, necessary to keep readers moving from one element to the next. The ultimate goal is to woo them into the text. M

3.37

This exuberant typography is a sample of contrast of depth and transparency and how it can make a spread come to life. The centered deck next to the text juxtaposes with the symmetrical design of the headline. *East Coast Magazine* 

The floating subhead appears to become a caption as it jumps the gutter and is surprinted on the color photo. QUEEN NOOR is printed in the same pink as the dress. Dossier

# **Subheads internal to text:** breaker heads

3.39

A breaker head is inserted into the text to divide it into sections and make it appear less of a chore to read. These breaker heads jump off the page because they contrast in nearly every conceivable way with the text: they are centered in a contrasting sans serif, all-cap, condensed bold typeface that has a slightly larger point size. UCLA Magazine



3.38









HIRIG—A small or motions belt square-rigid)

10 MININGS A RESPONDENT IN 1998

11 Section of the section of the

3.40 A single

A single breaker head is used on each of the five pages in this article. Each is printed dark blue-green to unify it with a frieze running along the foot of each page. *Invention & Technology* 

3.41

Here a run-in breaker head begins each new section. The bold all-cap treatment pops them out of the gray text. Always be sure breaker heads are immediately visible, so they will act as the flags they are meant to be. *Restaurant Business* 

3.42

These breaker heads divide the copy by graduation year. The combination of boldness and extra line space above and below are sufficient to make them pop out on the page. *Notre Dame Magazine* 

The control of the co

3.42

The question/answer format is common in nearly every publication. Questions must stand out, enabling readers to browse until their attention is arrested – graphically, they are identical to breaker heads. The difference between questions and answers is usually made clear by setting the questions italic or bold and the answers in regular type. This example shows unexpected ways of making the questions stand out. *L'Expansion* 

### 3.44

A lead-in breaker evokes the Russian Cyrillic alphabet, relating to the content of the text. Note the simplicity of skipping a single line space and setting the breaker two lines deep. Breaker printed in light blue. New England Monthly

### 3.45

Pictures can work as well as words to break up an articlé. The "breaker head" is an illustration that started as characters in a picture font. *America's Horse* 



3.43

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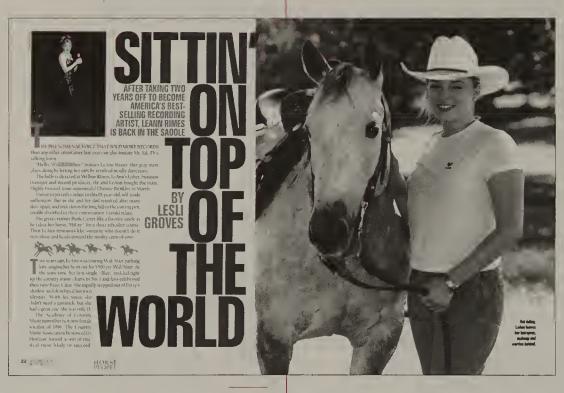
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INCIDENTIAL PACCAL SMALLSHING MOXA



### BREAKOUTS



Breakouts, also known as pull quotes, callouts, or liftouts, should be thought of as verbal illustrations that draw the reader into a story. Editorially, they should be brief extracts of particularly provocative copy. Graphically, they should be highly visible – in strong contrast with their surroundings – and able to easily attract

the reader's eye.

Breakouts were invented to solve a particular problem: how to slow or stop a casual reader who is not yet actively reading an article. The solution: enlarge a brief portion that is most likely to make the reader stop to read the article in its entirety.

Breakouts do more than trumpet the most salient or arresting segment of an article. Because they are meant to be read before the text, breakouts also provide an opportunity for typographic preening and experimentation. Their use leads to an over-all elevation of a publication's visual and typographic presentation.

To catch the reader's attention, the breakout must contrast strongly with the surrounding text. Contrast can be achieved in several ways:

• Increase the type size. Simple and effective: use the same font and weight as the text type but enlarge it (fig. 4.01). An enlarged breakout should be at least 18

points to stand out sufficiently. This sizeonly contrast can be enhanced by surrounding the breakout with a moat of white space.

• *Increase the type weight*. Make the breakout bolder than the text, or really pump it up by making it bigger and bolder (fig. 4.02). Experiment by making the text bold and the breakout lighter (fig. 4.03). Either will work, so long as sufficient contrast exists between areas of type.

· Change the color. Run the breakout in a second color or drop it out of a panel of the one available color to increase its visibility on the page (fig. 4.04).

· Create an unusual column structure. Breakouts can be positioned either within the text (fig. 4.05) or in dedicated white space, using consistent sinkage at the head margin (fig. 4.06) or in a narrow column at the outside margin (fig. 4.07) or between columns of text (fig. 4.08). Eccentric, or uneven, columns are a provocative means of separating kinds of information (fig. 4.09). If your publication can accommodate eccentric columns – on an opener or because it does not run ads - consider

were love-sick with them. The oars were silver which to the tune of

The nature infects the teller

flutes kept stroke, and made the water which of bad news they beat to flow faster, as amorous of their strokes. For her own person, it beggar'd all description.

> She did lie in her pavilion, cloth-ofgold of tissue, o'er picturing that Venus where we had been astride

4.01

were love-sick with them. The oars were silver which to the tune of flutes kept stroke, and made the water which they beat to flow faster, of bad news as amorous of their infects strokes. For her own person, it beggar'd all

The nature the teller

description. She did lie in her pavilion, cloth-of-gold of tissue, o'er picturing that Venus where we had

4.02

were love-sick with them. The oars were silver which to the tune of flutes kept stroke.

The nature of bad news infects the teller

and made the water which they beat to flow faster, as amorous of their strokes. For her own person, it beggar'd

all description. She did lie in her pavilion, cloth-of-gold of tissue o'er picturing that Venus

4.03

were love-sick with them. The oars were silver which to the tune of flutes kept stroke,

# # # # The nature of bad news infects the teller

and made the water which they beat to flow faster, as amorous of their strokes. For her own person, it beggar'd all description. She

### The nature of bad news infects

nature of bad

now as it w's before. O spirit of great love! Fresh art thou, that netwith-standing thy capacity receiveth as the sea, n'ght enters there. Of what valid ty and pitch so'er,

infects

perfumed that the winds were

lovesick with them. The oars

were silver which to the tune

the water which they beat to

beggar'd all description. She

flow faster, as amorous of their

strokes. For her own person, it

of bad news of flutes kept stroke, and made

gold, purple the sails, and so perfumed that

The nature of

bad news

infects the teller

kept stroke, and water which they beat to

flow faster, as amorous of their strokes. For

her own person, it beggar'd all description.

She did lie in her pavilion, cloth-of-gold of

gold, purple the sails, and so perfumed that

the winds were love-sick with them. The

oars were silver which to the tune of flutes

The nature of

**BAD NEWS** 

infects

4.05

4.08

The nature

infects

4.09

4.10

the teller

# he nature of bad news infects the teller

infects the teller

notwithstanding thy cap and giving odor. No more to so weet now as it ws before. O spirit of soler, but falls into abatement and low price, even that might enters there. Of the wat valid by and bless, stealing and giving odor. No more the soles weet so described in the substanding thy capacity secreved as the sea, they quick and fresh art thou, that notwithstanding thy capacity received as the sea. What valid by and pitch standing thy capacity received as the sea. What valid by and pitch great love!

Fresh art thou, that notwithstanding thy capacity received as the sea, they quick and fresh art thou, that notwithstanding thy capacity of shapes is fancy that and giving odor. No more that the sea, and fresh art thou, that notwithstanding thy capacity received as the sea. What valid by and pitch shapes is fancy that a minute. So full of shapes is such as a display that the capacity received as the sea, the sea, the sea when the sea, of the third that the sea, and the sea, and the sea, of the third that the breathes so er, but falls into abatement and low price, even a minute. So full of shapes is fancy that the sea, the third that the sea, and the sea, and the sea when the sea, the third that the breathes so er, but falls into abatement and low price, even a minute. So full of shapes is fancy that the sea, the third that the breathes so er, but falls a dying fall. (ame of er my ear that the sea, that the breathes upon a bank of violets, stealing and giving odor. No more the sea.

Fresh art thou, that the sea, of the sea, the s

the winds were love-sick with them. The oars were silver which to the tune of flutes

4.06

nature teller

the teller kept stroke, and water which they beat to flow faster, as amorous of their strokes. For her own person, it beggar'd all description. She did lie in her pavilion, cloth-of-gold of tisusing the narrower column or columns for breakouts. Clear rules for their use must be developed and followed. For example, text may be put in wider columns while breakouts, headlines, and captions go in narrower columns. When using narrow columns, allow the leftover white space to surround the breakout. It is not an extravagant use of paper, but an excellent way of creating a coherent hierarchy on the page.

· Open the line spacing. This will make a breakout look shorter and easier to read (fig. 4.10). To create sufficient contrast, add at least an additional half line space per line. This device is especially effective in conjunction with open letterspacing and italic type.

• *Use quotation marks if the breakout is* a direct quotation. Make the quotation marks illustrative by exaggerating their size – open with a 66, close with a 99 (fig. 4.11). Team the quote with its source by adding a photo of the source to the breakout configuration (fig. 4.12). Set the type in italics, which suggests handwriting and, to some extent, spoken thought.

· Use a display initial. The greater the contrast with the surrounding type, the better. It is almost impossible to overdo it. Found letterforms or objects (reproduced on a copier) make especially unusual, eyecatching initials (fig. 4.13) and can be chosen for their relationship to the subject of the story, thereby enhancing the communicative quality of the breakout.

• Add rules. Rules are visible because they are inherently directional and because they are usually darker than other elements on the page. If heavy enough, the rule creates a useful and unavoidable focal point. Add a rule when a light breakout does not pop off the page (fig. 4.14).

• Use box rules. These can be embellished to impart a unique character (fig. 4.15). Be careful not to overuse boxes: they tend to deaden a page and repel readers. To overcome this likelihood, avoid using ordinary boxes.

- Surround the breakout with white space. Any breakout will become more visible when it has more space around it. Particularly when placing a breakout in the text, leave sufficient white space on all four sides, or you run the risk of camouflaging it amid the textual underbrush. The rule of thumb is to leave from a half to a full line space above and below and a couple of characters of width on each side, but optical spacing is the ultimate determinant (fig. 4.16).
- Put the breakout inside a shape. Choose a shape that relates to the story's subject, or use a shape that echoes an element in one of the story's pictures.

Using any one of these techniques alone can give great results. A potent breakout will give the reader who is casually wandering through a reason to stop and become involved with the story. Adroitly combining two or more of these techniques will create highly visible, unique display type, bound to catch a browser's roving attention.

# More thoughts on breakouts

- Do not position a breakout too close to its appearance in the text. Readers are looking for the context of the extract. If they find it too easily, they may not read the rest of the piece.
- Insert a breakout in the middle never at the end of a paragraph (fig. 4.17). This helps the reader read past the breakout by indicating that the text continues.
- A breakout can be one of the most important typographic elements on a page. Do not bury it on the less visible bottom third of the page, where it is less likely to be seen.

- Combining a distinctive breakout and headline treatment for each feature story clearly tells the reader which pages belong together (fig. 4.18). It gives a consistency that should be instantly recognizable, especially if the story must be interrupted by advertising pages.
- Finally, it is *very important* to keep breakouts as short as possible bite-sized, two brief sentences or less. They must seem scannable without effort to the reader. Long breakouts of three or more sentences dissuade the reader from nibbling. It's simply too big a taste test. Remember, the point is to interest, not necessarily to inform. The text carries the information, but the reader must be lured to it.

# The examples

The breakout examples on the following pages are grouped in the categories described in this chapter introduction. Classifying them is a bit tricky because they rarely exemplify just one technique. Though each example shows two or even three techniques combined, one usually predominates, and the example has thus been included under that heading.

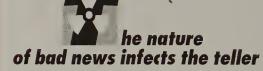
gold, purple the sails, and so perfumed that the winds were love-sick with them. The



oars were silver which to the tune of flutes kept stroke, and water which they beat to flow faster, as amorous of their strokes. For

4.12

gold, purple the sails, and so perfumed that the winds were love-sick with them. The



oars were silver which to the tune of flutes kept stroke, and water which they beat to flow faster, as amorous of their strokes. For

4.13

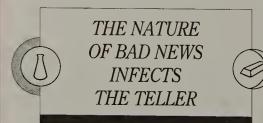
gold, purple the sails, and so perfumed that the winds were love-sick with them. The

# The nature of bad news infects the teller

oars were silver which to the tune of flutes kept stroke, and water which they beat to flow faster, as amorous of their strokes. For

4.14

gold, purple the sails, and so perfumed that the winds were love-sick with them. The



oars were silver which to the tune of flutes kept stroke, and water which they beat to flow faster, as amorous of their strokes. For

e, play on. 7e me ex-

sofit that, r-feiting, appetite ıy sicken nd so die.

music be it came o'er my ear e food of like the sweet sod

> .he nature of bad news infects the teller

at strain that breathes upon ain! It had a bank of violets, thy capac yingfall.O, stealing and giving receiveth

odor. No more 'tis sweet no as it was t fore. Oh si oflove! Ho quick ar fresh art t that notw standir

4.16

the winds were love- to the tune of flutes sick with them.

NO! kept stroke, and

he nature of bad news infects the teller

The oars were silver which to the tune of flutes kept stroke, and made

 $\int$  he nature of bad news infects the teller

made the water which they beat to flow faster, as amorous of their strokes





4.20

Central Park South, Kalikow of trying to evict 2,000 working people and pensioners from the City and Suburban Homes on East 79th Street—and of planning to tear down part of the historic project (New York, December 2, 1985). And to top all that off, Kalikow has been "warehousing" some 500 City and Suburban apartments in anticipation of moving residents to make room for the new "Mount Kalikow" on the eastern (riverview) end of the property.

The two men are friends. Indeed, they teamed up in 1985 to enter the competition for the Coliseum site at Columbus Circle. Their losing hid, a huge, tapered, columnlike structure, made the winning Mortimer Zuckerman plan look positively cozy. But each man has also gone his own way. Trump has always been visible and public, while Kalikow has been quieter, contained, and—until now—very private. Trump once

fies political clout in a city where the supreme spectator sport is real-estate deals.

Kalikow has looked at the *Post* beyond the Donna Rice pic-

is real-estate deals.

Kalikow has looked at the Post beyond the Donna Rice pictures. The conservative opinion columns match his own politics. "The editorials are right where they should be." he says. "On almost every issue I can think of, I agree with them now." In the past, Kalikow has been a big contributor to Mayor Koch's campaigns and has helped raise funds for Republican candidates, including senators Alfonse D'Amato and Bob Dole. Now that he owns the Post, he says, he won't do more political fund-raising or make more campaign contributions. Kalikow turns aside questions about how much he's prepared to lose with the Post by saying he expects to be making money in a few years. Each additional page of advertising the Post can sell each day, Kalikow maintains, will translate into about \$2 million over the year. He makes it sound as business-like as adding a floor to a high rise. But perhaps the quickest way to get a reaction from the new owner is to ask him why he thinks he can succeed with the money-losing Post in the crowded New York market. "The more people tell me not to do something," he says, leaning forward, "or the more they say something is not going to work, the more I want to do it."

"Avenue was good business, but

"Avenue was good business, but it was also a real honey pot for meeting every stripe of notable Up-per East Sider, from CEO to so-cialite, in a 'proper' way."—Mi-chael Schnayerson, former editor of Avenue magazine.

the Post day to day will the Post day to day will fall to publisher Peter Price, and he is already on the job, campaigning as hard as any presidential candidate. "This is our city," he says, explaining why he and Kalikow believe they d

why he and Kalikow believe they can make the paper succeed.

In fact, it is a long way from the Upper Fast Side ambit of Price's high-gloss magazine to the offices of the Post, across from the Alfred E. Smith Homes, Almost all of Price's media experience has been in slick magazines, although he's careful to point out that, as an undergraduate, he ran the business side of the Daily Princetonian in 1961—"its best year ever, I'm told." Also, while at Yale law school, he worked in the advertising department of the Wall Street Journal one summer vacation.

he more people tell me not to do something," Peter Kalikow says, "or the more they say something is not going to work, the more I want to do it."



MURDOCH TOASTING PETER AND MARY KALIKOW.

wanted to buy the *Daily News*. Now Kalikow, with his *Post*, has trumped Trump.

By all accounts, though, it would be glib to conclude that Kalikow has acquired the *Post* as one more prize to be conspicuously consumed: The boy with the most toys wins. The more adult analysis—that some kind of land grab for the *Post*'s East Kiver-ford, upoperty has been multip motion—deem'thold up. River-front property has been put in motion—doesn't hold up, either. Kalikow is committed contractually to running the *Post* for one year, and skeptics claim he plans to then kill the paper and put up luxury housing on its site. Hamilton Homes and Rupert Green are among the more mordant names that have been such that have

Because Price appears to be so self-contained and because he came from out of town—his father was a Philadelphia archi-

Increased type size

The biggest type signals the greatest importance and is read first. The photo is in color and the B is printed purple. Medical Economics

Large type enhanced by "printer's flowers" and handsome emptiness. A good breakout must be intriguingly written, as this example is. Syracuse University Magazine

4.21

This breakout is joined with a photo and caption, the three elements making a single concentrated unit. The initial т is light green, the caption is knocked out of deep blue. New York

# **Increased** type weight

4.22

Increasing the type weight will make the breakout instantly visible. This type is printed 70 percent black so it will not completely overwhelm the color photo, which extends to the top of the page. Tampa Bay Life

4.23

A brief, one-sentence bold breakout is overprinted on a colored screen tint that bleeds off the bottom of the page on each department opener. The background colors change, but the size and position of the screen tint is always the same. USAir

Century Schoolbook Bold makes the breakout stand apart from the text – with some help from vertical and horizontal rules. The rules are printed green. Pacific **Tidings** 



4.22

### Fraser River sockeye run best in years

They had returned to spawn in the millions and they were beautiful.

4.24

DESTINATIONS

### Orlando's Evolution



school,

Happily, he found a carpenter in Great Barrington who was willing to take on the Job. When the carpenter was done, my father climbed in to make sure the box was big enough in case it should turn out to be his. I wish I'd been there to see the carpenter's reaction, but I'm sure Dad felt he was merely being practical. You don't buy a snit, after all, without trying it on first. The box was stored next to the cart in the barn by the house in Stockbridge, to await its occupant.

In 1971, my father calculated that the circles of the pie were increasing at such a rate that the family would run out of space by the year 2101. I can't imagine how he settled on that particular year. Far off as that time might seem, to my father the situation demanded action now. He immediately petitioned the board of selectmen for the right to bny an adjoining parcel. He put the matter rather plaintively in a letter to the selectinen: "If we rested content with our present land, we should be completely surrounded by graves and have nowhere to grow." It is uniquely Sedgwickian, I expect, to see death as expanding a family rather than contracting it. Nevertheless, at the selectmen's first meeting the question was quickly tabled as being "premature." It went down again at the second meeting, the shortest meeting, it was noted, "ever." But my father prevailed in the end; the pie's future is secure well into the

twenty-second century.

My father died in 1976 when I was twenty-one.
He had a stroke on Christmas Eve. He was incapacitated, and, difficult as it was for everyone in the family, we observed his wishes and asked the doctors not to intervene to prolong his life in that condition. He died two weeks later. He, too, was cremated. (He had always planned to be, but it was nonetheless important to my father for the coffin to be "full size") For some reason it fell to me to collect his ashes; they came packaged in a card-board box, which seemed crude even by Sedg-

wick standards. This was in January, and the main street in Stockbridge was covered with slush as the horse-drawn cart led the funeral procession. I had been steeling myself for the moment when I would have to throw the loose soil onto my father's grave, but to my surprise that didn't affect me. Grief picks its own moment. Instead, I had choked up during the service when we sang the hyini. "A Mighty Fottress Is Our God," I think it was. Behind me, I could hear my older brothers singing so bravely - Sedgwicks always belt out the hymns that I was overcome. Tears spilled down my cheeks. I tried to sing, but I could harely make a sound.

My father's stone is mottled and gray like all the others now.

I hadn't realized he had been gone so long. He lies beside his tirst wife, Helen, whose stone is topped by the Groton School crest (she was the daughter of Groton's founder). It is always strange for me to come into the pie and see, in effect, my father's other life. Helen had died on a visit to Stockbridge seven years before I was born. Babbo, her father-in-law, wept at her grave

the engraver would inscribe the words on the back, as if Dad was still marching forward. But I think that's a joke my father would have liked. Death, you see, can't stop him.

THE SEDGWICK PIE is sufficiently quirky that it has attracted considerable attention over the years, and it's often said that the graves are arranged so that on Judgment Day the Sedgwicks will rise and see no one but Sedgwicks. I doubt it was a Sedgwick who first put it this way. (It reminds me of the other bon mot that Sedgwicks have been trying to live down for generations, one attributed to Thomas Appleton, that the Sedgwicks are so deeply rooted in Stockbridge that even the crickets chirp Sedg-wick, Sedg-wick.)

The Judgment Day business was in fact the first thing my wife heard about me, and it nearly ended our relationship before it began. She and I both happened to attend a get-together for English majors at Harvard's Eliot Flouse when I found Alan Heimert, the Paritan scholar and Eliot House master, standing before me. I introduced myself. "A Sedg-"he roared, "You're not one of those Sedgwicks of the pie, are you?" I quietly admitted it was true. "You know what they say about the Sedgwicks, don't you?" he continued at full

he Sedgwicks do not, like most people, go to their graves dressed in their Sunday best. We wear our pajamas.

hut I couldn't stop him. "On Judgment Day, they all rise up and see no one but Sedguncks!" Then he laughed uproamously, while I did my best to smile. On the other side of the room, my future wife, a Califor-man, funed about the horrible wase-iness of it all and vowed to avoid this ridiculous Sedgwick person. Happily, she relented. Actually, we Sedg-wicks don't think

much about Judg-

ment Day, and so far as anyone knows the plan of the burial ground has nothing to do with it. What it does have to do with remains unclear. Growing up, I had always assumed the original scheme for the pie was hatched by the Judge himself. He was a man of no small ego, and I figured it would suit him perfectly to have his descendants arrayed at his feet. In truth, the Judge had developed no plans for his gravesite when he died in Boston, where he was living with his third wife, Penelope Russell, in 1813. He was buried in Boston after a funeral service led by William Ellery Channing and attended by the leading

NEW ENGLAND MONTHLY + 37

4.25

4.26

Color

4.25

Printed in two shades of green, this breakout is made visible in a purposeful field of gray. Note the center-jumping initial T and the square cut-in's contrast with the ragged-right breakout. New England Monthly

4.26

Boldness and bright red ink combine with a hefty outer margin to make this pull quote zing the reader's eye. SSR-tidningen

An asymmetrical setting and empty column define this red breakout. The photos at the bottom of the page are also asymmetrically positioned. Spy

The initial is yellow, the rest of the breakout is red, on a black triangle. The red and yellow are also used for a sidebar article, visually uniting the parts of this story. CA Magazine

# Column structure: position on the page

These breakouts run across the tops of five consecutive spreads of a twelve-page story, defining its look and feel. EMORY cook is knocked out of warm red, and the bold phrases are printed green. Audio

### TOUT CE QUI BRILLE

Les empi unts de lingots d'or, comparativement aux contrats de vente à terme, constituent une innovation relativement récente; les pratiques comprables à leur égard ont été grandement influencées par celles que l'on applique aux contrats de vente à terme. Certaines similitudes étaient à prévoir puisque, dans les deux cas, la société minière s'engage à livrer dans l'aveuir une quantité déterminée d'or à un prix-

La méthode de comptabilisation généralement acceptée pour les emprints de lingots d'or est la snivante : l'emprinteur comptabilise son obligation selon le montant en dollars qu'il obtient de la vente de l'or emprinté. Il n'est pas nécessaire qu'une livraison d'or et une vente aient effective-nient lieu : le prêteur pent simplement avancer les dolfars équivalant à la valeur marchande de l'or à la date de l'emprunt. Dans tous les cas, la valeur en dolfars de l'obliga tion est établic en fanction de la quantité d'or empruntée et

de la valeur marchande au noment de l'emprint. Ce principe s'applique même si l'or emprunté est détenu un certain temps par l'entreprise avant d'être vendu, ou s'il fait l'objet d'un contrat de vente à terme. Dans les deux cas, le produit tiré de la vente n'est pas le même que celui qui anrait été réalisé si l'or emprunté avait été vendu immédiatement au comptant. Le grûn on la perte résultant de l'écart entre la valeur marchande à la date de l'emprunt et le prix finalement obtenu constitue un élément distinct qui pas nécessairement pris en compte dans la valeur en dollars attribuée à l'emprunt. L'action d'emprunter de l'or est une opération non monétaire qui doit être comptabilisée à la valeur marchande, à la date de l'emprunt, et les gains ou pertes résultant d'une conversion ultérieure en dollars doivent être traités séparément

Dans la pratique actuelle, il existe deux méthodes pour résenter l'obligation au bilan. La première consiste à définir celle-ci comme un contrat de vente à prix déterminé et à inserire un produit comptabilisé d'Avance. La seconde consiste à considérer l'obligation comme un emprunt. Quoique les emprunts de lingots d'or présentent des caractéristiques communes avec les contrats de vente à terme d'or (et les contrats de vente en général), ils visent principalement l'obtention de capital et l'emprunteur doit en assumer les frais financiers. Selon les réflexions récentes formulées à l'égard de cette question fondamentale par le groupe travail sur les problèmes nouveaux du Financial Accounting Standards Board, if convient de considérer ces instruments comme suproms (voir Jone 89 m)

être difficile d'étab ir un lien entre les quantités d'or produites et le remboursement de l'emprunt

produit résultant de la vente d'une quantité d'or, égale à la quantité empruntée, au prix par once qui est implicite dans la valeur initiale de l'emprunt. Il y a des avantages à appliquer, une méthode de compta-

bilisation fondée sur le principe que l'emprunteur de lingois d'or sera remboursé (directement ou indirectement) à partir de la production future : les emprunteurs qui ne réussiraient pas à vendre aux prix courants des quantités d'or au moins égales aux quantités emprumées feraient face à des risques financiers illimités; en outre, il serait peu probable que les prêteurs offrent des conditions acceptables à des entreprises se trouvant dans l'impossibilité de produire les quantités d'or nécessaires au remboursement.

Conme les avances en lingots d'or ne sont accordées qu'anx sociétés qui exploitent des mines d'or, elles ne peuvent être considérées comme une opération conventionnelle; ces avances sont liées de manière inextricable aux réserves minières et aux activités de production de l'emprunteur. Les méthodes de comptabilisation de l'emprunt doivent tenir compre de ce fait. D'autres méthodes qui consisteraient à traiter les gains et les pertes sur emprunts de lingots d'or comme des coûts financiers devant être imputés à l'exercice fit de comps (on selon snéthode d'étalionent

4.28

# Emory Cook

I got into the record business because of the auful quality











INTERVIEW WITH.

# BILL DAROOGE

4.30

him up, and the criminal gave us all the information we wanted." The young policeman's first murder case was even more of a shock. The victim's body had been cut up and placed in six large pickle jars. "It almost made mebecome a vegetarian," Lee says. "For three months I didn't want to look at meat." After three years he decided he wasn't cut out to be a policeman. "Sometimes I was using my salary to help the families of victims or suspects, to make sure they had enough to eat and the kide could get to school," he says. "But eventually I concluded that I was getting too emotionally involved and should try something else."

But they time for head of the control of the state of the state

getting too emotionally involved and should try something else"

By that time Lee had fallen in love with Margaret Song, a pretty college student of Chinese ancestry from Malaysia, after processing her visa at the police department. When Margaret completed her studies at Taiwan Normal University, Lee made plans to follow her to her home on Sarawak, a large island in eastern Malaysia While she taught high school, he took a job as a reporter for a Chinese-language newspaper. After three months he became an assistant editor, and after a year the chief editor. "I ddn't really want the job," he says. "Spending with the ditor left, and I got it by default." Soon, though, Lee grew restless and decided it was time he make good on a childhood promise to his mother that he would get a doctorate." I am the kind of individual who needs constant intellectual stimulation," he says.

"In Malaysia I had learned how to crack a coconut and how to fish, and there really wasn't much left to challenge me."

how to fish, and there really wasn't much left to challenge me."

Lee's sister Sylvia Lee-Huang, a professor of biochemistry at New York University Medical School, had long been prodding him to come to America for advanced academic training So in 1965 he and Margaret, now married, landed in New York with just \$50 and a few words of English between them Working part time as a waiter and a martial-arts instructor, he earned a bachelor's degree at the John Jay College of Criminal Justice in two years and then enrolled at New York University for graduate studies in science "I had been thinking about just becoming a biochemist or a geneticist," Lee says "But somehow police work was in my blood, and I figured I could combine both" After receiving a doctorate in biochemistry from NYU in 1975, Lee joined the University of New Haven faculty and quickly established a new and very popular program in forensic science. He was granted tenure and named full professor in just three years, an all-time record for the university.

professor in just three years, an all-time record for the university.

In addition to teaching, Lee volunteered his services to public defenders, and his reputation as a super sleuth began to spread throughout Connecticut Superior Court judge Anne Dranginis was an assistant state's attorney in Litchfield when she first encountered Lee in 1978 as a witness for the defense in a rape case. In examining the woman's panties, Lee had found so many different semen stains that it appeared she had been wearing the same pair for weeks. Because of that crucial piece of evidence, the rape charge lost all credibility. "By the time Dr. Lee finished his testimony, I knew our case was dead," says Dranginis. "I leaned over to my inspector and said, 'The next time I try a case, I want this guy on my side."



4.31

Lee is on call to assist detectives 24 hours

The next year Lee was hired as the director of the State Police Forensic Science Laboratory, which at the time consisted of a single microscope housed in a converted men's lavatory inside a building in Bethany. "Dr Lee immediately turned things around," says state police captain Michael Bochicchio, the assistant director of the lab. "He trained people and successfully lobbied the legislature to bring in more equipment." Now housed in a police complex at Menden, the lab has a \$2 million annual budgetand boasts such high-tech instruments as a laser fingerprint-analysis machine. But the facilities are still somewhat makeshift, and Lee hopes this year to persuade the state government to provide a new building and purchase a computerized fingerprint-filing system "Right now it could take 50 years to try to match random fingerprints manually," he says "But the computer can help identify a possible suspect in seconds."

Perhaps Lee's greatest contribution has been to provide training for the police in how to gather evidence. On call 24 hours a day, seven days a week, he travels to crime scenes at least twice weekly to assist the investigating detectives. "We all become good friends," he says, "spending nights together under the stars looking at bloodstains." Lee's sense of dedication is so strong that on one occasion, when he was deathly ill with the flu, he had police carry him on a stretcher to the scene of a major homicide.

one occasion, when he was deathly ill with the flu, he had police carry him on a stretcher to the scene of a major homicide

Even when Lee is home, his wife, who works as a computer programmer for the Veterans Administration Medical Center in West Haven, sees little of him. After dinner he retreats to a study in the basement of their ranch house in Orange to work on pending cases Even if he is called to a murder scene in the middle of the night, he routinely gets up at 5 a.m to catch up on his scholarly research. "I knew he was a workaholic when we got married," says Margaret, "so I don't mind And no matter how busy he gets, he always finds time for the kids." A devoted father, Lee has seen to it that his kids attend top schools. Sherry, 21, graduated from Massachusetts Institute of Technology last July and is currently living at home while working as a management trainee for the Travelers Insurance Company Stanley, 19, is in the third year of an accelerated six-year dentistry program at the University of Pennsylvania

Conscious of growing older, Lee has given up his daily practice of kung fu fighting techniques. "When I was younger, my punch was quicker and stronger," he says "But the knowledge is still with me. It will never depart." One of Lee's martial-arts instructors also gave him a few pointers in the ancient science of palmistry, and when a colleague at the lab denounced the skill as wuchcraft, Lee offered a demonstration." It ook one look at his palm and told him that he had athlete's foot and that his right foot was mote severely affected than his left," Lee says. "He was shocked He said, 'Nobody knows that How did you find out?"

But when asked whether he has read the lines of des-

find out?"

But when asked whether he has read the lines of destiny etched in his own palm, Lee is uncharacteristically coy. He flashes a mischievous grin and responds simply, "I believe I make my own future."

David W. Grogan is an assistant editor of People magazine. This is his first article for Connecticut's Finest

Breakouts should make the most salient points visible, giving the browser an opportunity to become a reader. The top of the page is a great place to start. Bold sans serif is set wall to wall (across the width of live area). The lead-in is printed red. Hippocrates

4.31

A narrow third column is created at the outside edge of the page, where it is most easily seen. The subject's color photo extends to the edge of live area with the pull quote placed just beneath it, cementing the relationship between the subject and his words. Nibble

4.32

A narrow column of white space in the gutter between columns of text guides the eye directly to the breakout, which features a simple illustrative element. Visibility is enhanced by increasing the type weight and the line spacing. A photo and caption are also placed in this central column. Connecticut's Finest

This pull quote acts like a caption because it is positioned so close to the photo. The formality of this page is caused by its symmetry: one side mirrors the other. New Miami

4.34

This breakout shows off the page's unusual column structure. The bold bars emphasize the emptiness of the left edge of the column, which is defined by the vertical hairline rule. Only headlines, subheads, breaker heads, and breakouts extend into the left-hand "mini-column." The Treasury Pro

# Open line spacing

4.35

Opening the line spacing lightens the "color," or grayness, of a breakout. To make added line spacing look purposeful, add at least half the point size of type being used. This example is set in 18-point type, with 12 points of additional line spacing (30 points base line to base line). Outside

CORPORATE STRATEGIES

### **Knight-Ridder's Transition**

4.33

Inching toward global accounting standards



Rain is obliviou

other hand, want you

very much alive.

4.35



# An Interview with Lou Rosso





company and our performance on full

display to the public. I think all Beckman employees can



4 BECKMAN LIFE

Q. When and where did the idea of Beckman going public originate?

Beckman going public originate?

A. I would say the "where" was in the mind of SRB's chairman, Henry Wendi, who was considering corporate restructuring steps very early this year. Around June 1, I received a telephone call from Henry that raised the possibility of giving more visibility to the non-pharmaceutical businesses. A partial spin-off of Beckman Instruments was one of the options available.

By mid-summer, all the wheels were turning and a small cadre of financial and legal managers were working full time to put the details together. That phase of the launch culminated with the Beckman Board of Directors meeting on September 27, our presentation to the SRB Record and the public air.

tember 27, our presentation to the SKB Board, and the public an-nouncement immediately following that meeting

Q. SKB has other viable businesses which could stand on their own. Why was Beckman picked over Allergan or SmithKline Biosicence Laboratories for public offering?

A. SKB management left that Beckman Instruments was the best first' candidate, and probably for a couple of reasons. One, our planned rate of growth and new product flow looked good. Two, we were the part of SKB that was least reflected in the stock. We were not well-understood by the financial community, and not understood by the pharmaceutical specialists on Wall Street who follow SKB. We are flattered that SKB chose to put our company and our per-A. SKB management left that

to put our company and our per-formance on full display to the public. I think all Beckman employ ees can take pride in that fact.

**Q.** Will Allergan or SKBL be the next to go public?

to go public?

A. I don't think there's any final determination on that point. Henry Wendt has said that the company would continue to evaluate its businesses and that it might find other ways to increase the value of SmithKline Beckman stock. That scenario could, but not necessarily may, include similar spin-off strategies for Allergan, SKBL and other parts of SKB. I don't think any options are closed.

This pull quote is set in 10-point Futura Extra Black and is 168 points from base line to base line. The photos accompanying the quote help the reader connect the speaker with his thoughts. Beckman Life

### **Quotation** marks

4.37

Scratchy handwriting is so obviously human-created that quotation marks are not necessary. This is clearly not an ersatz typeset "script" that resembles writing it's the real thing. Apprise

4.36

### **Display** initials

4.38

The oversize initial acts as a visual target, catching the reader's eye. The breakout is lightened in value by being set with extra letterspacing and a bit of open line space. The initial is printed in blue, the rest of the breakout in red. New York Woman

4.39

The bold initial cap is centered and sits atop three centered lines of type. The first line is forced to the right by the initial. The underscore with bullets suggests the front view of an airplane, appropriate for an airline company's magazine. American Way

4.40

A large initial accompanied by a portion of the illustration from the story opener on the previous spread indicates the beginning of this handsome breakout. Color illustration with lavender initial and breakout. CA Magazine

Other therapists, both male and female, are less sympathetic and flatly claim their women patients are still single because they either "have trouble with intimacy" or are being "too picky" in their search for a mate. "The women are so drawn to someone who's probably not going to make them happy, for example, macho menarogant, self-sufficient men who feel they can choose apone." says Helen De Rosis, a psychaitrist and associate professor at New York University Medical Center. "The really nice guy who will be supportive they ignore—and that's the guy who will make a good partner in the long run. Then they say there's no one out there."

Those stinging words do ring true for some women. Barbara Fogarty, a striking woman with thick, curly black hair who looks much younger than her forty-nine years, admits, "I pick offbeat, exciting, narcissistic, charming, impossible men who are great in bed but for all those reasons are not very likely prospects for long-term relationships." A divorced business consultant with two college-age children, Barbara says she entered therapy twice a week with a psychaitrist eighteen months ago hecause "I was getting to the age where I really wanted to figure it out. Maybe I never will marry again, but I'd like to get on with my life."

Her story aside, the "blame the victim" mentality of many therapists (popularized by best-selling self-help books on this topic) seems unduly harsh. It's brutal out there, trying to find someone to love, honor and cherish. Janice Lieberman believes her colleagues refuse to acknowledge the man shortage because it's just too sad. "I think many women may have to come to grips with the fact that they may never marry, or if they do, it'll be to someone who falls short of their ideal," she says matter-of-factly. "In therapy I encourage them to stop leading half lives, to decorate their apartments, to entertain, to go work in a foster home for contact with children, to develop close friendships with other women or married couples. It's true that society isolates

they're also starting to heat from new mothers; raised on feminism, they are now in shock over the drudgery of raising a baby, torn between going back to the office and staying at home, and furious that their previously self-proclaimed liberated husbands aren't being very helpful. "They get tired and angry with the baby, and they hate themselves for it," says Helen De Rosis. "They say, "My didn't anyone tell me what it would be like?" "Women who are used to being identified by their powerful and glamorous jobs fear they'll drown in the role of wife and mother. If they aren't bringing in a paycheck, shrinks say, they may start to unconsciously feel that their husbands hold more power in the family relationships. And the men may also feel oppressed by becoming the sole support of the family, given the sky-high costs of living in New York City.

Talking about these multifaceted marital dilemmas in therapy can be comforting, but it's hard to resolve many of these problems when only one member of the couple—typically the wife—is confiding her feelings. "My shrink keeps telling me, 'You can't change his behavior. You can just learn not to let it bother you so much,'" one thirty-six-year-old woman writer complains. "Ultimately, that's not very satisfying." That saide, it's also hard to deal with these issues during a period when society's values keep changing, when one year a woman who stays at home is viewed as a pariah and the next she's a respected protector of the nuclear family.

Naturally, all these concerns—from the hearthreak of remaining single to the intricacies of marriage—evoke childhood memories, images of the kinds of lives today's young women were brought up to expect, of the way they were supposed to act. All patients, of course, talk about their parents in therapy. But given the turmoil of recent years, shrinks say, many women experience "a lot of conflict over surpassing their mothers." The mothers don't make it easy, often sending mixed messages to their daughters: "Take advantage of the opportuniti

often view adversity differently. They blame the fates rather than

themselves.

4.38

### ONCE MORE UNTO THE AUTOBAHN

tip of Chrysler's

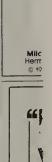
4.39



bar. There are no crime-ridden streets. If you get lost, the worst that can happen is that you wander down a few extra hallways. There are no problems choosing restaurants or calling cabs, no need to puzzle out foreign currency or blunder through another language. It's a perfect vacation for people like my parents. It's a Disneyland: sanitized, Americanized. No wonder so many of the experienced cruisers I talked with don't care about going into port. Many don't even bother to get off the ship. Why

The toughest decisions are what to eat and whether to go to the casino or a bar

face reality before the vacation ends? That attitude worries tourism officials in Caribbean nations. Many islands are investing millions in new port facilities to lure cruise ships. True, the average passenger spends a patry \$50 while in port, but multiply that by 1,000 or more passengers per ship, with up to six ships a description of the property of the property



4.42

Consumers also alcrted Sara Lee Bakery to an ingredient problem in apple pies when they called to say the apples were too firm.

After retrieving a number of pies from consumers' homes, the Bakery ruled out possible production problems and found that the complaints were caused by a change in the variety of apple used in the pies. This valuable consumer input helped the Purchasing

With the 800

ate changes.

number, consumers

give us immediate

can make immedi-

feedback and we

Department, and a recurrence of the problem was prevented.

"If we hadn't had the 800 number, we wouldn't have been able to

make these changes," MccLeod said. "But with the number, consumers give us immediate feedback, and we can make immediate changes."

The information generated from consumer feedback is compiled into frequent reports. In the reports from Sara Lee Bakery, each category of product and each tem in the category is broken down by comment,

problems can be quickly detected and corrected before they become serious.

On the day before Thanksgiving the Bakery received over 400 calls from people with nonroutine baking and storage questions about Sara Lee pies. "With the 800 number we helped each caller have a satisfactory experience with our company and our product," Runge said. "Without a

tesponsive consumer services program we might have received lumdreds of complaint letters from those people after the holiday—or worse yet—risked

the loss of their future purchases.

"This illustrates that providing good consumer service isn't just a nice thing to do. It's the right thing to do." Runge added, "because a quality consumer services program creates goodwill for the company and helps build brand loyalty. And that's a bottom line contribution."

ine hundred years after his death, Vincent van Gogh is receiving the accolude and honor that eluded him during his lifetime. Sara Lee/DE is helping sponsor "Van Gogh 1990," the largest exhibition ever of the artist's work.

The exhibition will consist of 250 drawings and 135 paintings by van Gogh (1853-1890), one of the greatest Dutch painters. The exhibit, which will take place in the Netherlands, will include dozens of masterpieces from around the world that have never before been displayed together; many of them have not even been seen in the Netherlands.

Among the best-known masterpieces to be exhibited are "The Starry Night" (1889) and "Night Cafe," (1888) both which permanently hang in museums in the United States. The exhibit also will include the artist's illustrated letters.

"We are helping sponsor this event to show our commitment to the arts," said Corine Huygen, account manager-corporate communications at Sara Lee/DE in Utrecht, the Netherlands. "The interest



in van Gogh's international is we wanted to r accessible to the public.

"As state fu projects decre demand for activities has panies in the the opportuni eultural even explained. "( sponsoring to events rather limited enga, because long mitments ha to give comand/or inter ure, Since t exhibition 5 interest, Sa benefits for she couch

The v will be ext from March birthdate) ( (July 29, 18

### Rules

4.41

The hefty 18-point rule underscores centered all-cap type in a clearly defined space. This breakout rivets the eye because the contrast with the surrounding text is so sharp. The rule is printed red. *KCET Magazine* 

4.42

This is a very simple breakout between two horizontal rules. The bold rules accentuate the centering of the copy. Note the generous white space within the breakout, strongly contrasting with the justified gray text. *Business Week* 

4.43

The hairline rules that separate long vertical columns are interrupted by a pair of 1-point horizontal rules, which sandwich the breakouts in this tabloid. The breakout is purple. *Interchange* 

A 10-point rule beneath this breakout anchors it in place. The horizontal rule above the breakout, as well as all vertical rules, are a half point. The color illustration is a detail of the full-bleed artwork on the story opener, making it a breakout as well. Sales & Marketing Management

### 4.45

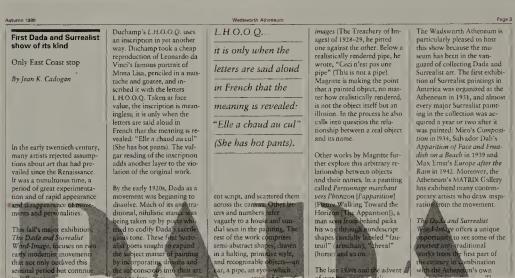
Interline rules are used to define the full column width of this flush-Jeft breakout. *Atheneum* 

### 4.46

The bold, expanded typeface is strongly horizontal, a quality that is accentuated by centering between horizontal hairline rules. The breakout type is printed green. *Personal Computing* 



4.44



4.45

The British of Freeze and the control of the contro

4.48

4.49



4.47

Vertical hairline rules are used between flush-left columns on this page. The left-hand rule is widened to 4 points for the depth of the breakout. The rules and breakout are printed red. LDS Hospital Progress

An L-shaped rule emphasizes the beginning, top left corner of this pull quote. The initial 1 is printed tan. Caring

4.49

An effective juxtaposition of horizontal and vertical rules transforms the photo, quote, and source lines into a single element. Blue type and blue and black duotone photo. Syracuse University Magazine

Box rules

4.50

This box rule is thickened at top and bottom. The perimeter background is a 10 percent screen tint, which makes this breakout pop right off the page. Jardins Mensal

A drop shadow implies this box rule. This screen tint shadow indicates two edges of a floating card on which the breakout is seemingly printed. Insight

This magnificent pull quote is set in black type overprinted on a square color photo of leaves. The photo has been screentinted to keep the type legible. Distinguishing this sample are the two printer's flowers, which relate the type to the image. Caring

4.53

A box connects this dropout pull quote with the color photo. Cellular Marketing

## White

space

4.54

An initial cap, larger and bolder type, a stubby rule – all help to make this breakout visible. But what makes it pop is the extra white space surrounding it. The cutout in the text is 9 picas wide, but the centered lines of type are set across a maximum measure of 6 picas, ensuring that white space will separate the typographic elements. CFO



4.51

4.52

4.53





Film within the animal properties of the control of

The control of the co

4.55

The "color" of this breakout is nearly the same as that of the text, so it needs the extra white space beneath and beside it. The dropout caption in the photo contrasts well with the breakout. *M* 

4.56

This breakout, set in a very peculiar typeface, is given a lot of white space at the outside margin. The dots, printed red, activate the emptiness and suggest humorous flight. *D* 

4.57 Breakout or caption? When it is extracted from the text, it is a breakout. When it is new copy, it is a caption. This breakout is pulled from the bottom of the second column of text. *UC Santa Cruz Review* 

#### Shapes

4.58

Relate the breakout to the subject of the article by creating a logical surrounding shape. This story is about a golfer who now lives in Florida. Green type and tee, yellow golf ball. Gulf Coast

Create a shape out of the whiteness of the paper itself with a wraparound. This diamond shape evokes a baseball diamond, the subject of the story. New, England Monthly

4.60

This is one of a series of breakouts in one story. Each is designed to look like a memo printed on light blue "stickies," whose edges curl up and cast a gray shadow. Business Week

# Ken Venturi's Challenge

4.58

4.60



#### CAPTIONS

We like explanations. Even as children, we ask for explanations of the things we see around us. Captions are a printed response to that curiosity. Captions help readers understand what they are seeing and, when the image is complex or puzzling, help them to reach the correct editorial conclusion. Captions serve three functions: they

explain the photos; they encourage the reader to want to read the text by summarizing the article they accompany; and they provide another opportunity to give your publication a unique typographic personality.

### **Captions** explain photos

Pictures are always the first things scanned on a page. Reading is work; looking at pictures is fun. Humans simply respond faster to imagery than type. Unfortunately, pictures can be misinterpreted and misunderstood, so captions are added – usually beneath, by tradition – to guide the reader to the intended conclusion.

Captions may explain why the picture is there, they may focus on only a part of the image, or they may put the photo into a different context. Captions should add something to the picture, not merely describe the obvious.

#### **Captions** lure readers

Captions can be exploited to entice a reader into a story. Attracted by a picture/caption combination because it breaks the pattern of textual grayness, the reader may then read the headline/deck and

breakouts and then the text. Captions are often the entry points for readers because they are so strongly joined with photos – which are great interest-creators - and they are short.

The length of a caption should be neither too long nor too short. Provide enough information to push the reader to the next level of involvement. But a caption contains too much content if paragraphing is necessary. The first few words should be as carefully chosen as a headline's are. Lure readers into completing the caption.

### **Captions** add personality

Every typographic element provides an opportunity to contribute to a publication's distinctive look. And every publication deserves a degree of individuality that sets it apart from its competition, in part because it makes advertisers very happy to be seen in quality surroundings. Captions are among the most exploited elements for distinctive treatment, at the forefront of typographic creativity, along with headlines and breakouts.

sic be the of love, on. Give me s of it that, iting, the ite may n and so hat strain ! It had a fall. O,it o'er my ke the



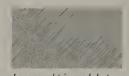
Love sought is good, but giv'n unsought is better.

sweet sod that beats upon a bank of violets, stealing and giving odor. No

more 'tis no sweet now : w's before. spirit of love quick and fi art thou, tha withstandin capacity rec as the sea, 1 enters there what validit pitch soe'ei

5.01

sic be the of love, on. Give me s of it that, iting, the ite may n and so hat strain ! It had a fall. O,it o'er my ke the



Love sought is good, but giv'n unsought is better.

sweet sod that beats upon a bank of violets, stealing and giving odor. No more 'tis not so

sweet now: w's before. spirit of love quick and fi art thou, th: withstandin capacity rec as the sea, 1 enters there what beats validity and soe'er, but

5.02

## The bard

If music be the food of love, play on.

Give me excess of it that surfeit, the appetite may sicken and so die. That strain again! It had a idying

again! It had a idying fall.

O, it came o'er my ear like the sweet sod that breathes upon a bank of violets, stealing and giving odor. No more 'tis not so sweet now as it w's before. O spirit of great love!

How quick and fresh art thou, that notwithstanding thy capacity receiveth as the sea, n'ght enters there. Of what vald'ty and pitch so'er, but falls into abatement and low price, even in a minute.

So full of chappes in

So full of shapes is fancy that itme excess

waxes forth

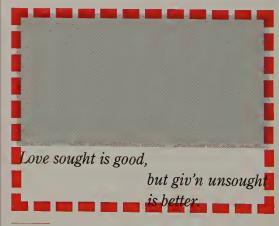
Love sought\_ is good,

but giv'n unsought is better.

of it that surfeit, the

appetite may sicken and so die.
That strain again! It had a idying fall. O, it came o'er my ear like the sweet sod that breathes upon a bank of violets, stealing and giving odor. No more 'tis not so sweet now

5.03







O, it came o'er my ear like the

12 th ACHT

Captions have a built-in contrast because of their attendant pictures. But more must be done to make them appeal to the casual reader. Contrast with the text can be increased by setting captions bold sans serif (fig. 5.01) or in a smaller, italicized version of the text face (fig.

Given standard text columns and relatively ordinary display typography, captions can become the most prominent type on the page (fig. 5.03). This path is not unwise to follow, but it does have one requirement: your publication must have a steady supply of good images.

### Relating pictures and captions

Photographs and captions are inherently joined (fig. 5.04). It is important to design a typographic system, to write a typographic recipe, that makes this connection immediately apparent. Some ideas on caption/picture placement follow.

- · A coherent typographic system includes positioning captions in regular places. Do not move them for arbitrary or capricious reasons.
- Captions must be physically near the picture. If they do not actually touch – by overprinting or dropping out or mortising – they should not be more than 6 points from the art.
- Captions are ordinarily placed beneath a picture. Forcing readers to look elsewhere is fine if the caption can be found easily (by increasing the contrast), or if the alternate position is necessary because the picture bleeds off the bottom of the page.
- For a caption to link to a picture, it must *not* be confused with the text. Leave at least a line space between the two.
- Connect the picture and caption by joining them on a central axis (fig. 5.05). If the caption is set justified, set the last line centered (fig. 5.06).
- Set the caption to match the width of the picture only if the caption will not be too wide to be easily read (fig. 5.07). Do not weaken the alignment by indenting the first line of the caption.

- Align a flush edge of the caption with one of the vertical edges of the picture (fig. 5.08).
- Surround the picture and caption with a box(fig. 5.09). One of the elements may break out of the picture for a more dynamic effect(fig. 5.10); this is called a partial silhouette.

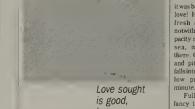
Captions can be much more than light smudges beneath pictures. They can be the text or the primary typography, as figure 5.11 illustrates. By far the most frequently used page layout in advertising is called the "Ayer no. 1", after the N. W. Ayer advertising agency in New York, which developed it in the early 1900s. It features a picture on the top two-thirds of the page, a headline immediately beneath the picture, and text and logo at the bottom of the page. This layout has become ubiquitous because it is virtually invisible. It presents information in the most logical order and leaves the design vessel completely unnoticed, throwing all attention to the content itself. What is intriguing about the headline on an Ayer no. 1 layout is that, though it is obviously the primary display typography, it acts as a caption, explaining the photo.

Other ways of handling captions:

• Contrast rigid, highly structured pages with less formal caption settings. For example, set captions with one ragged

edge with text that is justified (fig. 5.12). Do not hyphenate captions set in a ragged style. Leave space between the caption and text to increase visibility.

- Captions are usually set in a smaller or lighter version of the text type to help make them recede. Sometimes this smaller type is set across the full width of even the widest illustrations with no additional line spacing. Such lengthy lines are very difficult to read if the caption is longer than a single line. This problem is particularly pernicious in desktop-prepared publications with default line spacing, where no one can stop to say, "Too many characters per line! Open the line spacing or shorten the line length." Readers will bear up for two or three lines, but they will rebel and simply not read longer poorly set captions. Forty characters per line is an oft-quoted standard, but captions allow greater flexibility than text, so the maximum characters per line can be increased to sixty.
- Complex, compound captions can sometimes be broken into segments and distributed around a photo (fig. 5.13). Much like the labeling of exploded views, this treatment breaks long copy into bitesize pieces and encourages reading.
- Because captions attract interest, it may be desirable to make a whole story look like a caption or series of captions (fig. 5.14). To do this, you will need a series of photos, fairly short copy, and the willingness to leave some space empty to enhance the picture/caption "easy-read" approach.



If music be the food of love, play on. Give me excess of it that, surfeiting, the appetite may sicken and so die. That strain agan! It had a dying fall. 0, it came o'er my ear like the sweet sound that breathes upon a bank of violets, stealing and giving ndour.

Enough, no more Tis not so sweet now as iot was before. O spiritoflove! How quick and fresh art thou, that notwithstanding thy capacity receiveth as the sea, nought enters there. Of what validity and pitch soe'er, but falls into abatement and low price, even in a minute.

giv'n unsought

is better

So full of shapes is fancy that it alone is high fantastical. If music be the food of love, play on. Give me excess of it that, surfeiting, the appetite may sicken and so die. That strain again! It had a dying at breathes upon a bank of violets.

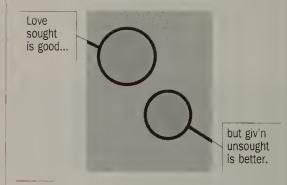
Enough, no more
Tis not so sweet now as

it was before. O spirit of love! How quick and fresh art thou, that notwithstanding thy capacity receiveth as the sea, nought enters there. Of what validity and pitch soe'er, but falls into abatement and low price, even in minute.

Full 01 shapes is fancy that it alone is high lantastical. If music be the food of love, play on. Give me excess of it that, surfeiting, the appetite may sicken and so die. That strain again! It had a dying fall. 0, it came o'er my ear like the sweet some that breathes upon a bank of violets, stealing and giving odour. Enough, no more! Tis not so sweet now as it was before.

O spirit of love! How quick and fresh art thou, that not with-standing thy capacity receiveth as the sea, nought enters there. Of what validity and pitch soe'er, but falls into

5.12



5.13





Love sought is good, but giv'n unsought is better.

of music be the food of love, play on. Give me excess of it that, sur-

strain again! It bad a dying fall. O, it came o'er my ear like the sweet sod that breathes upon a hank of violets stealing and giving odor. No more 'tis not so sweet now as it was before. O spirit of love! How quic notwithsta ing thy ca receiveth sea, nougl enters the what validand pitch; but falls in abade pitch; but falls in abament low price, in a minutfull of shap fancy that bank of vic stealing ar giving odo Enough, a more! Tis so sweet in

5.16

Of what va and pitch s e'er, but fa into abater and low pr even in a r So full of s is fancy th on a bank

Love sought is good, but giv'n unsought is better.

If music be the food of love, play on. Give me excess of it that, surfeiting, the appetite may sicken and so die. That dying fall. O, it came o'er my ear like the sweet sod that breathes upon a bank of violets, stealing and giving odor. No now as it was before. O spirit of love! How quick and fresh art thou, that notwithstanding thy capacity receiveth as the

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Love sought is good, but giv'n unsought is better.

If music be the food of love, play on. Give me excess of it that, surfeiting, the appetite may sicken and so die. That strain again! It had a dying fall. O, it came o'er no specific that breathes upon a arounk of violets, stealing and giving odor. No

now as it was before. O spirit of love! How quick and fresh art thou, that notwithstanding thy capacity receiveth as the sea, nought enters there.

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• Superimposing a caption over a picture presents its own set of problems. It neither enhances the realness of the two-dimensional photo nor improves the type's readability, because of the reduced contrast with the background. When superimposing a caption on a photo, place the type in an area of visual plainness. Putting type over a busy background makes it very difficult to read (fig. 5.15)

Regular-weight type is designed to be read on a white background, not a half-tone. When placing type in an image area, make the type sufficiently large and bold so that it stands out from the background, whether it is surprinted over or dropped out from the picture. You may also lighten the photo in a rectangle behind the caption.

- The caption can be dropped out of a box, which fully or partially overlaps the photo. This is called a mortise (fig. 5.16)
- A photo can be cropped to make room for its caption (fig. 5.17)
- The caption's initial or first word can overlap the image (fig. 5.18).

The combined impact of well-chosen and well-cropped photos and creatively designed captions can coax the browser into becoming a reader.



#### Caption/picture unity

5.19

Captions should be located near the photographs. When there is more than one photo, the caption/photo relationship must be very clear. Use rules and alignments to cement that relationship. The captions were set flush left or flush right and aligned with a vertical edge so that each "belongs" with its photo. The caption lines are set fairly narrow – maximum line length is 10 picas – and the white space is kept to the perimeters on this spread. American Photographer

5.20

A wraparound is an effective means of joining the picture and its caption. This picture, an ordinary portrait, is gussied up to look like a picture of a picture by adding a perimeter and cast shadows. Institutional Investor

5.21

There can be no stronger bond between caption and photo than actually merging the two. When overprinting or dropping out - especially with process printing use large, bold letterforms without pronounced thicks and thins. These last tend to fill in with the slightest registration problem, making the type difficult to read. M

A potent picture/caption connection can be made by relating the widths of the two elements. These captions match the width of the shoes, creating a distinct column; one caption is set across a wider measure for the larger photo on the right. Note that none of the captions is indented, helping define the picture-wide measure and the column. Children's Business

#### 5.23

A relationship established by proximity: these relatively enormous words are located immediately adjacent to the silhouetted photo they define. This is also an excellent example of breaking out of the structure imposed by a grid. The Edge





Women are stimulated by the eyes, they're the main tools of a seducer.

I the service of the ser

5.25



5.24

These captions are set flush left, 7 picas in from the left edge of the column, to allow room for the portraits. Interestingly, the 7 -pica margin is maintained even when no portrait is available, giving the page strong overall unity. CIPS News

## Bold contrast

5.2

Three typographic contrasts are at work here: boldness, flush-right setting, and column width. The outermost column in this magazine is always 6 picas wide and is used for headlines and breakouts as well as captions. The caption's line spacing remains consistent with that of the text, a nice touch. *Scanorama* 

5.26

The boldness of this caption is in extreme contrast with the line-spaced text. This page is set up on a grid of three 13-pica columns. The outer column has been split in half, with the caption running across only half the full measure. This mathematical order makes the page look correct. Color photos and magenta *J. Essence* 

Boldness is only one device used to set this caption apart from its text. The text is set flush left/ragged right; the caption is flush right/ragged left and is not set across the full column width. This added white space melds with the double line space beneath the caption and creates a pond in which the caption sits. *Vistas* 

5.28

A bold lead-in, contrasting with the balance of the caption, can demand the reader's attention if provocatively written.

5.29

In this publication, the bold lead-in captions are centered beneath the photo and are never longer than one line. Cumulatively, this creates a significant personality for the magazine. *New York* 

are of a psorball in their me city we surely breed two thle and corrupt impoce children. What the good people of River C ty are unwate of and what the movie gon

a deaseatinth of purpose a spition — assity, and an artistic community of the object periodee in Efe. — I don't expect exersione to share my pas

I don't expect everyone to share my passum for the game of pend, though than 15b



SHOOTERS: Comfortable for couples or serious player

Sun Cost, S sun aft am-6 3 lables DAVF of Prep, Dave & 'Clady red subhands fack b subket,

5.28

## The Cutting Edge/Michael Gross MAN OF



DI SANT'ANGELO REDUX

A FEW DAYS AGO, IN PASITION DESIGNER Giorgio di Sant'Angelo's showroom on lower Broadway. Mick Jagger was chatting with Veruschka, the model whose of akbones were agreement as the on Novembe abdominal z rysm. On the operating rot tor told him one chance i His survival, gelo says, le thinking eve Perhaps the dwells on from his pasplaxed on the penthouse c and showrd graphs of n wall space awards skel ry designs the eye of Dia, the Vogue guided his magazine ph

styled for Irving Penn and don: later pages featuring de de by Vreeland as hailing madic workshop of Giorgi lo's imagination'; and photographs of the designe man a latin dank with

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Trustcorp of Fiorida President Richard Bennett makes sure that "Midwesterners who have declared a Florida domicile know our canabilities."

"Interstate 75 comes right to Naples—we are a bastion of Midwesterners," commented Trustcorp of Florida President Richard K. Bennett.

To personal trust administration and portfolio management, the Pelican Bay facility added discount brokerage and safe deposit services, an Atlas Tours & Travel satellite ticket printer, an electronic stock quo tation board and a meeting place for people hankerin after their home town newspapers. investment option for union pension fun them to job-generating construction pro To promote these services, Trustcurp of

This Spring, for example, Mr. Bennet-Vice President Gary D. Lind, working Inc. Trust Services Vice President Edgmarketing Trustcorp's extensive bond capabilities to prospective customers ais in the field.

ais in the field.

"We can service municipalities, couagencies and authorities, corporations
and health care facilities that need to
expansion or improvements through th

#### PHILADELPHIA 76ERS

game who's bothered by other teams' fans," he says. "The problems of the road are the travel [the Sixers took a 6:20 flight out of Salt Lake the previous night] and being at the mercy of the hotel restaurant menu and sleeping in strange beds. At home I eat at a certain time and get my sleep, I arrive at the Spectrum at 5:30. Now I'll go back to the hotel, but I don't want to read because I have to spend time concentrating on the



TO READ IN OAHLAHD, MADE THE MOST OF PHILLY'S L.A. LAYOVER

> game and I want to stay fresh. So I'll get a bite to eat, watch a little TV and try to get some rest."

get some rest."

Later, while Gminski winds up lunching on cold pasta and other sensible foods at the Airport Hilton salad bar, Barkley treats Hawkins, Dawkins and reserve Lanard Copeland to a postpractice meal at a soul-food restaurant he knows. Short ribs, smothered steak, cream corn, yams, black-eyed peas, corn bread, rice and gravy make up what bread, rice and gravy make up what would never be confused with a training table meal. General Hospital plays on a TV set overhead. Talk turns from Jesse Jackson to the players' positive feelings for Lynam and for their recent success "You know, when you have those feelings when you think you can't lose?" says Barkley. Everyone nods and chews. With the powerful Los Angeles Lakers coming up on Friday and the red-hot Phoenix Suns on Saturday, the Sixers

need to beat the Warriors, who have dropped three straight games.

Barkley believes the primary reason

the Sixers have been successful this season is the development of the 6' 3" Hawkins, who as a rookie in 1988-89 relied strictly on his jumper. Since then he has added an array of spin moves and fadeaways, along with a new attitude. "I'm looking to create," says Hawkins. Notwithstanding his winning shot against Portland, he has made only 8 of 24 field goals in the last two games

"You got to keep shooting," Barkley tells him at lunch. "I will never understand how a great player can lose his confidence." Barkley pays the \$68 tab, and the players stumble, stuffed, out into the 2:30 sun to walk a little until they call the Hilton van to come to pick

Two hours before the tip-off, Haw-kins is trying to sleep off his short ribs on a wooden bench in front of his locker Barkley arrives later, and he looks sick He thinks the creamed corn has caught up to him, although it might be the

Popping Gelusil pills like M&M's before the game and during timeouts, Barkley is not his usual take-charge self from the outset. But no Warrior assumes control either, until Tom Tolbert, a 6' 7" rookie from Arizona, scores eight points in the first 4:14 of the fourth quarter to cut a Philadelphia lead to 86-83. With the score tied 93-all and with 1:34 re-maining, Hawkins takes a kick-out pass from Mahorn and converts a three-point



HEALING FINGERS BY LETTING HIS OWN FINGERS OO THE WALKING

HORN AHD BARHLEY, REHEARSED THE FINE ART OF INTIMIOATION

shot for what proves to be his second game-winner of the trip as the 76ers hang on to win 96-95.

FRIDAY, AT LOS ANGELES FRIDAY, AT LOS ANGELES
While driving a rental car following an
afternoon practice, Mahorn backs up
traffic on a street near the Forum when
he stops the car and jumps into the
backseat to pummel Dawkins, who has
been slapping the back of Mahorn's
head. "On a trip this long," says Mahorn, "you got to get a little crazy."
Meanwhile, Derek Smith, the 76ers'
sixth man, is riding to meet a chiroprac-

sixth man, is riding to meet a chiropractor, whose name and address are on the torn Yellow Page that Smith holds in his hand. This will be the second time on the trip that Smith has had an adjustment made on his right sacrolliac joint, which slipped out of place during the preseason when Barkley drilled him as Smith tried to dunk. After one elbow, one hip, three knee and two left-eye operations, all since 1985, Smith could update *Gray's Anatomy*. He spends 15 minutes detailing his medical history to Dr. Guillermo Dozal. Dozal's adjustment to his back takes about 10 seconds.

Each caption in this story begins with a very bold, compact date and time, printed in blue. The line-spaced caption text, set in bold caps, contrasts with the article's text. The two elements combined signal the reader to look at the captions before reading the text and lead the reader through the photos. Sports Illustrated

#### Italic contrast

5.31

The use of white space beneath the bold italic caption immediately separates it from the text and binds it to the picture. Snow Country

5.32

A very simple contrast, italic juxtaposed with the roman text type, combined with a narrower than necessary measure, distinguishes this caption. Restaurant Business

otter, vegetable grower and

#### THE SAP'S RUNNING



5.30



Tucked amid the overlapping portraits, these bold serif italics contrast with the light roman sans serif text. That this caption is printed blue helps make it findable as well. *Directions* 

5.34

The classic small italic caption (popular with visually sophisticated publications) is set flush left/ragged right, filling a narrow outer column. The size and stress change gives the type a different flavor, but staying within a single type family retains consistency. *In House Graphics* 

5.35

The typography here is extraordinarily simple; what is interesting is the system of which it is a part. This magazine positions its captions at the top of the live area, with visuals and text beginning at sinkage, which is 13 picas from the top trim. This ensures plenty of white space surrounding a rather subtle caption. Readers quickly become accustomed to looking for the captions at the tops of pages. *Natural History* 



5.33

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ANTARCTICA

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5.34



Hundreds of thousands of chinstrap penguins breed at Bailey Head on Deception Island

summer. A consumer of microscopic plant life at the base of the marine food web, krill are usually found in highly concentrated swarms. A primary food for many whales, seals, and birds, they are the most important members of the antarctic zooplankton community. Adélies and chinstraps eat krill almost exclusively, while the gentoos' diet is about 85 percent krill and 15 percent fish. Simply put, fewer whales meant more food for penguins.

△ Chinstrap □ Gentoo

When our study began, our first hypotheses were shaped, not surprisingly, by what was already known about the three penguin species. Adélies were by far the best known, largely from earlier work by David Ainley (also from Point Reyes) and his co-workers. The Adélies' annual cycle includes eight months (February through September) spent on the pack ice, a vast ring of frozen sea that surrounds the icy continent each winter. As the ice begins to break up with the September advent of spring. Adélies migrate to their breeding grounds. Males arrive first to claim and defend a nest site and advertise for mates

with raucous, staccato "eestatic" calls emitted with flippers waving and bills pointed skyward. Females appear several days later, and a pair bond is soon formed, followed by copulations, pebble gathering, and nest building. After two to three weeks, the female lays two eggs in the little pile of pebbles that serves as a nest. She then goes to sea almost immediately leaving the male to incubate. This first incubation shift averages two weeks, and by its end, the male will have fasted for at least five weeks. After being relieved by the female, the male goes to sea to feed for about ten days. After this first round, incubation shifts get shorter and shorter, until at the time of chick hatching (thirty-two to thirty-five days after egg laying), males and females switch every (wenty-four hours). In this way, the adults regain much of their energy and are ready to feed chicks on a daily basis.

Newly hatched chicks are totally dependent on their parents for the first three weeks. One adult remains at the nest, providing warmth, and protection for the

peratures, and solid bones replace the hollow ones typical of most birds, greatly enhancing their diving ability

These adaptations allow the pengums to thrive under conditions where most animals would perish. And of all pengun species, Adélies and chinstraps are perhaps the most abundant, numbering an estimated 50 to 100 million each, while gentoos are an order of magnitude less plentiful at 5 to 10 million. Penguin numbers have not always been so high, reaching current levels only after the massive harpooning of the large baleen whales in the late 1940s to 1960s. The key to their increase may be krill, small shrimplike crustaceans, up to sixty millimeters long, that abound in antarctic waters during the

2





5.37

5.36

EXPOSURE, a regular department in this magazine, always features just one color photo per page with a brief description of the subject and the technical data of the shot. This handsome typographic understatement allows each photo to stand on its own merits. The typographic contrast is created to differentiate between the photographer's name, always run first on these pages, and the description. *Outside* 

## Initial caps

5.37

An initial cap's function of providing an easily-seen starting point is achieved as this blue initial is indented to the center of the 12-pica-wide caption. The caption is printed warm gray, and the illustration uses the two colors and black effectively in a series of screen tints. *PassWord* 

Centered italics under a full-page photo with a contrasting initial cap. The initial is in the same typeface used for the story's headline, so the connection with the rest of the story is clear. *Pacific Northwest* 

#### **Rules**

5.39

The bold overscore draws the reader's attention. The empty outer column also helps make this caption visible. *Parents* 

#### 5.40

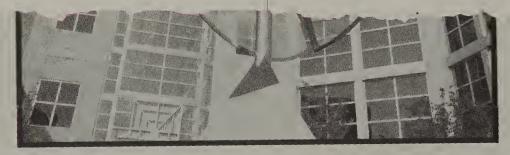
The color photos in this story are enclosed by heavy 6-point box rules, which certainly set a tone for the series. The caption, set in all caps to contrast with the generously line-spaced text, has a 4-point overscore that visually connects it to the box rules around the photos. *Cleveland Magazine* 



5.38



\_\_\_\_ 5.39



became a city in 1961, Beachwood is no ordinary boom town of unchecked growth and hodgepodge zoning ordinances. Rather, like the cutting of a gemstone, the creation of this premier community has been skilled and artful, and its multi-facefed features make Beachwood a standout.

One brilliant facet has been Beachwood's exceptional commercial growth. On a recent afternoon, Mayor Friedman stepped out of his car into a desolate, windswept field.

"See over there," he said, pointing to the horizon, "Isn't that a beautiful sight? On a clear day you can see the Terminal Tower. This is one of the highest spots in Cuyahoga.

One can also see the future from that vantage point. Friedman was standing on the proposed Chagrin Highlands, a \$600-million office complex to be developed by Figure International, Inc., a diversified Fortune 500 company.

County

The 630 acre site, slated for completion by 2011, will be the company's new world



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CHURCH THIS
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REACHNOON A





The hairline rule that frames each page in this story contrasts handsomely with the bolder, 3-point rule above this caption. The thicker rule, printed red, defines the full column width occupied by the caption. *Midwest Living* 

5.42

Some mighty heavy 12-point rules are integrated into a system of columns and half columns defined by vertical hairlines. Each story's overscores are printed in a different color: here they are blue-gray; the previous story's are tan. *Electrical Contractor* 

The short, heavy rules seem to accentuate the verticality of this page, because the eye jumps from one to the other vertically and because the caption is set in several very short lines. American Way

#### Boxes

#### 5.44

Dropped out of a solid green box, this caption acts as a bridge between the photo and the text by extending beyond the edge of the photo. Notice that the caption is positioned near the picture's subject but does not cover it. M.

#### 5.45

The bold caption is overprinted on a screen tint, in this case bright green. The green rectangle overlaps the black-andwhite photo, bonding the caption and photo into a single element. The green box aligns at the left with the text column, a detail that contributes to a neat, inviting presentation. Interchange



5.43



5.44

plas Labs offers moments of relaxation



# AMATEUR PHOTOGRAPHERS WIN RECOGNITION AND PRIZES



Joyce Fuller, North Office, Cullman, traveled to Hawaii to capture the Best of Show prize in the AmSouth Employee Photo Contest. Joyce won \$50 for her photo of Haleakla Crater on the island of Maui.

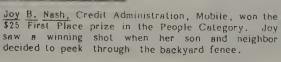


Darlyne Casey, Trust Em Benefits, Birmingham, won State and \$15 for a canophotograph taken at a f wedding.





Martha Sykes, Corporate Marketing, Birmingham, made her trip to Egypt pay off when she won \$10 for her Third Place photo in the People Category.





The type has been set randomly for the torn-out captions in this fashion article. These torn boxes straddle the edge of the color photos, which end 7 picas from the gutter. *Freundin* 

#### 5.47

The captions for this corporate photo competition were typed on tracing paper, torn out and photographed on top of hairy paper. The color photos and blackand-white portraits of the winning photographers were superimposed by the printer. This creative and intelligent grouping of three distinct elements is a victory for logical, clear communication. *Partners* 



This box is carved out of its surroundings. Such a treatment requires very even text type to allow the anomaly of the bold sans serif caption to stand out. The caption is printed red. New England Monthly

This box is implied: no borders are actually rendered, but the text and picture are chiseled away to create a visible shape in which the caption is carefully justified. Each of the six captions' last lines in the story is as carefully filled out as these. Sports Illustrated





ocean, generous porches, and an informal arrangement of windows and interior space. To make the house work with the island's architectural heritage, Van Dam designed a cedar-shingled structure with a deep porch and deck; a second-floor dormer with a small vidow's walk that penetrates the sharp line of the front roof, two-over-two windows traditional to the area; and an homage to Stevens in a homage to Stevens ocean, generous porches, and an infor-

chitects wrote, "... the building is cut on the two sides rather sharply, giving it an incomplete shape like any good work of art. It demands your attention to com-

ONE OF THE REMARKABLE things about this building is the sense of spaciousness once you step indoors, despite an interior that measures only twenty-one by thirty-one feet. The expansiveness is partly the result of nine-and-a-half-foot ceilings downstars and an open floor plan, and partly the farge banks of windows that fill the building with light. But good design is also responsible: the direction of the exposed ceiling framing draws the eye outdoors: two metrior support columns define the living area but also echo the columns of the porch and the trunks of the paper birches outside, a tall column of three windows by the stairs consists of two-over-two lights at top and bottom, but a clear pane in the middle that allows an unbroken view of the sky and delights the eye with its discontinuity. The scanning stairway to the second floor and the two bedrooms tucked beneath the steeply pitched roof continue the ary feeling.

neath the steepty pitched root continue the airy feeling.

Every inch of the house's 1,470 square feet is used, and used well. Evidence of intelligence is everywhere. The wall be-tween the living/dining area and the

5.48

do no First of a, you have to consider his body. Hairy as a bear, thick as a barrel, Smerlas weighs 290 to 300 pounds during the season and as much as 330 in the off-season. He's massive through the legs, which have absorbed a decade of cutblocking, double-teams and crackbacks. Then

and crackbacks. Then
there's the matter of
pain. Smerlas hasn't
missed a game because of injury
since he partially
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HAS STARTED 127
tore cartilage in
HAS STARTED 127
tore cartilage in
HAS STARTED 127
tore cartilage in
is right knee at
the end of 1979, his
rookie year.

"He's played with a
hyperextended elbow

hyperextended elbow and a pinched rotator cuff," says Bills trainer Eddie Abramoski. "He's played with a

sprained ankle that was twice its normal size and a wrist that was so badly sprained he couldn't bend it. 'Tape me up,' be said. He puts pain out of his mind. He'll play as long as I tell him no

Loud and boisterous—you can stand in the he' know immediately

he plays the garr years ago. "Are a TV man asked ter a game.
"Absorba the

He ended fou with appearances that came a slum

his ditindames, ne was required by Hooker's banktupicy lawyers to furnish a non-refundable million dollar guarantee that he would eventually come up with an offer-a condition he could not meet.

In the middle of the proceedings, Robert Burrick, Conti's attorney, emerged from the back of the crowded courtroom to cross examine Martin Branman, managing director of Financo, Inc., the New York investment bankers assigned by Hooker to sell Altman's. Burrick focused his cross-examination on the four-week limit that Conti's group had been given to put an offer together.

"Is this a typical amount of time for a deal of this size?" he asked.

"It is not typical, it is a little on the short side," Branman responded.

"About how much on the short side?"

"Well, again, that would range, but I've seen deals get done from start to finish anywhere from one month to four months," Branman said.

"I have no further questions."

"I just have one other question on redirect, Your Honor," said Sheldon Hirshon, a lawver with Proskaner, Rose, Goetz & Mendelsohn, which was representing Hooker



...er. if come is been taken tame

He could not understand how a liquidation would be preferable to a sale: Altman's inventory "at cost" was worth \$25 million. His \$10 million cash offer and the assumption of habilities would represent a total contribution to Hooker's estate "in the range of \$36 million."

Hirshon, however, maintained that a delay would mean a loss of approximately a million dollars a day. He insisted that the court accept a bid that day or liquidate

that the court accept a bid that day or liquidate
"I'm going to ask one last time," Judge Brozman said,
"If there is amone in the courtroom who would wish to
make an offer to purchase B. Aliman as a going concern
now."

A man in the back of the room named Richard Miller rose to his feet to address the court. "Inst a couple of coin ments," he said, "We are a creditor, party in interest, and a member of the Creditors' Committee. We have filed a response that has stated that we are in favor of the sale of B. Altman as a going concern." Miller requested more time for considering the Contribid and others. He wanted an "opportunity to try and save an institution with more than a thousand jobs in the New York City area alone."

"It is not fair," he continued, "to say that if

"It is not fair," he continued, "to say that if we don't have a going out of business sale effective tonight, we will lose all this money, we can never save this institution, and that's the end of the deal. That's particularly true, Judge, when

1989. Sigoloff decides to liquidate quickly rather than spend any more time looking for a buyer. Beginning the day after Thanksgiving. Mtman's going out-of-business sale is a great success (center, right). The shelves are stripped bare in just thirty-seven days—a far cry from the store's hopeful Williamsburg Christmas two years earlier (left).

#### 5.50 The

Cluster

captions

The directionals are set in italics and are easily found amid the rigid verticality of Bodoni Bold. This cluster is set in a bolder and larger typeface than the text, indicating that it is to be read before the text. The 1989 is bigger still and printed red, next to a fake duotone photo. Wigwag

A cluster caption consists of more than one

caption joined into a single body of copy. It

left, bottom right) that indicate which illus-

usually contains directionals (such as top

tration is being described by each caption.

5.51

This cluster is intended to be read completely. The directionals CENTER and BELOW are set the same as the caption and are not easy to pick out. But this technique gives the cluster a unity that is enhanced by the handsome sandwiching shapes, top and bottom, printed brown and gray. Tampa Bay Life



What makes this a cluster caption is the directional headings. The extra space between the individual parts of the cluster caption helps the reader bounce back to the picture when the caption is read.

Pebble Beach

5.53

This imaginative cluster caption echoes the story's deck, which appears on the previous spread. The contrast between square color photos and white space with wiggly type continues throughout this article. This type is as close to illustration as can be achieved without losing legibility. The caption is printed deep red; the kite, navy blue. *USAir* 



#### DEPARTMENT HEADINGS



Department headings are like road signs that help readers find their destinations. They are vital elements in establishing the cohesiveness and strength of your publication's personality. At best, they work hand in glove with your other display typography to organize and highlight your stories and articles. At worst, they are

mismatched smudges buried within a publication, confusing rather than easing the reader's search for visual signals.

Departments are topics that appear in every issue. Features, on the other hand, have varying content and a for-this-issue-only specialness. It is unwise to allow departments to outshout features, weakening the features' uniqueness. Departments are toned down by treating their type and imagery in a visually consistent manner (fig. 6.01) The disciplined quieting of department graphics has a profound effect on the perceived cohesiveness and visual personality of a publication.

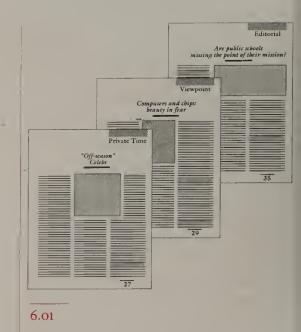
Relating prominent display type throughout a publication bestows visual unity. Typographically connecting the cover logo, department headings, headlines, subheads, and breakouts is the most visible way of joining the editorial matter. This also separates it from the advertising pages, a differentiation that readers require. The best way to relate all display ty-

pography is to use variations of a single typeface (fig. 6.02)

The primary display-type relationship is between the cover logo, or "flag," and the department headings (fig. 6.03) This relationship connects the inside and the outside of your publication, making a more powerful over-all impact on the reader and making your publication more attractive to potential advertisers.

Department headings can be treated in an infinite number of ways. When well designed, they are recognizable bits of typographic fun that often allow the balance of a publication to be considerably less remarkable. Of these limitless possibilities, there are three basic forms: unadorned type (fig. 6.04) type with rules (fig. 6.05) and type with illustrations (fig. 6.06) Choosing which is right for your publication is a matter of finding a complement to your other typographic elements.

Department pages are either clustered in the front and back of a publication or scattered throughout its pages. Separated by advertisements, they must immediately be recognized as editorial material. Departments cannot outshout ads (ad agencies are paid great sums to make highly



# New Hartford Gvoseille

From the Selectman's **Desk** 

Finance Committee Report

# School board approves budget

Compromises on 5.6 percent increase



## NEWS INPAPER

6.04

# NEWS INPAPER

6.05



6.06

visible pages), so departments must become visible by being related to one another; they make a *cumulative* impact. Giving departments a like treatment is called **formatting**. Formatting department pages achieves two valuable goals: the pages appear to be a large, unified body, and the preparation of each issue becomes easier with more time available for developing exciting feature graphics, where editorial excitement really belongs.

Formatted department pages must follow a style that is rigidly and consistently applied to enable readers to recognize them. All typographic elements must be handled identically, images must fit into a limited range of sizes, white space must be treated the same from department page to department page. It takes very little to weaken the format "just this once," losing the gain in excitement to messiness.

With restraint and discipline, departments can be the mortar that holds the diverse elements of a publication together. Department headings ought to be attention-getting devices that stop the reader long enough to scan the headline and visuals and then, one hopes, to continue into the text.

#### Truck of The Month





6.07



# UP FRONT FOR RENT



Type

only

This department heading consists only of type. Notice that it aligns flush left with the byline and bio and that the headline aligns flush left with the text. Retaining consistency in the sinkage at the top of the page and in the emptiness of the leftmost column throughout the department pages in this publication is very important.

Textile Rental

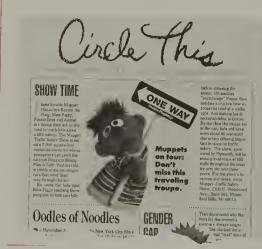
6.08

The Geometric 706 font used in this department head has been given cast shadows. The letters are printed in rust with 50 percent gray shadows. The alternate headings - one with even baseline and one with crooked letters indicate different kinds of content on the pages below, one serious and the other entertaining. Involvement

6.09

Crayon calligraphy appropriately suggests the quick scrawl of a busy mother who grabs the only tool at hand - since all pens and pencils have presumably been long since lost by her little crumbgrabbers - in this heading. It is repeated in a reduced size on subsequent pages. Family Circle

6.08



The contrasting typefaces, one bold sans serif and the other custom-drawn calligraphy, echo the cover logo, which also appears at the top of each page. Department headings in this publication are always printed in two colors, deep red and a 40 percent black screen tint, and are consistently styled to fortify the publication's design personality. *Virginia Leader* 

#### 6.11

Verticality and redness make these headings stand out in a visually active, typographically dynamic publication. The headings always appear in the upper left corner of a left-hand page. Display type throughout this publication is set in variations of Futura, printed in either black or warm red (100 percent magenta and 100 percent yellow). Mixing the typeface variations creates continuity throughout the issue. *Elle Deutsch* 

#### 6.12

Contrasts are made obvious in this heading. Bodoni Bold all-cap roman type is printed in a color that changes for each issue. The Bodoni Bold lowercase italic is printed in solid black. A'strong relationship with the cover's logo has been created. *Sara Lee InterChange* 





There are several typographic contrasts at work in this heading: typefaces (Aachen Bold and Century Old Style italic, both of which are used throughout for display and text type), color (THE GOODWILL GAMES is printed in a different color on each page, COMIN' ATCHA is always in black), horizontal and curved base lines, and tight and open letterspacing. View

#### 6.14

These department heads are unified by the use of the same typeface, though capitalization and size change from page to page. In addition, an emphasized word is always printed in warm red, while the rest of the head is printed black. Occasionally the brackets are printed with a 40 percent black screen tint. They contribute an overall sense of fun and frivolity to this publication. *Glamour* 

#### 6.1

The combination of two fonts creates this distinctive heading. Sharp letterform contrast is necessary to make each word readable when fonts are blended like this. Note the apostrophe in what's is clearly downsized to make it less prominent. Attention to such details exemplifies the difference between typesetting and typography. Domain

#### Type and rules

6.16

The clear contrast of weight makes these rules work as spatial separators. The department heading TYPE HISTORY is made more visible by having the headline, which also is the font's name, filtered with a motion blur. Sidebearing

Department headings can be made more visible by being run in from the side of the page. In this publication the color of the calligraphic type varies from page to page, but the underscore remains black throughout. The publication's logo is repeated on every department opener, and the word GRAPHICS in the logo is written in the same way as in the department headings, unifying inside with outside. The logo is dropped out of solid black, is surrounded by a half-point box rule, and always bleeds at the head margin. Step-by-Step Graphics

6.18

The simple, bold, warm red overscore insists that the reader notice this department heading. National Geographic Traveler





Lies about spies who ship through customs carrying (alse bottomed suitcases) stuffed with secret papers. Or tales of smugglers skulking across borders at midnight with gemstones hidden in the hollow hoels of their shoes. Although you can't condone most smugglers' intentions, you have to credit their ingenuity—and a good

Williamson pointed out a figure of a man tying a chest of Chimese tea to a rope that vanished up a shaft in the wall. "The shaft is like a chimney, but doesn't go out the roof of the house," he explained. "At both top and bottom there was a wheel, with a rope strong over it like a fan helt."

every visitor's eye at the mu-seum is the sign announcing that the owner is a former



A page-wide overscore accentuates the space not occupied by image or type below. The open letterspacing adds to the rich feeling of spaciousness. Santa Barbara Magazine

6.20

Rules for department headings need not be simple straight lines. These wiggly rules are always set across 6 picas, though the headings vary in width. *Washington Flyer* 

6.2

This is a simple, elegant treatment. The 18-point-thick bold underscore is run in deep purple (100 percent magenta and 70 percent cyan). The purple rectangle brings the reader's eye to the top of the page, where the fine cap/small-cap setting identifies the department. Sports Afield

These marvelous department headings use a peculiar typeface that give this publication a distinctive look. The underscore of dots helps make the headings unique. These departments always start on a lefthand page and begin with a text-free left column. Note the "off-center centering" of this page's layout. Trump's

Depth can be achieved by using screen tints, even in one-color printing. This example has a 20-point 40 percent black rule bleeding off the head margin. The rule aligns flush left with BREAKS, and the heads are given generous white space all around. The hairline rule that encloses the copy adds further distinction to this treatment. Waste Age

#### 6.24

Variations of squashed and squeezed Univers illustrate how exaggeration can overcome typographic differences. Though the type is always printed black, the 4-point overscores change colors within each issue, adding to their visibility. Life Association News



## News Breaks

#### Three Companies Restructure

6.23

## LETTERS TO THE

## **LEGISLATIVE** FRONT

## State Regu

## Media Madr

POINT



**Success Stories** 

6.25

OUTDOOR MAINE



#### One Miserable Moose

6.26

#### COMPUTING SERVICES



In an interplay of vertical and horizontal, this overscore partially overlaps condensed letterforms. The overscores are printed in various flat screen-tint colors with black type. These headings appear on continued pages at about half size. Tampa Bay Life

6.26

These headings are placed flush right and dropped out of a 13-pica-wide color bar. The bar, which changes colors with each new heading, is integrated with a hairline box rule that surrounds the live area of the page. The headline's underscore is printed in the same color as the department heading. Down East

6.27

The upper, outer corners of pages are key signal areas for the reader, so these departments are relatively easy to find amid the ads. The colored overscore extends over the outer two columns. Illustrations are sometimes popped into the dedicated white space and occasionally cover the letterforms. Online Today

A department heading must be findable. The bar is printed in warm red and is suspended from the head trim. The complementary type is printed black, and the heading is given plenty of white space. Modern Maturity

This bold vertical rule contrasts with the hairline horizontal rule, which is set to the width of the longest line in the heading. Note the envelope artwork repeated next to each writer's name, a great way to add charm while reinforcing the idea of the Letters page. AmSouth Partners

6.30

A unique department heading treatment that opens horizontally and continues vertically on subsequent pages. The opener is set in 24-point type, reduced to 12 points on the following pages. This example shows the department head as a tab that signals the page's contents quickly. Tappi Journal

## **STAYING WELL**

## Don't shrug off chest pains

Scenario 1: You're having an argument when suddenly your chest tightens like a vise. You feel dizzy, can't catch your breath, and a dull pain radiates down your left arm.

Scenario 2: You're watching TV

and eating pizza when you feel mild discomfort in your chest for several minutes. You shrug it off and take an antacid tablet.

Which one could be a heart attack? Would you believe: either one.

Any chest pain that persists for more than a few minutes—or comes and goes over a period of hours or



"We have [all] heard about men and women rushed through the doors of emergency wards clutching their breastbones only to discover that what they are suffering from is too much as you age. (b) Denture wearers rarely require regular dental care. (c) A little bleeding after brushing and flossing is normal. (d) People with early stages of periodontal (gum) disease have no symptoms and suffer no discomfort. (e) Older persons are at greater risk for cavities than are 14-year-olds.

A. a, b and c are myths; d and e are facts.

Q. Of the approximately two dozen brands of dental-implant systems, how many have been accepted by the American Dental Association? (a) none; (b) 1; (c) 11; (d) 19; (e) all of

A. b; three others have been "provi-

sionally" accepted.

Q. After you have brushed and flossed, plaque reforms within (a) 1

6.28

#### LETTERS FROM SATISFIED CUSTOMERS

6.29

Vibration Analysis

#### Finding press section vibration sources using synchronous averaging

David A. Beck

Four case studies show how synchronous averaging can be used to isolate the causes of vibration in the press section.





## Trends

6.32

## Science

DOUGLAS M. LAPP

## Resources for Hands-On

Science
Children, especially young children, learn science best when they have a concrete body of experience on which to base abstract concepts. Hands-on experiences are also the best way to spark the enthusiasm of young learners. For these reasons, the National Science Resources Center (NSRC), a joint initiative of the National Academ of Sciences and the Smithsonian Institution, has begun a number of programs to bring hands-on science to elementary schools.

Spreading the word. First, NSRC serves as a clearinghouse for the dissemination of information about science teaching materials, including the innovative materials developed by the seminal curriculum projects of the '60s and '70s. Our Science Teaching Resource Collection is a storehouse of information about past and present programs, an "institutional memory" for the field of science curriculum development. Through this collection and computerized database, educators can access ideas and approaches that have been tested over time.

Using the decrease we have pub-

hands-on science manageable for | and distribute the science kits used in

These modular units are designed for teachers who do not have extensive backgrounds in science. They make use of inexpensive and com-monly available materials, and each explores a topic that can be successfully investigated by elementary stu-dents. Examples of units are *The Life* Cycle of Butterflies (grade 2), Electric Circuits (grade 4), and Experimenting with Plants (grade 6). After the original development in classrooms, each unit is field-tested in additional classrooms across the country. The first three units will become available to schools in spring 1991.<sup>2</sup>

Providing support. NSRC's third area of effort is outreach to schools.

During the past two summers, NSRC has held Elementary Science Leadership Institutes at the Smithsonian Institution for teams of teachers and administrators, who have come from 32 school districts and 25 states across the nation. During an institute, participants attend workshops on high-quality curriculum materials; participate in discussions on curricular inservice educahands-on programs.

Currently our nation's schools are not imparting an enthusiasm for science that capitalizes on youngsters' innate curiosity and their need to make sense of what they observe. To correct this, Luther Williams, of the National Science Foundation's Directorate for Education and Human Re-sources, urged "a general rebuilding, starting [with] better basic instruction in grade schools," as well as teaching that engages "students actively in the scientific process." Through its programs, NSRC is sending this message by fostering support for science in-struction that is in tune with both the potential of young people and our society's needs.

<sup>1</sup>Copies of Science for Children: Resources for Teachers are available for \$9.95 (or less, for quantity orders) from the National Academy Press, 2101 Constitution Ave., Washington, DC 20418. For more information or to order, call (202) 334-3313

3313.
<sup>2</sup>For more information, write to the Carolina Biological Supply Company, c/o Richard Franks, 2700 York Rd., Burlington, NC 27215, or call (919) 584-0381, ext. 225.
<sup>3</sup>To obtain addition in language and the company

This heading is neatly aligned with the three columns beneath it. The sharply reduced To, the pair of solid ballots, and the beautiful all-cap Paratino typeface combine to make a simple, elegant heading. Annapolitan

6.32

A 12-point overscore printed with a 70 percent black screen tint is neatly integrated with a series of vertical and horizontal rules. The width of the gray rule is adjusted to match the width of the heading. ABA Journal

6.33

Rules can organize the page. These hairline rules overlap a very visible area of tone that hangs from the head trim. The typeface Friz Quadrata is used throughout this publication for display type, including the cover logo. Educational Leadership

Part of a handsome, more involved box ruling system, this department head has an overscore that matches its width. The head's open letterspacing contributes a great deal to the look. CASE Currents

6.35

An elaborate scheme of rules and shapes has been added to simple typography for a unique heading solution. The overscore, matching the heading's width, is printed in warm red (solid magenta and solid yellow), and the triangle is printed in blue. All else is black. Inside Sports

6.36

This department heading makes full use of color. SPORT is overprinted black on yellow, MAIL is knocked out of deep blue, and a warm red rule extends across the head of the page. The two vertical hairline rules, indicating the three-column format, are printed in magenta (registering yellow would be too difficult on such a fine rule). Sport

#### LETTERS

# The Numbers May Be Misleading

A president challenges how we perceive two-year college attrition

a "disproportionate number of minority and poor students." The author goes on to conclude that this situation clusters the student groups with the lowest retention rates in the institutions with the highest attrition rates."

I offer this challenge. Place two-year college students with the lowest retention rates in an elite college and observe the result. My guess is the students will experience even higher attrition rates. In all likelihood, the elite college simply would not have the

rthur Levine's "Defying Demographies" [June] notes that two-year institutions have office should run the show. After all, the public relations staff knows the campus better than any outside counsel, and having a centralized effort will cause less confusion when dealing with the media.

Second, the campus president should have realistic expectations about media coverage. Like it or not, most reporters were there to cover the summit—not to do stories about Rice. And finally, don't forget campus sources. Make sure your PR plan

includes your own expert faculty.

Pretty basic stuff. But the basics make or break an event. In this case, we were pleased with the amount of coverage Rice received from the sum ng the inhim he didn't carry the topic far enough. It's one thing to produce a style manual and quite another to gain its acceptance across campus. But we did just that this spring at Cabrini College.

We'd spent months working on an institu-tional style manual and, for its unveiling, held workshops to educate staff and facul-ty on their role in the larger contexts of PR.

creating and changing perceptions.

First we cultivated senior staff by charging deans and vice presidents to spearhead a college-wide movement to incorporate our editorial recommendations in their work. Most did. Those who didn't, as one academic 'discovered with a iolt found discovered with

6.34

## THE FAN

By KEVIN DOBSON

Baseball Trains You For Life

Y GREAT PASSION is baseball. I just love springboard to confidence



burn them out if you take the

game too seriously.

As for my own son Putrick.

Eve already had great times with him at the ballpark. He was with me last year at Dodger Stadium, when at a Hollywood Stars game I hit this long dy ball. It kept going, going, going, and 55,000 peo-ple in the stands are all saying to themselves, "Here's an actor himng a home run." Well, the

6.35

#### **NOLAN RYAN**

I praise Randy Galloway's ar-I praise Randy Galloway's ar-ticle on Nolan Ryan," April). Not everybody who plays baseball is in it just for the money. A contract to Nolan Ryan is as good as his word. Your article stands as a tribute to a man who will one day be in Cooperstown. to a man was in Cooperstown. Bryan Kroeger

Wausau, Wisconsin

Ryan is a perfect example of what hard work and dedica-tion can do for you. Everyone thought he was washed up, but Ryan proved them wrong. just as Joe Montana

Jason Hawiszczak Hanover, New Jersey



Navin Kamath Nesconset, New York

George Castle says Ernie Banks preceded Michael Jor-dan as Chicago's best-loved athlete. How could be forget Walter Payton and what he did for Chicago sports, not to mention the Bears?

Jason Gelber Los Angeles, California

Jordan is the caliber of athlete who could easily make the transition from one sport to another. With his I-love-towin attitude and dedication, I'm sure he can succeed at any sport he wants to play. So the NBA and PGA may produce a new kind of elite athlete—one who gives us explosive power



The use of hairline and 12-point rules in addition to mixed serif and sans serif typefaces and deep sinkage make this heading unique. It is greatly simplified and reduced on continued pages, but the connection is still evident. CA Magazine

6.38

Using color or texture creates a recognizable department heading. The type in these headings is always centered and overprinted in black on one of several pastel screen tints. Notice the contrast of the condensed, vertical letterforms with the broad, horizontal color bar. Food & Wine

6.39

This heading is dropped out of solid black, but it is tipped sideways and bleeds off the upper outer corner of the page, suggesting a tab in a looseleaf binder. This system makes finding departments very easy. The vertical headings in this publication are very similar to the cover logo. Golden Years

## WINES & SPIRITS



6.38



The type in this heading has been vertically aligned so the "pinstripes" do not obscure the words. Representing a department heading literally is an intriguing idea, but it is very difficult to create a unified series, which is also important to the cohesiveness of a publication. Executive Edge

6.41

Department headings can be unified with other typographic elements, as in this case, with a headline. DH Headlines

Tabloid publications have large 17- by 11inch pages. Organizing these big pages is more difficult than organizing a standardsize page. This tabloid has developed a system where department headings are almost always at the top of the page, making it easy for the busy reader to scan for subjects of interest. These heads are dropped out of red bars that extend over, and define, their portions of the page. AIA Memo

#### Viewpoint



#### What's your most memorable holiday?





6.41

#### 16/AIA MEMO MAY 1990

#### CALENDAR

May 17-22
Society of Architectural Administrators convention, including roundtable breakfast discussions, seminars, tours, business meeting, and awards luncheon, Four Seasons Hotel, Houston Contact: Tery Bolender, Seattle, (206) 281-8790.

May 26-27 1990 Architect Registration Exam (ARE) Seminar concentrating on five sections of ARE, including build ing design simulation, University of

June 8-9 National Intern-Architect Develop-ment Program (IDP) Coordinating Committee meeting with the Ar-chitectural Institute of British Colum-chitectural Institute of British Colum-

June 11 MASTERSPEC User Conference, specialized training for specification personnel and spec writers; technical forum and product demonstration, At lanta. (Attendees will receive a dis-count for the June 13 seminar below Staff contact: Sarah Gribbs, (800) 424-5080; (202) 626-7552.

#### MANUBER BENEFITS

## Cut costs via deductible

positive links already established between the AIA and CSI.

Award-winning Atlanta architect Mack Scogin, AIA, has been apointed chairman of the Harvard University Graduate School of Design (HGSD) Department of Architecture. An adjunct professor of architecture at HGSD since July 1989, Scogin assumes his dufies July 1989, July 1989,

Hostel,

Wheaton (MD) architect/preser-



#### A la pesca de riqueza

Con unas pocas notables ex-cepciones, los países latino-americanos deberían tomarse unas vacaciones y "sahr a pescar". Podrian ser las vacaciones más fructíferas de su historia.

La región está finalmente

comenzando a mirar hacia el mar en husca de sus recursos marítimos. Pero hasta la fe-cha pocos países han aprove-chado el botín que yace fronto a sus planes

frente a sus playas.

Las excepciones consti-



6.43

#### Ni palo ni astilla

En el sur de Chile se en cuentran algunos de los cuentran algunos de los bosques más antiguos del mundo, que cubren las abruptas montañas costeras y las innumerables islas del archipiélago chileno. Al igual vo los antigues bosques de archipiélago chileno. Al igua que los antiguos bosques de la costa del Pacífico de América del Norte, los bosques chilenos de las re-giones de Valdivia, Norte de la Patagonia y Magullanes se ven amenazados por las acti-vidades madereras multina-cionales.

ttitude, Competence, Teamwork

#### Servicing a custom program

Recently, representatives from industrial's San Diego and San Francisco divisions and Home Of-fice met with the program ad-ministrators and association Proprietors' Association of Southern California (BPASC). Southern California (BFASC)
They met to agree on underwriting criteria for bowling center
security personnel. The meeting
was precipitated by a major loss
in Southern California involving a security guard who fatally shot a bowling center patron. Realizing

that the security personnel risk is as great in Northern California as it is in Southern California, Sr. Director Grogg McDermont, H.O Custom Programs, called a meeting for members from the NCBPA and the BRASC to work out an underwriting agreement that would benefit both programs.

"If this had been an individual

"If this had been an individual risk." he notes, "the loss might have encouraged us to either drop the account or exclude this risky coverage. The nature of a Custom Program, however, is to recognize all needs of a particular business and do our best to fearness.

ne of the benefits Industrial provides for its employees is a library—at every Industrial office. Not just a library of insurance-related periodicals and books, but a library filled with magazines and books on every subject imaginable, from best-sellers to classics.

 $The \ libraries \ make \ a \ very \ positive \ first \ impression$ on visitors, as the following letter, written by an attorney to the Orange division, attests:

Gentlepeople
I happened to be in your office last week to have a brief conference with one of your workers' compensation claims representatives, and chanced to notice your employee library collection. The fact that almost all of the recent best sellers in fiction and non-fiction categories were there, and

will be willing to copy. And, at least for a few moments on a hot summer afternoon, I envied your employees' access to a fine. selection of popular books Industrial is taking into account [employees'] personal enjoyment of literature and recognizing their

6.44

Cuetom Promo-



Expecting the Best



Expert Witness

#### 6.43

Combining very different typefaces produces an interesting department heading. AMÉRICAS, its underscore, and the headline POR HENRY GOETHALS, are all black. 1010! is printed red. Américas

A very heavy overscore defines the space that this heading's freeform initial and traditionally set type fill. Initials like this can be found in clip-art resources. The initial, overscore, rules, and initial o are printed in teal green; all else is black. Intercom

#### 6.45

This heading is loaded with contrast: reverse type, digitally condensed type, all-cap and all-lowercase type, roman and italic type, and dots and shapes. This is a very unusual, and very recognizable, creation. SHORT is printed warm gray. The square bleeds off the top outside corner, making the department easily seen by page-flipping readers. Continued pages have the same artwork, but it is reduced 50 percent. Syracuse University Magazine

### Type and illustrations

6.46

A department heading can be combined with an illustration. The star is the consistent illustrative element repeated in each of these department headings. Interesting here are the compound names all including *STREET* (the name of the publication) and the typographic alterations used. *The Street* 

#### 6.47

This heading is created by dropping the type from a four-color reproduction of a torn colored paper corner. This effect is also convincingly achieved in two-color printing by combining screen tints (for example, 80 percent red and 20 percent black) if you start with a good torn edge. *CV Magazine* 

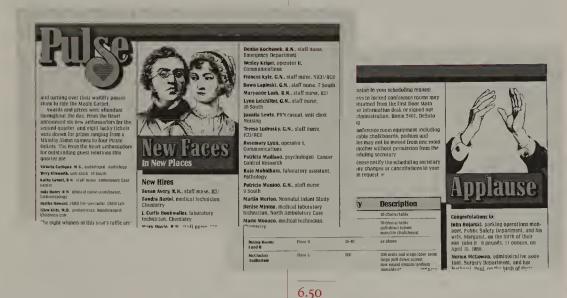
#### 6.48

Pictograms created from clip art have been added to flush-left headings and a page-wide hairline rule. The pictogram images have been unified by placing them in similar 5- by 4-pica black shapes. Note that bleeding an image to the perimeter of the black field makes it appear more dynamic. American City & County



Packaging A Park: The Economics Of





#### WHY NO LOGO?

I am a carman apprentice at the Havelock shops (Lin-coln, Neb.), who was recently recalled to work after a even-year furlough, During those seven years, I worked as a master machinist (jour-neyman) in an aerospace manufacturing firm where only the highest quality and pride in our workmanship were allowed. We were required to stamp our name (and reputation) on every or-der of parts we built, and NASA could trace every single part all the way back to individual machinists if they needed to. This gave me the feeling of "signing my name" on every part, and I was proud of the hardware I produced.

Now that I'm back to my first love (railroading), I see that many of the carmen and nized by the distinctive Cascade green paint. The BN initials and numbers on BN initiats and numbers on the side and ends of freight equipment fulfill the re-quirements of the Associa-tion of American Rail-roads' rules, while the logo application only added cost to the repainting of our cars.

application only dated cost to the repainting of our cars.

"Burlington Northern bas nearly 5,000 cars scheduled to be painted in 1988 and 1989, including many of our predecessor cars, so all savings toward this program are very important. These savings, nearly balf a million dollars annually, represent the funding for additional employees and material at Havelock to produce a higher quality car for our customers and support BN's commitment to Service By Design.
"Havelock Shops have a personalized symbol, which presently is not being applied to work."

one cared because officials that set the rules *never* work on Christmas Day.

Little children don't under-stand why. Do we? By early January, again the phone rang saying "you are cut-off" with no concern about our welfare. Our kids used to say, "Daddy, did they

lose your name again?" Years later it's still the same story. Kids and grandkids are coming home but "Grandpa" is not there. Grandchildren don't understand any better than their parents did.

For us and most BN families, our traditions will have to be formed — after retire-

> Emma Turner Moorcroft, WY

MAXANKE DAME

is intended to serve as a symbol of pride to its recipient and as a positive example to fellow co-workers. The pin is a symbolic reward, not a monetary award, that expresses the company's appreciation for a job performed properly, which means free of any onduty lost time injury and disciplinary action. This recognition is provided in an effort to improve relations as well as to give postive reinforcement. We appreciate Mr. Lysaker's concern and would welcome additional input regarding the award program."

#### COAL DUST FLYIN'

From the coal mines in 'cross the heartland to the shore,

This pictogram is printed in 100 percent yellow, 10 percent magenta, and black to communicate its traffic-sign reference most convincingly. It is highly visible, located centered at the head of the page. Caribbean Travel and Life

6.50

These line-art illustrations are steel engravings taken from clip art, printed black on white. The headings make outstanding use of two-color printing, combining several shades of green and black screen tints. The various tint combinations give the headings great depth and considerable visual attraction. The job of creating these headings is made much simpler by having all elements fit within the visible external grid structure. Children's Hospital of Pittsburgh Pulse

6.51

LETTERS is a department heading that receives a good share of special handling, perhaps because it suggests its own solution. This cancellation mark was created on the desktop and surprinted on the black type in 20 percent magenta. BN News

Another LETTERS heading that is inspired by a postmark. Here an original postmark was scanned into the computer and printed with "jaggies," to suggest the unevenness of a real cancellation stamp. LETTERS is printed in red for emphasis. The clipart pen, printed red, has also been scanned into a computer and printed with jaggies. Current

6.53

The computer-created symbols for each of these departments are unified in identical starburst shapes, always located in the top outer corner of the page. With such enticing symbols, it is best to leave the type comparatively simple. Adeptations

6.54

Another series of dissimilar symbols is joined by a shared shape. These symbols, almost always mortised into the middle of the text, become visible because their darkness contrasts with the grayness of the surrounding text in this newsprint publication. VeloNews



6.52







#### **Designing the** Showcase One

ADEPT member demonstrates style



#### Welcome to th

In the first decade of elec was called "desktop pub clear that this term is no publishing field has char beginnings in 1985, desk became one of the most computers. Today perha importance is the fact th

importance is the fact th development is aimed at the original typesetting:
virtual spillover.

ADEPT has changed a point ADEPTations, the changing too. It has "grown up" to a full-size pitton with a full-color cover. It has acquired me articles, and more advertisers. Though under same editorship, it has an expanded staff of higher than the professionals. And it has a new banne flag or nampelate—call it "" " " " " " "" ""."



#### by Kathy McClelland

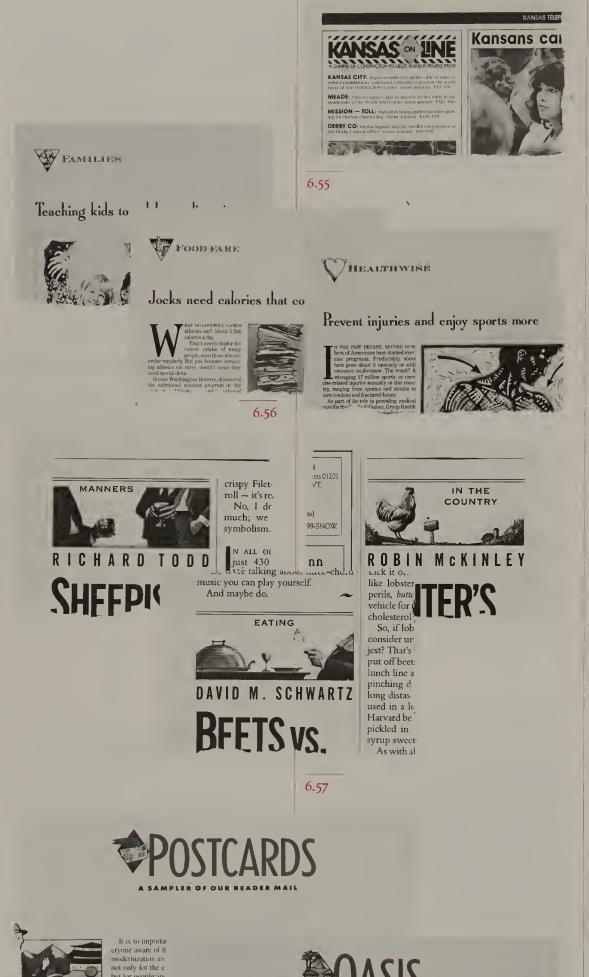
Despite a tiny budget, the last thing designer C Thompson wanted to do was produce a plain, c color invitation to encourage top graphic design to show off their best work.

Instead, he designed an elegant Call For Enti for ADEPT's Showcase One—a collection of the best in desktop publishing—after learning that addrs would denate most materials and service.

6.53

#### tions: from race course to sho

and last - temptation of



Letters carefully fit together (making excellent use of the Avant Garde characters) act as a backdrop to another road-sign illustration. Printed only in black, this heading attains great visibility because of its darkness and because of the added diagonal rules. *Kansas Telephone Times* 

6.56

The handsome inline typeface is complemented by similarly handled illustrations, which are all based on an inverted triangle. Printed in one color, they always appear in the upper left corner of left-hand pages, making them expected elements and very findable. *View* 

6.57

Each of these charming pieces of custommade artwork introduces a brief article. Notice that the bylines are letterspaced to the full column width and that the typeset department headings are placed wherever space allows at the top of the illustrations. New England Monthly

6.58

These full-color department headings go well beyond mere labels, becoming focal points on the page. The illustrations and flat screen tints broaden the spectrum of what department headings can be. These headings also have subheads that further explain what the page contains. *TravelLife* 

factory, I left for Bur-

the world was exeiting. Would I do it again? Yes, with a full sun.

moor dockside, but you car

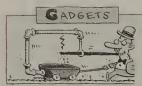
This unique heading demonstrates an outstanding integration of imagery and letterforms. It is quite large and extends fully across the head of the page. It was created in three steps: the type was set, the first and last letters were altered, and the photos, converted to line art with a mezzotint screen, were added. Jacksonville Today

#### 6.60

This publication commissions new department headings for each issue. Each series emphasizes type or imagery to varying degrees and features illustration, painting, photography, and design as media. Generally printed in full color, these department headings play a major role in defining each issue's unique personality. Initial caps are also created, to be used on the same page as the department head, thereby connecting head with text and reinforcing that issue's special look. Shown here is a representative sampling from eight issues. Wigwag



6.59



























John Thorne considers the dandelion's essential



#### COVERS

# 7

Long ago, when printed material was very rare, alluring, informative covers were unnecessary. The very existence of a document was reason enough to take time to read and absorb it.

Today, of course, printed communication is so plentiful that readers must control how much of it will gain their attention. It is there-

fore vital to be able to indicate immediately the contents, or at least the kind of information, contained in a publication. The science and art of announcing information, its style and immediacy, are what cover design is all about.

Covers create expectation in the reader. They lure the reader into browsing through the issue. Their function is the same as that of the teaser that television networks broadcast to lure viewers to watch the evening news. They supply a sample of what is to come that engenders a sense of needing to know *now*.

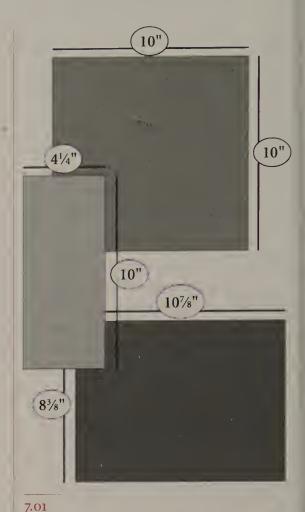
If a cover is uninteresting or cluttered, readers will not rush to get inside. Conversely, if readers notice one or two items on the cover that appear worthwhile, they will open the publication. If a sidewalk store window display does not show products passersby want, in a way they will notice, customers will not come inside where the goods are to make a purchase. So it is with covers: if the best stuff out front does not catch the reader's attention or arouse the reader's sense of immediacy or appeal to the reader's self-interest, the reader will not make it inside where the goods are.

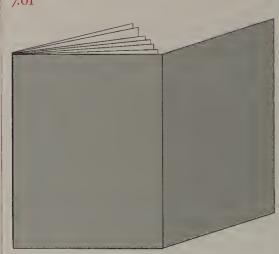
The cover is the single most important page of a publication. It establishes

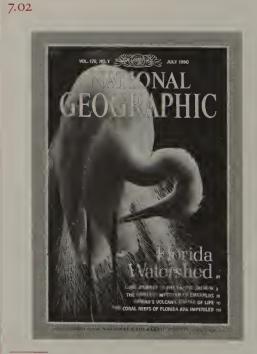
identity from issue to issue (while simultaneously signaling a new issue) and claims territory distinct from the competition. A cover must reflect its own identity and personality. It must communicate a sense of worth and urgency. It must fascinate, tease, and involve. And it must relate visually to the pages within.

Four elements, all equally important, must be kept in balance when designing a cover:

- Format: Shape and size, use of a frame, texture, weight, thickness all these establish recognition and continuity. A standardized cover format creates history, value, confidence, trust, and loyalty.
- Logo: The publication's title, it defines who you are. The symbol must be personalized and applied consistently everywhere. The issue date should be incorporated into the logo.
- *Illustration or visual*: Imagery both intrigues and signals a new issue.
- Cover lines: These blurbs provide other reasons to pick up the issue. Wellwritten cover lines catch more readers than imagery, but imagery attracts readers in the first place.











7.05



7.06



#### **Format**

• Shape and size: Advertising sizes dictate inside page size which in turn dictates the size and shape of the cover. But some publications have moved away from tradition and produced square or tall or wide formats (fig. 7.01).

A gatefold cover can be a powerful attractant if used correctly (fig. 7.02). Be sure the gatefold's story unfolds as the cover is opened. Intrigue readers by showing half the image, with the visual "punchline" on the second, inside, panel.

• Framing: A frame around the page can become a recognizable and memorable design device. Time's red border is so recognizable it can be purchased printed on mirrors. Similarly, National Geographic is known for its yellow border, which is used on nearly all marketing pieces and correspondence as well as on the cover of the magazine (fig. 7.03).

To avoid a me-too look, consider an eccentric, off-center border (figs. 7.04 and 7.05) or a partial border (figs. 7.06 and 7.07). Be sure to leave sufficient border to disguise crooked trimming; ¼ inch is usually the minimum.

• Texture, weight, thickness: The heft of a publication is usually indicative of its success. It signals the amount of advertising the publication can attract — many magazines gain weight in the two months before Christmas and go on a crash diet in January for lack of advertising pages. It indicates whether the publication is healthy. Sports Illustrated's swimsuit issue is one of their fattest because advertisers know that particular issue will attract many readers.

Many publications' covers are printed with an ultra violet (UV) coating to make them shiny and more tactile. UV coating is a protective, ultrashiny coating that hardens under UV

light. It imparts a sense of quality and substance to a publication, to which readers seem to respond.

Some magazine covers are enclosed by a second, uncoated sheet that is sometimes cut narrower than the cover (fig. 7.08). On it are printed cover lines or special messages (for example, "This is your last issue!").

Some publications are printed on unusually textured stock or use colored paper or paper with visible additions (little hairs, for example). All these add to the immediate recognizability of the publication.

#### Logo

The logo says who you are. The symbol must be personalized and applied consistently on all printed materials. It should be closely related to the department headings and, perhaps, to the headline typography. These typographic connections unify the editorial matter, creating a cohesive visual product.

The issue date and other secondary information should be integrated with the logo to reduce visual clutter.

To enable readers to find a publication on a crowded newsstand, the logo must be the dominant element (fig. 7.09). It should also be dominant if good visual material is not always available

If a publication is not sold at a news-stand, the logo need not be run at the top of the cover. Indeed, the logo does not even need to be horizontal (fig. 7.10). Marvelous personality and easy-to-execute flexibility can be created by developing a system in which the logo can be placed in any of half a dozen positions, depending on the shape, quality, and internal composition of the visual elements.

#### **Illustrations**

The purpose of a cover illustration (a term that includes both drawings and photos) is to pull the reader inside.

Drawings allow a wider range of graphic techniques than photos and lend themselves to showing concepts, ideas, and humor. Photos, on the other hand, are more believable because they are more realistic. Beauty for its own sake – using either artform – may be admirable, but it will not necessarily increase reader interest.

Whether to use a large or a small picture depends on the quality of the imagery. A cover-sized enlargement requires in-focus, well-lit, well-developed, dimensional imagery that is interesting. If you cannot count on professional photography or if you know the photographs will be taken on an inexpensive, do-everything camera, design a format in which imagery occupies only about half the cover (fig. 7.11).

Bleeding an image makes it more dynamic by implying continuation. Bleeding on all four sides of the page makes an image look much larger — so large, in fact, that it appears uncontainable on the page. But full-bleed photos require an area of relative blandness in color and texture to provide space for cover lines. If no such background field exists, the cover lines should be placed in an area of screen tint color somewhere around the perimeter of the page.

Although reader interest is highest when a cover contains a single focal point, it is sometimes worthwhile to have two pictures on a cover. If the two photos are directly related, they can be joined in a "split-screen" treatment, to make a single visual impression (fig. 7.12). If the two pictures are not related, one should be considerably larger, tell-

ing the reader that it is more important. A full-bleed image with a smaller, secondary image mortised within is visually dynamic but requires careful cropping of the bigger photo so its subject is not hidden (fig. 7.13). A partially silhouetted primary image with the secondary image placed beneath the logo provides a flexible system (fig. 7.14).

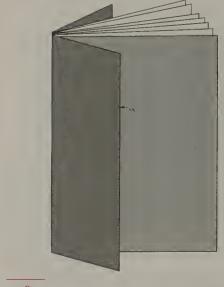
Readers respond particularly well to pictures of other people. Because portraits look a lot alike, covers with them should be distinguished by printing an area in a distinctive color, including a secondary, nonperson image, or changing the color of the logo.

Many feature stories concern trends or ideas, which must be conveyed by the cover. A concept cover is an idea presented in visual terms. The problem is to find a visual symbol that is not a cliché yet is understandable. A concept cover must be more than merely a visual pun; it must address and illuminate the meaning of the lead article.

All-type covers are recognized as being special because they are so rare. They should be reserved for special issues because of their focus on substance. They are inexpensive and easy to produce but become hard to distinguish from one another if used often (color changes alone are not well remembered). All-type covers sometimes include tiny pictures, which allow the type to be dominant.

#### Cover lines

Imagine a magazine cover that has just one image and one headline. No matter how important the subject being shown, some readers will fail to respond. Instead of gambling on one idea to bring in the crowds and losing some, give the reader a selection of great reasons to pick up the issue and open it. Cover lines persuade readers to pick up a publication by providing several "appeals." Newspapers do the same thing with their headlines.



7.08



7.09









7.13



7.14



Words are critical to readership. Loyal readers, those who already find value in a publication and make time upon its arrival to read it cover to cover, will read anyway. It is the casual and the harried reader for whom cover lines are a necessity.

Cover lines should present the most important contents, usually only feature stories. Lesser listings dilute the importance of all the cover lines and can overwhelm the reader.

The primary cover line describes the main visual, so it must at once be similar to other typography on the cover and act as a caption to the picture (fig. 7.15).

If cover lines are to be superimposed on imagery (a full-bleed photo, for example), sans serif type is much easier to read and has greater weight when reversing out of a four-color screen image. Sufficient contrast between type and background must exist, or cover lines will be illegible. The more sophisticated and upscale the publication, the more restrained the typography should be.

Repeat the wording of the cover lines exactly on the contents page and on the opening page of each story. It's a reward readers expect for having found the right page.





## teller





#### Format: shape and size

7.16

This tabloid cover is 9 by 13 inches. The large page is exploited by running the nameplate (or logo) up the side. The logo is set in contrasting typefaces, with the word TALK printed in a second color. **TimesTalk** 

#### Format: framing

7.17

A half-point box rule printed in warm red frames the live area of this cover. A frame is activated by breaking an element out of it, in this case, a brochure cover, placed on an angle. Note the use of light and heavy rules to define areas, and that the banner fits a simple four-column structure. Focus On Healthcare

7.18

White space at the head, foot, and right side of this cover create an eccentric, or off-center, border. The placement of the horizontal rules, ancillary copy, and the logo at the head of the page are all carefully considered to allow the whiteness to remain. Dedicated white space (such as the right-hand column) is best used to emphasize something important within it. Corporate logos qualify, especially if a bison in a field of white. Teller

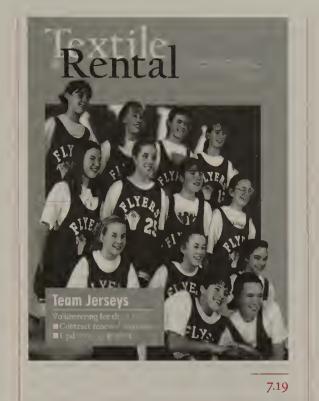
The imagery on this publication's cover fits a distinctive format. The bottom of the photo always bleeds, and the subject of the photo is silhouetted within rigidly maintained borders. The logo is printed in two colors that are selected from those in the photo. Cover lines, set flush left, are placed in a box that is aligned with the trim area of the photo, providing both flexibility and consistency. *Textile Rental* 

#### Format:

#### texture, weight, and thickness

7.20

The coated cover of this publication is enclosed by a second, uncoated sheet that is cut with a curvy edge. Cover lines are printed on this flap; when it is opened, the cover art remains uncompromised. *Wigwag* 







CIPSNEWS

ICC Selects CIPS
For Management Audit
The Art of the Committee o

7.22



# PULSE

#### Japanese Delegation Visits St. Paul

of Rast and West as a delegation of Japanese physicians and hospital administrators visited St. Paol Medical Center on August 15. Members of the Institute of Open System Hospitals (108H) of Japan toured St. Paul as part of a fact-finding mission to the United States. St. Paul was one of only four hospitals nationwide chosen to receive the delegation

The purpose of the IOSH delegation's visit to St. Paul was to familiarize members with our medical system. The group

to help "open" hospitals to practicing physicians.

"The large Japanese hospitals are closing (their) doors to doctors practicing in the community." Yumikura said "In other words, a practicing doctor is not allowed to look after his patients, once they are admitted that he has be possible."

Dr. Yumikurn added that the group hopes to learn as much as possible about the relationship between the practitioner and the hospital

During their visit to St. Paul



Logo

7.21

The logo is the dominant element on this cover. It is printed in a different premixed ink color for each issue. Note that the ascender and descender overlap the half-point rules to unify the nameplate and that the base line of the date aligns with the bottom of the descender. Indeed, everything aligns with something on this well-organized cover. *Update* 

7.22

This desktop-created flag makes good use of drop shadows by integrating them with rectangular panels and second color. The shadows are printed 20 percent red, the 12-point rule is printed solid red, and all else is black. *CIPS News* 

7.23

All the elements on this flag are carefully aligned, making it very handsome. *THE* has been downsized to match the width of the *U*, the rule above *ST PAUL* aligns with the serifs on *PULSE*, and the vertical edge of the *P* in *PAUL* aligns vertically with the box rule around the text. *The Pulse* 

The logo and descriptive copy have been unified by stacking words under the stylized apostrophe. The full-bleed, full-color cover has *TRUMP*'s printed metallic gold. *Trump*'s

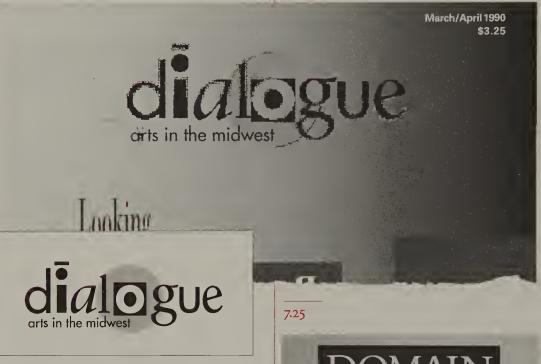
7.25

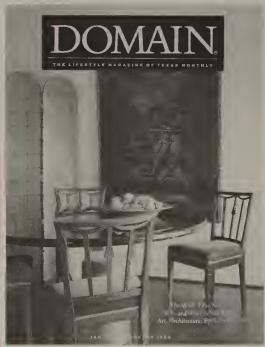
This logo shows obvious evidence of digital manipulation. It is a playful experiment with the normal logo (shown inset). The modified logo is printed black on a yellow circle with remnants of red and blue around the edges of the letterforms. *Dialogue* 

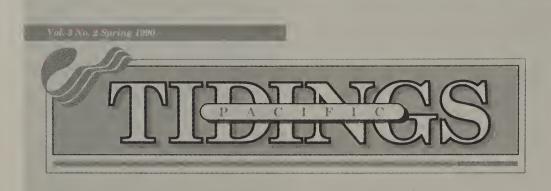
#### 7.26

A highly structured logo can give an otherwise freeform cover the organization and recognizable consistency it requires from issue to issue. The MAI in DOMAIN has been kerned to achieve optical evenness. The open letterspacing of THE LIFESTYLE MAGAZINE OF TEXAS MONTHLY perfectly aligns the width of the phrase with that of the logo, creating an effective relationship between two elements that should appear to belong together. Domain









#### Protecting fish habitat

A healthy economy requires a healthy environment.

Our Common Future The Report from the United Nations World on on Environment and Development, 1987

L he environment can be simply defined as the place where we live It fall that



words, economic growth and development must take place within the natural laws that govern our environment. Jobs protection not only can happen together, they must, if we wish to keep our planet and ourselves

alive. "Taking the sustainability and putting it into action is difficult," says Dennis Deans.

careful and we have to be

conscientious.
"Those strategies
must include ensuring
that industrial

that industrial developments are environmentally sustainable."

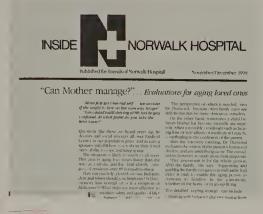
And it's here that Fisheries and Oceans is already at work, implementing the concept of sustainability through their fish habitat management policy.

management policy.
The fish habitat
policy applies to all
development projects and

7.27



7.28



This elaborate flag shows how effectively overlapping unifies separate elements. PACIFIC is given secondary importance by reducing its size and placing it in an oval on top of TIDINGS, which can absorb the coverage with no loss of legibility because it is so big. The wavy logo relates to the whole by interrupting the perimeter box rules and the background screen tint. The original is printed in black, aqua, and light orange. Pacific Tidings

7.28

Flags are made more attractive when a clear hierarchy is established. MONTHLY is not as important or as descriptive as HARTFORD, and this hierarchy is clearly communicated through typographic contrast. Hartford Monthly

This example shows the integration of a logo with the name of the publication, which has been sized to match the height of the horizontal stroke of the cross. The publication's title is a playful pun on the logo, which itself illustrates "insideness." Inside Norwalk Hospital

The logo of any publication deserves customized typography. This minimalist approach is quite effective, imaginative, and appropriate for the word being illustrated. Newsline

7.31

This logo is designed to emphasize the word ADEPT, which is an acronym for the organization's name. The triangular panel always bleeds off the head trim and overlaps the artwork. Adeptations

7.32

Positioning the logo vertically is very dynamic. A logo need not be run horizontally across the top of the cover if the publication will not be sold at newsstands. Note the carefully mitered kerning on ENTERPRISE with its chopped-off serifs, as well as the placement of the volume, number, and date. The logo and all rules are printed dark blue; all else is black. Enterprise



**NOVEMBER '90** 

COLUMBIA **ARCHITECTURE PLANNING PRESERVATION** 



7.30





7.31

#### Good News Nuggets

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7.33

# PaperAnn

September 1990

#### Minimizing Mottle...



#### At Press Time...

James River Plans Major Restructuring; Approves \$97 MM Kalamazoo Expansion

By Mark McCready

James River, in a massive reshulting of its corporate structure, has announce plans to shed assets with annual sales in \$4.3 billion to improve profitability an papers operations at West Lum, Ore. It will also reduce its stake in the Marathon, One, pulp mill from 80 percent to 50 percent, as well as shirt down or sell its less competitive

#### Global Scene...

Startling Strength In Tissue Field Exerted by James River Corp.

By Ward C. Williams



#### **Industry News...**

Daishowa America Plans Recycling Plant At Port Angeles

Responding to customer demanch Dashowa America's Port Angeles, Wash groundwood specialities milt as seeking permits from the Washington Department of Ecology to build a \$40 million recycle paper plant for start-up in 1992. The recycling plant will be the first telephone directory paper recycling fatality in the U.S.

#### Federal Gov't Expandin

U.S. Sen. Wendell H. Ford (D.K. chairman of the Joint Committee on Priting, recently released new recycled pay specifications allowing the federal govement, for the first time, to buy recycpaper for copieta, laser printers and stionery. The papers will be required to ettam mandated quantities of secondary fill obtained from postconsumer waste pap

#### 7.33

This downward-pointing logo rests in open space, which contrasts with the exoskeletal format on the rest of the cover of this tabloid publication. *DEP*, the period, and the horizontal rules are printed light blue; all else is black. *DEPtoday*.

#### 7.34

A publication's logo configuration must be applied to the department heads for consistency. Graphic embellishment has been used to unify this logo (on the outside) with the department heads (on the inside), creating a potent visual personality for this tabloid. *PaperAge* 

The type in this logo is printed red, set flush left and enveloped by a field of black. The department heads echo the flag by being similarly placed in consistently sized fields. *Nation's Business* 

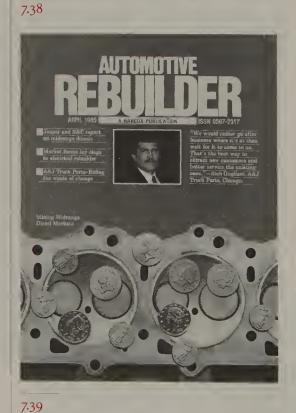
7.36

The flag for this monthly is placed in any location that is convenient to the imagery. It can appear as either a "solid" or a "transparent." Colors are selected from those in the imagery. Note how the ampersand hangs beneath the base line, implying "underneathness." *Brake & Front End* 





# UNITED AIRLINES—BRINGING YOU AND THE WORLD FACE TO FACE VICTOR ACE WITH HAWAII EQUIT INVESTING IN THE NEW EUROPE LONG FULLY CO. PAUL SI MOIN BRETTI HELL



#### Illustrations

7.37

This publication always runs a full-color, full-bleed photo on the cover. Full-bleed photography is especially desirable when the subject is photogenic, though it need not be the world's most beautiful islands. Note that, even with this exquisite imagery, cover lines are still used to draw the reader inside. The logo's colors change every issue. *Islands* 

7.38

A nearly life-size, full-bleed face always appears on the cover of this publication because *vis à vis* is French for "face to face." The theme is continued throughout the issue with a regular series of interviews, each starting with a head shot. The life-size portraits on these covers are startling and editorially expressive. *Vis à Vis* 

7.39

What do you do if high-quality cover art cannot be guaranteed every month? Design a format that makes the primary visual small but still eye-catching, even if the artwork is a publicity shot or taken by an editor rather than a professional photographer. This publication's cover format calls for the photo, usually of a piece of automotive hardware, to be silhouetted on the top edge and bled on the bottom and both sides. A smaller portrait accompanies a pull quote and the cover lines. The top background and the logo colors change for each issue. *Automotive Rebuilder* 

Concept covers illustrate a complex point by combining two or more symbols to provide a fresh slant on an idea. An audio tape, representing the process of interviewing, is painted red, white, and blue to resemble the Texas state flag, which represents the interviewees. The result is integrated with the three-word headline in a simple format, showing off the concept with unadorned directness. *Texas Monthly* 

7.41

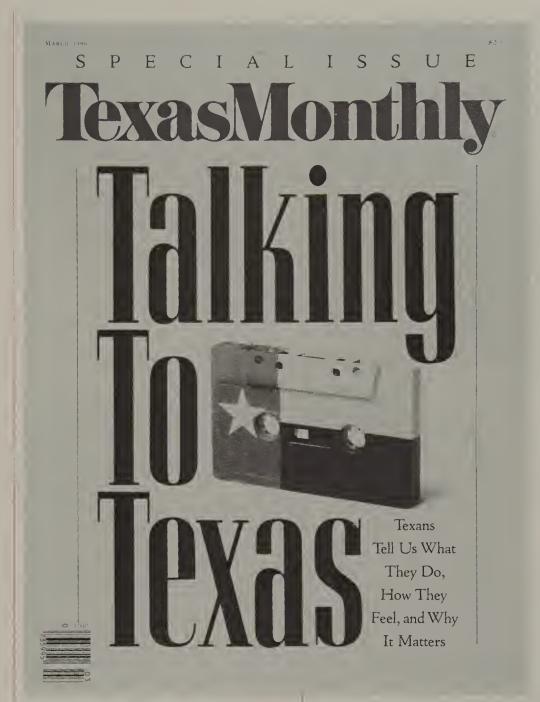
Sometimes an idea is so powerful that the best way to express it is with type. This publication, which is very aware of typography, relies on all-type covers with some regularity. But each is given a unique design to look quite different from the others. *New Perspectives Quarterly* 

#### **Cover lines**

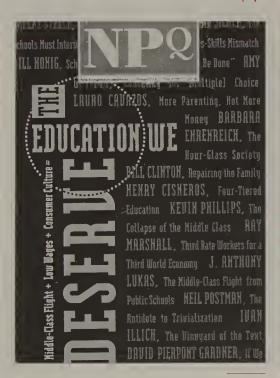
7.42

Cover lines should be typographically consistent to look "of a piece" and to reduce clutter on the cover. Here they are run across the head of the page. Only feature stories are listed, to attract readers with the most substantial "appeals."

Medical Economics













· / / | | | | | | | | | CHRISTINAS III SANTA FE INELALD A MOVIE SET THE OTHER **NEW JERSEY** 

#### 7.43

These cover lines are set as continuous copy at the bottom of the page, with red bullets separating the items. This oversize magazine is 9 by 11- inches, with the images printed in four duotone combinations (black plus another color). *i-D* 

#### 7.44

The title of the cover story (on ecotourism, or seeing the wilds – such as this royal flycatcher – firsthand) is set bold, to stand out from the other cover lines and to act as a caption, placed beneath and describing the photo. Covers can have only one cover line or as many as six; more than that overwhelms readers. *Américas* 

#### 7.45

The cover story's line should always be set larger, in contrasting type, so it will be seen first. The cover lines can be set flush left or centered, as shown here, depending on the requirements of the photo. Note the additional cover line in the upper right corner. *Travel Holiday* 

An ingenious system of alternating flushleft and flush-right copy with images blends verbal and visual incentives to open this publication. The tight minus line spacing in the primary cover line darkens the color of the copy and makes it stand out. *InterCity Magazine* 

#### 7.47

These cover lines are connected to the edge of the page by a horizontal rule, which is printed in the same color as the logo. A complete contents listing is shown on the back. Note the distinctive logo typography and the use of textured pattern. This cover is printed in pastel colors, with a full-color photo wrapping around the spine. *Pebble Beach* 









7.48

A single cover line is knocked out of a screen-tinted area of a full-bleed photo. The date, placed vertically in a bar of yellow along the spine, is a nice detail.

Interest

7.49

The addition of page numbers turns cover lines into a contents listing. The horizontal rules, added to define the column width, and the headlines are printed purple. *Eye on LSSI* 

7.50

This simple contents listing is designed not to fill all the space available. It does, however, contribute to the handsomeness of the cover and give brief descriptions to pique a reader's interest. Newsletters of fewer than eight pages probably do not need a contents listing, as readers find it easier simply to leaf through the issue. With four-page newsletters, readers do not think of page 3 but of an inside back cover. *Network Newsletter* 

The contents listing, flag and date, volume and number are printed black in the center of this cover, which is preprinted in full color. A certain sameness is evident issue after issue because the artwork does not change. However, this publication is issued only three times a year, so sufficient time passes between issues to make the new copy's arrival noticeable. *The ALAN Review* 

7.52

The cover can actually be the contents page, as this publication illustrates. The space is divided to make each story findable, and artwork is used to attract readers to select stories. This publication has a great deal of editorial material, so it continues its contents onto a gatefold. To save space, it uses a somewhat less flamboyant layout on the second page. *Folio:* 





#### CONTENTS

# 8

There are two ways to read a publication, front to back and back to front. When readers work back to front because, say, they enjoy checking regular sections before the feature stories, they are satisfied to discover stories as they progress toward the front of the publication (fig. 8.01). Readers who work from front to back, on the

other hand, are more apt to pause at the contents page for an overview of what the issue contains before leafing through it (fig. 8.02). They prefer to discover the issue in the order the editors have presented it.

Because the contents page is often read after a preliminary scan of the issue (fig. 8.03), it provides the reader with a second chance to discover an article. The contents page should therefore present the article titles, summaries, and images as appealingly and intriguingly as possible.

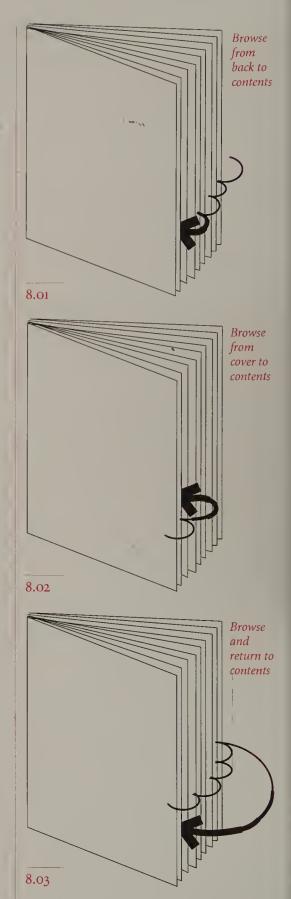
The contents page – or a briefer contents list in newsletters – is essentially redundant. All its information is contained elsewhere, in greater detail and with more hooks to catch the reader. So why would a reader – or a designer – spend any time on the contents page? A good contents page must, at the very least, be a clear, simple guide to the issue. But it can be more than that, hooking the reader with its own abbreviated persuasive appeals to turn to a story opener right now.

The material on the contents page must be organized in such a way that it builds excitement and anticipation in the reader. It should communicate the issue's worth, value, and fullness as well as its articles' locations. Ideally, it should whet the reader's appetite for the issue.

Fullness is not the same as busyness. Fullness suggests depth and quantity, whereas busyness is a symptom of not having chosen a clear hierarchy of information. A busy layout has too many elements jumping out at the reader, resulting in none of it being noticed. It repels readers. White space is as important on this page as on any other. Design some emptiness into your contents page.

The first step in creating a good contents page is for the editors to decide what they want the page to accomplish. What should it show off? Which elements will be emphasized? How wide is the range of subjects covered? Will there be brief descriptions of the articles, or will headlines stand alone? Will there be visuals? Are the authors' names more important than the titles of their articles? Is color available? Is more than one page desirable or possible?

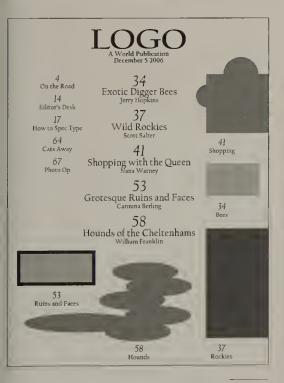
The contents page must be easy to use. Clear typographic organization is the



Exotic Digger Bees Jerry Hopkins	
Wild Rockies Scott Salter	
Shopping with the Queen Nana Watney	41
-	8.04
34   Exotic Digger Bees Jerry Hopkins	
37   Wild Rockies Scott Salter	
41   Shopping with the Queen Nana Watney	
Exotic Digger Bees Jerry Hopkins 34	
Wild Rockies Scott Salter 37	
Shopping with the Queen Nana Watney 41	



8.06



8.07

most important aspect in attracting readers. Article titles should jump out and page numbers should be placed near the headlines to avoid confusing gaps of space. Leaders, or rows of dots used to guide the eye across expanses of emptiness (fig. 8.04), are less effective than folios located immediately before or after story listings (fig. 8.05).

Contents pages can be type dominant or image dominant. If images are used, recycle color separations by showing same-size details of images as teasers. Photos may be neatly organized vertically up the side or horizontally across the page's top or bottom (fig. 8.06), or placed in a seemingly random pattern to contrast with structured type (fig. 8.07).

Emphasizing some elements, and necessarily deemphasizing others, creates contrast, which attracts readers. If all elements are treated equally, the page is gray all over and is more likely to be skipped. Clearly organized elements make skimming the page easy. Contents typography must exhibit obvious hierarchy. Titles must be worded exactly as they appear on story openers. A change in the headline wording from the contents to the opener causes confusion

The contents may be on the cover. The difference between cover lines and a bona fide contents listing is that the contents gives page numbers. Cover contents listings are nearly always supported by a complete contents listing inside the publication, because an issue usually contains more elements than space can accommodate on the cover.

The contents should appear on the same page or, in a newsletter, in the same place, in every issue to make it findable. Some readers will turn immediately to page 5 for the contents if they are conditioned to do so. Four-page newsletters do not need a contents listing because the document is so short that readers find scanning the actual pages easier. A possible exception to

this rule is four-page tabloids, which, because the page size is 11 by 17 inches, contain more stories per page and may indeed benefit from a listing on the first page.

As the examples in this chapter affirm, information on a contents page can be organized in many ways. Whatever system you adopt, it must provide an immediate inherent visual indication announcing what this page is: a well-designed contents page does not need to be labeled "Contents."





Mapping Manhattan in PostScript

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#### All type

8.08

Newsletters have contents sections, usually somewhere on the first page, rather than full contents pages. This all-type treatment, located at the bottom of the tabloid's first page, features large page numbers and reiterated headlines. All-type contents must contrast sharply with the text and headline type to be visible on the page. *PC News* 

8.09

This newsletter's contents section is located just beneath the flag on the first page. Notice that the contents elements align with the three-column grid, giving it a unified, handsome appearance. The second color (purple here) changes with each quarterly issue. The two horizontal rules, the date, the page numbers beneath the contents listings, the captions at bottom right, and the duotone photos are all printed in the second color. *Executive Update* 

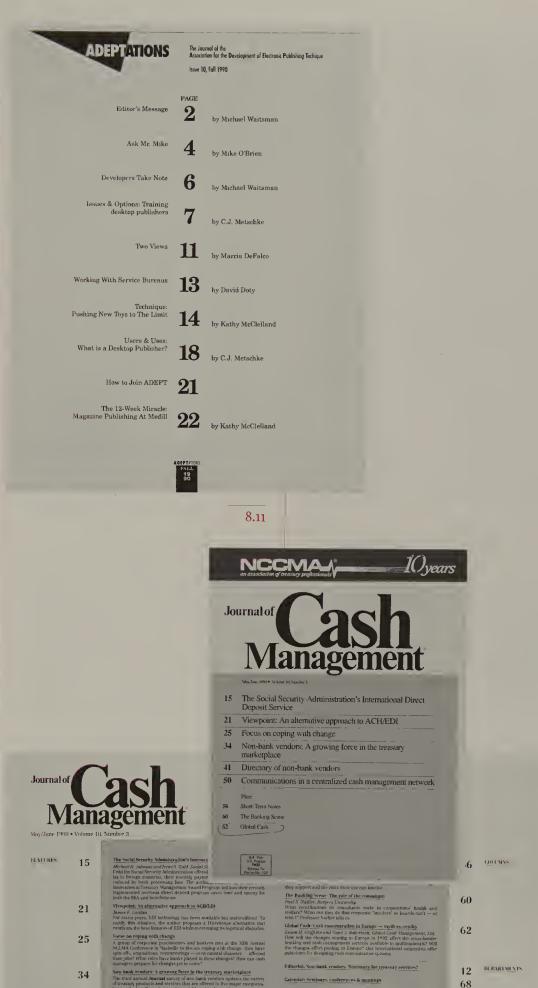
8.10

This is a sixteen-page full-color newsletter printed on very good paper with a typographically flavorful contents section on the front page. The copy is broken into three styles: page numbers are white on the light tan background; titles are bold, condensed sans serif in black; and descriptions are light sans serif in black. Step-by-Step Electronic Design

The hierarchy of information is quite clear in this example, with titles on the left above the dotted line, bylines on the right beneath the dotted line, and big folios centered. Such organization provides simple logical differentiation among kinds of information. *Adeptations* 

#### 8.12

This contents spread lists features on one page and columns and departments on the other. The feature titles are repeated on the cover with page numbers, making it very easy to turn immediately to a topic of special interest in this learned and purposely dry professional publication. A different screen tint is surprinted on the cover and behind the center area of the contents spread of each issue; here, it is yellow. *Journal of Cash Management* 



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80



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130 ELLE-IDER

144 ELLE-FINANZEN

166 ELLE-DECO

192 SMALLTALK

#### **ESSEN UND** TRINKEN

170 WINTER-FEST

174 CHAMPAGNER-ZEIT

175 ELLE-REZEPTKARTEN

#### RUBRIKEN

- S INHALT
  6 IMPRESSUM
  10 EDITORIAL
  16 LESERBRIEFE
  16 NUMEROLOGY
  17 NERSTELLERNACHWEIS
- BESTELLCOUPON

Big, bold headings (such as DAS NEUE JAHR ERFOLG UND MEHR, MODE, BEAUTY UND GESUNDHEIT) are printed solid warm red, helping to create a distinct hierarchy of information. The simple flush-left and flush-right settings create a clean page, a notable achievement given the many elements that must be included. The hand image is lifted from a story within, but having no caption, it is used here purely as decoration. The very glamorous portrait is a reproduction of the cover photo with a detailed caption listing the makeup the model is wearing. *Elle (Deutsch)* 

A 9-pica/22-pica/9-pica column structure gives this page a vertical stress. The condensed Univers folios contribute to the vertical feel. The features are given emphasis with brief summaries, whereas departments are merely listed by title. The lone image, which upsets the strict symmetry of the typography, is positioned on the outside, visible edge of this verso (lefthand page). Its caption, the 22, connects it to its article, "The Bloom Boom." Gift Reporter



The folios have been given 1-point overscores in this simple system. It is easy to find departments and features; the latter are set double width and placed on the more important, outer part of the page. A single photo emphasizes the lead story. View

#### 8.16

Similar to figure 8.15, these folios hang in the column margin along with the department headings. The white space gives this page a light, airy feeling. Phoenix Home & Garden

#### 8.17

This contents page makes terrific use of typographic contrasts in size, line spacing, and column width to involve the reader. This spread includes, on the left page, the contents, whose titles and folios are printed in a reddish brown, and on the right page, the editor's note (the initial is also printed in reddish brown), purpose statement, and masthead, or staff listing. Notice how much white space remains despite the complexity of information; the openness makes the spread appealing. America











8.19



8.20

## Type and imagery: vertical

8.18

When images are added to text on the contents page, they must be unified in some way, perhaps in a vertical column, as this example demonstrates. In contrast with the features, which have lengthy descriptive copy, the departments here are listed with very brief—or no—secondary copy. The original is all black type with a full-color photo and map. New York Alive

8.19

These images are separated from the copy by a vertical half-point rule, part of a descriptive system using horizontal rules of different weights. The photos have all been sized to the same proportions, and their captions have received identical treatment. *American School Board Journal* 

8.20

The photos are intended as the primary attraction on this contents page. They have been grouped on a light gray area, which is dynamically broken by the primary image of the silhouetted sailboat. The type is made scannable by intelligent alignments and typographic contrasts. *Surface Tension* 

This Brazilian magazine contains so many stories that a spread is deemed the best way to show off the wealth of material. Consequently, a vertical column of photos runs up the outer edge of each page. The clear structure of this spread, followed with great discipline, allows the dramatic silhouetted chaise longue to overlap the vertical red rule and bump into the text. *Casa Claudia* 

## Type and imagery: horizontal

8.22

White space has been retained on this page as a vertical separator between items and as a means for showing off the logo. The three most important images, cropped as squares, have been clustered at the top of the page. *Varian Magazine* 



8.21

#### varian magazine

varian ®



# HOME WELCOMES The Bottom Line

For Employees of The Home Group, Inc.

September 1988 Vol. 2 No. 7

#### **Carteret Bancorp Joins The Home Group**

On Inquist 8, the magnitudes of 1 me text Bouseep was computed with this colling Home Group doubled the assets and became the 20h Impert frame at perfect company in the United States

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Home Group Fresiden) and CED Marshall Manley (right) welcomes Farterol Chairman and CEO Robert O'Brien in Home Group hembraiters in New York before the start of a special presentation in top management, beld cariier this year.

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pany offers property casualty insurance, remismance, initial fund management in estiment programs, corporate finance asset management and stock brokerage

"The simbination of Carterel and Bone Group will result in a strong financial services croupony," and Rubert B O'Brien, D., charman and Chi'rd Car-

# The Home Group, Inc. September 1988 \* 20th Jurgest Ruinfeld services company in 15.8. \* \$13 billion to assets

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the sold the savings and han chatter it them or within the frame has a hand, "you need the captur its maximize the water of that thinter. And the average thirld's finding it hand to get that capital.

"Now Is a good time for more diversited linancial entitiones to come into the drift bosiness by was of acquisition, and stortey." We think not thirting is perfect."

Michael

#### **Home Group Celebrates Three Years of Achievement**

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In 1985, the first year after The Home Orong's spin-off from its former patent. City Investing Company, The Bone came farmits objective of making the Company a major loose in its industry. A review of every inperatum and the expenses los each

arrain the hunriess conflict in the reduclim of resources and energies. The new r gain raises provided a foundation for 1 one growth and positiability.

The Hunte Group's performance in 1986 was town it said achies ement. After three consecutive years of losses, the Company posted a pre-ray aperating profit and made significant progress or recentablying useful infinithe U.S. property-cassally industry.

make 1987 a milestour vear Operating meetine rose to \$110 million from \$15.1 million represented for 1986; revenues and assets communed to meeting, those Gramp was approved the richting mill PK few York, Stock Exchange, and the Irish regular pair serly dividend was declared. Also, Grunal Frinancial Corp. was a agried und an agree-

nied was reached to acquire Care and Bancurp The following are highlights of (

Annual revenues rotated \$5.0 billion

\* To revitative The House Group and restire in shalance sheet, the life involume substitutes were sold for \$130 million and Hintis Insurance issued preferred stock to add \$271 million to the Company's surphy.

\$250 million.

Book value per share, which measures the net worth of a company, was \$10.03 at an extended.

1986

 Acquired Impenal Premium Finance to substantially enlarge The Home's premium Images business and complement

A) year end, the Continuty reported operating income of \$15 million and reincome of \$175 million (necloding \$66 million of marceuning credits). Annual revenues goes in \$2.2 billion and assets were \$5.7 billion.

tion dropped at 116.0 from 135.7 reparted in 1985.

Company repurchased approximately

5 milition shares of its common stock

Book value per share at year-end was

22.19

Commission of the material of

INSID









8.23



8.23

This tabloid runs its contents at the bottom of the first page (a pun on its name?). It is an image- and folio-dominant system, requiring that the same image appear on the designated page. A brief title or description, knocked out of light blue, is provided for each item. Note the rhythm of the section: each image is cropped to the same size, the folios are all set the same size, and the one-line titles are edited to fit the bars. *The Bottom Line* 

8.24

Beginning 10 picas from the head trim, the consistent sinkage used in this magazine, these contents listings simply extend until they are complete. The remaining space is used for visuals from the issue. The tiny folio placed next to each image allows readers to connect an image to its headline. This contents system is easy to produce for each issue because of the built-in flexibility of the white space at the bottom of the spread. *Américas* 

Five features are clearly emphasized in this involving contents spread. Brief headlines accompany each photo in a distinctive typeface, each printed in one of four colors. The rest of the contents listings are easily read in the screen-tinted box beneath. All page numbers are printed in warm red. *Travel & Leisure* 

## Type and imagery: blended

8.26

This music publication is chock-full of articles and recording reviews (it comes with a full-length compact disc so readers can listen to a segment of each of the reviewed recordings). Consequently, the contents page is a very busy place. It looks as active and vibrant as possible, yet elements are still quite findable because the captions relate directly to the headlines, and because excellent contrast has been created between primary and secondary type elements. *Classic CD* 

#### 8.27

The second of two left-hand pages (each designated by the vertical CONTENTS title printed in warm red), this department-biased format has pronounced vertical columns enhanced by hairline rules. The square halftones' heights are cropped to fill each column evenly. *Men's Fitness* 

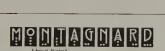


8.25









#### 

FIRST 12 Francophiles are woefully inexperienced but they love

Des FitzGerald started out farming fish and ended up smoking them.

DRINK 26
Bohemian beer bashing comes to a standstill at Easte in Prague's overfront historic

SOURCE 114
There is something deliciously light about It the Cinguis Terror

REVIEW 128
Bernie the Burgundian Bird

52 The Oucen of Lima Be

The Queen of Lima Beans
A couple of visiting Florentines discover how good
the lowly lime really is in the Loire Valley

From the Saffron Fields of Spain
This mysterious, tragrant, rate and pricey spice
is coaxed by hand from crocus folsosoms.

· 78

Pomerol: Rich and Famous

wines from the top-ranked chateaux in this ucolic corner of Bordeaux are too expensive to drin

Can This Berry Be Saved?

Before growers manipulated the strawberry for durability, it had a sweet and juicy personality.



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8.29

8.28

These columns are built up from the bottom of the spread, ending where they will. No attempt is made to fill the space, leaving a magnificence of whiteness at the top of the spread. The department headings are printed in different colors. *Entertainment Weekly* 

8.29

Integrating pictures with the contents type provides great flexibility when laying out the page. These five pictures move the eye around. The headlines and copy beneath function as captions. *Aetnaizer* 

8.30

Feature stories listings are placed in the right-hand column, leaving the inside margin for less important stories and departments. Features are set centered and all else is set flush left. Excellent typographic contrasts have been created, helping the reader scan and find topics of interest very easily. *Montagnard* 

This spread is clearly intended to be fully read. The descriptions of each article are long, but they are written to intrigue. Note the indents of the department's headlines and bylines. These deliberate white spaces make the folios pop right out. *Personnel Journal* 

8.32

This contents scheme is typical of the magnificent art direction in this publication. The copy and folios (which are printed in warm red) are set in a 17-picawide column. Stories are separated by half-point rules. Extended half-point rules connect images with specific descriptions, a great way to make design relationships visible. *Look at Finland* 







#### Mortises

8.33

A mortise is a panel that is fully surrounded by an image or a color. This quarterly has a unique way of indicating the season: run a full-bleed, full-color photo across the spread. The mortised contents (on the right) are balanced by a panel on the left containing the editorial and masthead. *Connecticut's Finest* 

8.34

This is the first page of a special section in the publication. Its mortised contents listing echoes the design of the section's listing on the main contents page. It is printed in red, white, and blue on a full-color photo. *U.S. News & World Report* 

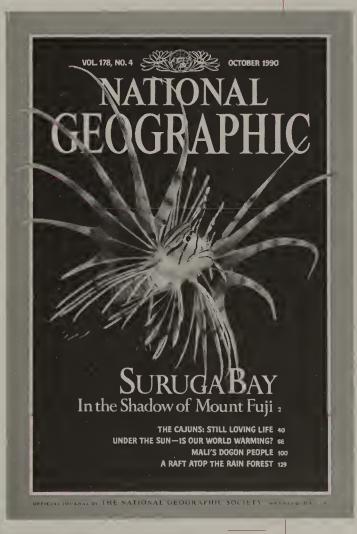
A full-spread illustration has been used a second time as background for the mortised contents listing, which is a recto, and the first of two contents pages. The departments are listed on the next page using a very different, but related, system. The two pages are related by typefaces, hairline rules, and the size of the folios. *Hippocrates* 

### On the cover

8.36

Perhaps the most famous contents-on-the-cover treatment belongs to *National Geographic*, which has been using it since 1896. The difference between cover lines and contents is that cover lines do not include page numbers. While this publication does have a more complete contents page, even it does not list departments. It merely describes the five feature articles in two or three sentences each and shows a representative color photo. *National Geographic* 





## 9

A byline gives the author's name. A bio (short for biography) is a brief profile of the author, giving pertinent details that express his or her competence to take the reader's time.

The presentation of bylines and bios indicates the importance of the author. Readers are served by being told up front –

somewhere on the first page of an article – who is doing the talking. If the author is not on the staff of the publication, a bio is extremely helpful in describing why the writer is qualified to discuss the topic at hand.

A byline format should be developed and used throughout a publication to make finding the names easy and to make visible those infrequent times when the author is extraordinary and truly deserves to have the byline trumpeted by breaking the normal format.

There are eight locations for bylines. They may be: placed near the headline or department heading (fig. 9.01), integrated with the headline (fig. 9.02), placed near the deck or subhead (fig. 9.03), integrated with the deck (fig. 9.04), placed near the text (fig. 9.05), integrated with the text (fig. 9.06), placed in a separate column (fig. 9.07), or integrated with an image (fig. 9.08).

Bios are often run at the end of an article because it is easy to tack them on there. No preplanning is needed to fit them. But a bio at the end cannot induce a browser to read unless, of

course, the article is only one page, making the bio immediately visible. With multiple-page articles, readers have long since made their decision to read by the time they find the bio. It is far more helpful to place the bio on the opening page.

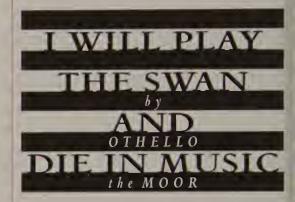
Bottoms of pages are far less valuable than tops: readers always start at the upper, outer corners when flipping through an issue, scanning individual pages from upper left to lower right. It is therefore a good idea to put a bio at the bottom of the opening page of an article. It is easily found yet will not interfere with headlines or primary visuals.

To avoid cluttering the opening page, distinguish the bio from the text but relate it to the surrounding type. Make it recognizable by contrasting its type size or style with that of the text, with which it is most easily confused. Set the bio in the same typeface as the text but in italics, or in a smaller size, or flush left if your text is justified. It needs its own typographic "flavor."

Sometimes bios are separated from the stories by being grouped on a single page near the front of the publication. This makes them appear more important othello the moor will play

I will play the swan and die in music.

9.01



9.02

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WITLING
ELLOWS

9.03

A TALE THAT WOULD

CURE DEAFNESS

TRINCULO WITLING

9.04

you? Over hill, over dale, upon the green. The cowslips tall through hush, through brier, o'er her pensioners be, in their gold park, o'er pale, through flood, through fire, I do wander every-

coats spots you see. Those be ruhies, fairy favours, in those freckles live where. Swifter than the moon's their saviours. I must go to seek sphere, and I serve the fairy some dew-drops here, and hang a

pearl in any queen to dewherorbs Starveling A. Tailor

9.05

you? Over hill, over dale, through bush, through brier, o'er park, o'er pale, through

flood, through fire, I can wander anywhere. Swifter than the

moon's sphere, and I serve the fairy queen, to dew her orbs upon the green. The cowslips tall her pension-

STARVELING A. TAILOR

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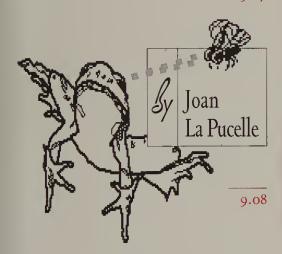
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9.06

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Cleopatra is a thoughtful and passionate author who has a gift for languages. This article, written in world, his rough collaboration with Plutarch, originally appeared last year in the Macedonian

9.09

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For his bounty there bounty there was no winter in't, an autumn that grew the more by reaping. His delights were dolphin-like. They show'd his back mel Rather on above the element they liv'd in. s' mud lay me stark In his livery walk'd crowns and crowns, realms and islands dropp'd from his pocket.

Cleopatra is a THOUGHTFUL AND PASSIONATE AUTHOR WHO HAS A GIFT FOR LANGUAGES. THIS ARTd spheres, and to ICLE, WRITTEN IN COLLABORATION ids. But when he with Plutarch, originally ntto quailand shake APPEARED LAST YEAR IN THE orb, he was as rat- MACEDONIAN HERALD SUNDAY

9.10

CLEAPATRAisa thoughtful and passionate author who has a gift for languages. This article, written in collaboration with Plutarch, originally appeared last year in the Macedonian Herald Sunday Magazine.

thunder. For his bounty there was no winter in't, an autumn that flies blow on me. His legs bestride the ocean, his rear'd arm crested the world, his voice was propertied as all the tuned spheres, and that to friends. But when he meant to quail and shake the orb, he was as rattling thunder. For his bounty there was no winter in't, an autumn that grew the more by reaping. His delights were dolphin-like. They show'd his back above the element they liv'd in. In his livery walk'd crowns and crownets, realms and islands were as plates dropp'd from his pocket, smashed upon the

and can serve as an alternate contents page: the reader may peruse the contributors' page to learn who sounds interesting and, by extension, what should be read first.

A bio is enhanced by including a photo or drawing of the author. It is always more interesting to see images that tell something about the subject. Another bland mugshot (head-andshoulder formal portrait) does not tell much. Select authors' photos by their descriptive quality - their content rather than their ordinariness. Ask authors to supply their own photos: you never know what you will get. The pictures may be quite descriptive because they will show the authors as they view themselves.

The byline, bio, and photo must not add clutter to the page. Make them align or agree with other elements on the page. Photos and bios should be united by placing a box rule around them or by wrapping one around the other or by some other means that makes the two elements appear as one.

Bios can be placed at the end of the text on the first page of a story (fig. 9.09), at the conclusion of the story on the jump ("continued on") page (fig. 9.10), or in a separate column on the opening page (fig. 9.11). A horizontal rule is often placed above a bio to define its beginning. These are very easy to add. Software programs install overscores automatically if you first define a typestyle as "Bio" and include an overscore as part of its makeup.



J 0 E NICK PATOSKI

### MUCKRAKER OF THE BIG BEND

hen Jack D. McNamara moved his family back to his hometown of Alpine in 1983, all the retured Murine Corps heutenant colonel wanted to do was build an adobe house and relax. But once he realized how news is disseminated in the sparsely populated Big Bend, his plans changed "Out here, you don't walk to the newsstand, pick up the daily newspaper, and read about local events," he says. "The dailies we get out here are from San Angelo and Odessa Nobody is here in the trenches for the day to-day battles." Worse, he noticed, the weeklies in Brewster, Presidio, and Jeff Davis counties shied away from controversy.

McNamara became convined that he should do something about it after poming a group opposed to the construction of a new federal detention center. At-ending a Revision County

1988, with Jack writing most of the copy and Bonnie and Kathleen doing the typing, layout, and production. They chose the name Kindo News after Jack saw the acronym for No. News after Jack saw the acronym for No. News after Jack saw the acronym for No. In My Back Yard in the pages of Adamie Monthly and figured. "That sounds a lot like us."

The job of media watchdog comes naturally to the 52 year-old McNamara, who served as the press officer for the Marine Corps in Washington, D.C., during the Watergate era and later.

Was a persuasive argument that it would provide jobs," he says. "But we were worned because a community like Alpine has a lot of retirees and tourists, and we felt a prison would be a negative force. We were active because it was in our back yard. After that, we made a decision to go forward on eriminal justice issues because there were a lot of tertires and tourists, and we felt a prison would be a negative force. We were active because it was in our back yard. After that, we made a decision to go forward on eriminal justice issues because there were a lot of tertires and tourists.

After that would provide jobs," he says. "But we were worned because a community like Alpine has a lot of retirees and tourists, and we felt a prison would be a negative force. We were active because it was in our back yard. After that, we made a decision to go forward on eriminal justice issues because there were a lot of the says."

Since then the page of the says. "But we were worned because a community like Alpine has a lot of retirees and tourists.



### With department headings and headlines

9.12

The byline on this department page is joined to the department heading by a 6-point red rule. The rule's redness visually connects it to the vertical red bar bleeding from the head trim that sets off the headline's initial T. Discover

9.13

A "force-justified" byline is the same width as the department heading. Forcejustifying will make the ends align, but in extreme examples so much letterspacing is inserted that legibility is compromised. The title of the article here is deemphasized by being set in 16-point type and being placed at the top of the first column of text. Texas Monthly

Sandwiched together with the department heading between a pair of half-point rules, this byline at once becomes lighter (less visible) and is embellished by letterspacing. Pulse!

9.15

The byline is dropped out of an 18-point rule that extends across the top of the page. The bio is placed beneath the department heading (printed blue) and a 2-point rule. Men's Health.

9.16

The byline and brief bio (really just an affiliation) is treated the same way on the opener of every article in this trade journal. Notice how important the two solid ballots become on this simply designed page. They alone give the page its personality. Journal of the Institute of Nuclear Materials Management

### RCA Reissues Complete Toscanini; Polskie Nagrania Label Releases 13-CD Set

CLASSICAL



9.14



### **FAT LOSS**

Part 2: Fighting it off

are wasting their time.

ant to burn more fat? Use more of your body.
You burn more fat with an exercise that works your arms and legs than one that just works your

legs than one that just works your legs. You burn more fat when you exercise standing up because you're also carrying your body weight.

Those simple rules form the basis of this "fat-burning rating" of machines you might find at the nearest health club, gym or Y. Here they are, from the best fat burners to the least effective.

10 5 mars 4 Mars 198-1

cause you're using your arms and your

legs, but very few people can pace themselves slow enough so that they can last for 30 to 45 minutes. It's also the machine where peopletend to have the worst form. Keep your back straight; don't lean

of the machine with it set at a high level

\* Treadmil: You're standing, which is good. Swing your arms and raise the incline level for a little extra work.

Rowing machine: Better than a bike be-

there's two escalators side-by-side.(or a set of stairs). Walk up and down them (you should never just ride an escalator—it's like having free time on a StairMaster—use it!) for half an hour, and then walk from one end of the mall to the other again to seed down.

It's a great workout and bad weather won't hold you back. Same thing with an airport. I was talking with our esteemed editor McGrath about this column and found out that we both do the same thing to kill time between planes: walk from one end of an airport to the other.

If you're in Chicago or Atlanta you'll get an Olympic-level workout. And no matter which airport you're in, power-walking to kill time not only hume fat.

matter which airport you're in, power-walking to kill time not only burns fat, it also loosens you up enough that you won't feel stiff after you get off the plane. Stuck in a hotel in a strange town? Climb up and down the stairwell for an hour. Always take the stairs every chance you get. It builds up your endurance and it gets your body used to exercise.

In everyday activity. Walk

9.15

### Physical Protection Philosophy and Techniques in Czechoslovakia



to read in the paper that Bob. Noyce had died. Knowing Bob possessed all of those qualities We met when I got into a car that at most readers of this manazina was to to the two of as from a hotel thing to contribute to the conversa tion or activity. He also was sincerely interested in what other people were and doing Helisten desirb

9.17

### Minicourse

Scientists are again debating the reasons for our dreams

### By Sarah Boxer Inside our sleeping

9.18

BY SKIP HOLLANDSWORTH

Do you crave love and approval? Do you overeat, watch too much TV, or think about sex all the time? You may be suffering from codependency. Or then again, you may just be human.



9.17

In this publication, the byline is always placed beneath the headline, in this case TRIBUTE TO A GREAT LIFE. The department heading is dropped from a screen tint, which changes color on each page. What makes the top area of this page work so well is the unity achieved by aligning the bottom of the photo with the hairline rule beneath the byline. This format is flexible: two-line headlines merely steal some of the screen tint behind the department heading. ComputerTalk

Altering only a single font's size, a threelevel hierarchy is created on this opener (a full-bleed photo is on the facing page). All three segments of display type have been set flush right. The headline and deck are aligned on that right edge, and the byline is base-aligned with the first word of the headline. These relationships make a simple display type treatment very handsome and inviting. Notice that the author's bio is conveniently located on the first page of the story, making it easy to review her credentials to determine whether the article is worthwhile. *Modern* **Maturity** 

9.19

This unusually large byline extends across the full width of the live area of the page. It shares both the width of the headline and the same Helvetica Bold all-cap typeface. Both are printed in a light warm gray screen tint. Notice how the white space is used to make the huge display type unavoidable and the images more visible. Texas Monthly

The use of an appropriately distressed typeface in the headline makes the byline, set in all caps dropped out of a 20-point rule, a satisfying treatment. The bios are placed at the bottom of the first column of the story. Américas

9.21

Binding a piece of type with a line is very easy with a computer - perhaps too easy, as the treatment is used arbitrarily and inappropriately all the time. This example uses curved base lines intelligently to convey being underwater, a very suitable application. Sports Illustrated

L 7 DE NOVIEMBRE de 1908, dos policías bolivianos mataron a tiros a dos bolivianos mataron a tiros a dos bandidos norteamericanos en San Vicente, un pueblo minero situado en una árida y ventosa hondonada a 4.300 metros de altura en la Cordillera de los Andes. Aunque desde entonces han transcurrido coho décadas, los historiadores que se dedican a investigar las aventuras de los bandoleros aún discuten si los hombres que murieron ese día eran Butch Cassidy y el Sundance Kid. Algunos investigadores incluso han sostenido que el tiroteo nunca ocurrió.

Graclas a Hollywood, Butch Cassidy y el Sundance Kid (cuyos verdaderos nombres eran Robert Leroy Parker y Harry Alonzo Longabaugh) se convirtieron en los más famosos integrantes del Wild Bunch (la Pandilla Salvaje), una Indefinida confederación de bando-

leros que a fines del sigio XIX y principios de este siglo se dedicaban a asaltar bancos y trenes en la región situada al oeste de las Montañas Rocosas.

A fines de siglo, las pandillas de bandoleros se hallaban en retirada en el oeste de los Estados Unidos. El telégrafo y el teléfono permitieron a las cuadrillas de alguaciles expulsar a los bandidos de los caminos, la fotografía ayudó a identificar sus escondites, y los Pinkerton y otros detectives profesionales, contratados por los ferrocarriles y los bancos, persiguieron a los bandoleros después de las redadas de los alguaciles.

La mayoría de los miembros del Wild Bunch habían muerto, o estaban presos o prófugos para marzo de 1901, cuando el Sundance Kid y su compañera Etta, con el nombre de Harry A. Place y señora, se embarcaron en Nueva York en el vapor Herminius con rumbo a la Argentina. Cassidy se les unió en 1902, y los tres vivieron pacíficamente durante varios años en el valle de Cholila, en el norte de la Patagonia

En esa época, el norte de la Patagonia era una región fronteriza escasamente

POR ANNE MEADOWS Y DANIEL BUCK

Butch Cassidy y el Sundance Kid huyeron a América del Sur hace noventa años. Una partida internacional de historiadores los ha estado persiguiendo desde entonces





Ainda atual, apesar dos seus 63 anos, esta construção passou por uma reforma que criou novos espaços, mas não alterou a proposta inicial do projeto: o compromisso com a modernidade.

REPORTAGENE MARIA AMELIA O SANTOS FOTOS JUCA MORAEN

lo de Janeiro, 1927. Ergue-se aos pés do Pão de Açuear uma construção com as marcas do mais puro estilo moderno, linhas retas, panos de vidro e grades em tubos de metal Rio de Janeiro, 1990. Uma reforma amplia a casa, redimensiona sua distriamplia a casa, redimensiona sua distri-buição interna e, sem alterar seus tra-ços, acrescenta alguns elementos do atual Freestyle — tendência nascida nos Estados Unidos propondo formas originais em arquitetura e mobilário. Eis a trajetória desta casa em três pavi-mentos, cujos 350 m² de area construi-

1. Amplas aberturas en vidro traducem o espirito moderno da obra, ende grades de tubos metalicos substituem os muros

a nova copa e ganhou teto rebaixado, cigo recorte contorna a coluna estrutural

**3.** Ladeada por tijolos de vidro, a porta principal tem piso tubular e fica sob a marquise, que ganhou rebaixo e lu; embutida

A&C 85

# THE FIX IS IN AT HOME DEPOT

9.22

### With decks

9.22

The byline and photo credit of this are set in 7/8 bold caps and usually follow the deck, as shown here. There is a clear structure of information, from most important (the headline) to progressively less important, until the reader is led to the text. The captions are brief and easily identified by number. Arquitetura & Construcao

9.23

The byline is incorporated flush right on the last line of the deck in this publication. A reporter associate is always credited at the bottom of the text's first column. Note also the caption's bold lead-in, in a contrasting typeface. The variety of typographic flavors makes this page interesting. Fortune Magazine

The treatment here is similar to that of the previous example but uses a more unusual divider between deck and byline. The white space on this page has been consciously manipulated to make each element distinct and invitingly brief yet remain cohesive as a part of the whole page. *Chicago* 

9.25

This byline is part of the second level of display type. Its size makes it more visible than the rest of the deck, trumpeting the author's importance. *Gatin* 

9.26

The ultimate marriage of byline and deck is to incorporate the author's name into the descriptive copy. The formal typographic relationships on this page are enriched by the warm red *TASTE*. The bios and pictures of major contributors, including the author of this article, are on the editor's page at the front of this magazine. *Mirabella* 

CHICAGO STORY

### THE INSTINCTS OF A NEWS GAL

If i ten years since the Dmly News inided. Not a day goes by that
Margoret Whitesiles doesn't remember it by DANIEL SAN POW

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ymining. Almost fill the mer Awaren physics were at the meeting of the physics of

9.24



9.25

Salmonella, listeria, BSE et al have made dining akin to dicing with death. But, asks Colin Spencer, does a sense of gastronomic danger actually pique the palate? Photograph by John Mason

# A sense of TASTE

OOD, GLORIOUS FOOD HAS TURNED INTO A MONSTER, A SUITABLE SUBJECT for tacky horror-film treatment. In the past year one might be forgiven for feeling so apprehensive that all vestige of appetite vanishes; government mismanagement, unable to control habitually sharp and shoddy practices, have made amorexics of us all. Or is the will to survive and the palate's enthusiasm too powerful an instinct to be so easily suppressed?

instinct to be so easily suppressed?

Eating, after all, is the quintessence of pleasure. At one end of the scale it is just fuel, the

undisturbed beauty of a calm blue sea, that in its depths might lurk a shark. Yes, food in the public perception has become complicated, the subtext threatening. The crisis over salmonella in eggs, listeria in soft cheeses, botulism in cold meats and now the on-running saga of the "mad cow", has not only totally confused the public but caused a serious decline in sales of the products themselves.

appear palatable could hide bugs which not only could give you a nasty stomach upset but might, in years to come, drive you into senility, such as Alzheimer's disease (aluminium, found in some

Dr Tyrrell's new committee, sitting at present, who supply the Ministry for Agriculture, Fisheries and Food with its data. Then there are the facts from the scientists such as Professor Lacey and Dr Helen Grant, who criticise the lack of action and the inadequacy of hygiene regulations. You take your pick...

Yet our exuberance for food is so powerful that it finally overrides our anxieties, and may even give the pleasure added zest. Like the Japanese diner who eats the notorious fugu, the puffer fish with the toxic liver. For playing this form of gustatory Russian roulette you pay a price: fugu costs \$100 a portion and if the chef

### GRAB BAG

### Monuments to Romance



he development of my personal interest in architecture—specifically Poth-century houses—can be traced back to my college years. The journeys between my home in Elizabeth, New Jersey, and Syraeuse University were frequent and the routes I took were varied. Those were late Depression years and the routes I took were varied. Those were late Depression years and the routes through Pennsylvarua and New hork were memorable for their noble houses in said decay.

On leaving Elizabeth for the journey north, the first structure to fire my vouthful magnitum was a hotel, the Cochean House of Newton, New Jersey, which has since been destroyed. It was a masterpiece of carpenter's lace and latherman's art. On Route 11, in Great Bend, I saw my first Greek Revyals. A little further on, at the approach to Binghamton, there rose a great deserted Victorian that might have been home to the Magnificent Ambersons.

Another, in Elemington, New Jersey, was Roselawn time painting of which is shown above). Roselawn grew from the viewer's Adapted from Portraits of American Architecture Convention 1990 to Harry Dec in Published.

### BY HARRY DEVLIN

BY HARRY DEVLIN

left to right. The original house under the tall, learning chunney was a farmhouse bailt in the earliest years of the 19th century. Sometime in the 1870s the leahanate porth was added and in the 1880s the Stick style elements were attached. The Second Empire tower was possibly part of another house moved to the site. In time a porte orderie extended purches, and a 20th-century addition were added at the right. In the center of the building a cube with a slight Mansard toof was built on the porth, i.e.gend insists that it was a fresh-air infirmation that along wite of the owner.

Since this portrait was painted, the extenor of Roselawn has been handsomely restored, and the reds, blues, and creams make the splendid old house at the end of the town a source of community pride. In 1987 developers razed half of the structure to accommodate an out-of-scale office building entirely alten to the community. Residents of Flemington were outraged.

Roselawn is among more than 60 structures fearmed in Portraits of American Unitarities.

HARRY DEVLINS artistic career spans rearry all of the 50 plus years since his graduation from SL in 1939, Having served during World War II

45 · STRACESE INDERSITY MAGAZINE

There is a yearning to know more about an old house—to see beyond the bricks, wood, and mortar into a dwelling that may have sheltered generations of a family or, perhaps, mittired the tangled plot of a Gothic tale. In writing and painting Portraits of American Architectural was to encourage that very romainterism by effectivating the Victorian era in America, an epoch that produced vital, exuberant, and miraculous architectural expressions—miraculous because the extraordinary circumstances and climate of the period will never occurragain.

With text

9.27

This byline is placed between two hairline rules and replaces the first two lines of text in the middle column. The bio is interestingly handled: a portrait bumps out of a 20 percent warm gray screen tint, which defines the bio's space. Syracuse University Magazine

9.28

Wrapping the text around the byline makes the author's name at once visible and honored, like a framed work of art. The ornamental leaves are printed in colors selected from the main illustration. Sìerra

9.29

This boxed byline is partially embedded in the text and partially hangs into the wide outer margin, which it shares with a detail photo and an unavoidably tempting caption. ARCHAEOLOGY IN THE CLASS-ROOM is knocked out of a bar that represents a file folder's tab. The bio is at the bottom of the facing page, where readers can find it quickly. Archaeology

9.27

# "If People Pull Down Nature...

CLASSROOM children across the United ARGHAEOL

### In a separate column

9.30

A narrow 7-pica column on the outside margin is designed into the format of this publication to hold decks, hanging initials, and bylines and bios. The remaining dedicated white space lightens and brightens each page, making it look less weighty and more attractive. *American Printer* 

9.31

A bold lead-in to the text umbrellas a very small, very tightly cropped portrait. Except for the department heading ADS (printed in purple), the byline and headline combination is the largest type on the page. Notice how wonderfully that outside column of whiteness has been used. It shows off each of the most important elements on the page: the department heading, the byline/headline, and primary visual. Blitz

FURECAS) V

### THE CANADIAN CONNECTION

Quebecor exec takes a look at the emerging North American market



ra in both nations on graphic its errors, W. Myperham firms lock in do his rings state Canalia. The world like lattler page? The rates G. Pawell a fresudent in define or many and their dynamin efficient probebers. Bursting his, "Monrocal will be received on both ideas on this building his state of the rate of the lattle page." It is not because the firm of the page in the page of the pag

he filling a Trade harriers between the inted status and Canada well lingtipear in three years, the lars, land Cenada and the LS M become one market. However, mich of the Catesthen a fixing industry is a flocal opin, including industry is a flocal opin, and in other so may, a chair land and interference of the flocal opin, and in the flocal opin, and an interference opin, and an interfere

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"I'd, we can't simple look at North limenea because hing ing products in stigl time of whose locations of a thirst one recommend."

64 - ANDRICAN PRINTED

9.30

ads

This column is dedicated to the memory of Gold Greenlees Trott. That's the



Mark Edwards or the demise of great advertising

agency that brought wist "Ello Tosh", Aristonandonandori "Does You Does or Does You Dou't Take Access," Shar Them With Asquirrel, ("Yotl"—or somensoch—Griff Rhy Jones meers John Wayne, the lizard on the phone, the list goe onandonandon.

There are perhaps only two men in London who continually produce great advertising John Webster and Day Trort. If anyone in a lodgy trade like advertising deserves the label 'gemus', then it's Webster. But Trott's achievement it possibly the more remarkable, because it is based on that rat combination; creativity and great management. Trott's whole department consistently produces great advertising in all continually produces people who go off and start their ow agencies, and then continue to produce great work like Maxe Tapes, Mibstant and possibly Figu., see below). Creatives rak massive pay cuts to work under Torit Yes that's right. Peopl in advertising taking pay, out. Because Trott gets work out in them that no one else could.

But the management of Gold Greenleys Troit—nor pretending, like so many before it, to be a real ginwin-ubusiness invest of being content to be an advertising agenc — has decided that Troit is not the main to run the creative department in what they probably call "the next phase of the company's development". It's unclear why, although Trohas a reputation for being difficult to work with. These

department in what thry probably call "the next phase of the company's development" his unclear why, although Trott has a reputation for being difficult to work with. (Those

Fuli

eaders over the age of, olt, three will know that this is leseraption usually applied to people who are particularly ordhant at their jobs by people who aren't.)

Whatever, a brush of account executives whom Trotts work made rich and famous have decided that his presence running the department may not make them even more rich and lamous as fast is they and the City would like. And so rhey have

The positioning therefore is, the best

Once vois start saying that the phrase 'Definitely the Bes Lager in the World's a red herring or porky pies or a load o ball, what are you saving? You're saying that the one thing tha is definitely introcalbout Carlsberg is that it's the best. Beson that, we don't know, but it absolutely definitely cannot be the best. Positioning, second best fat best).

Are you with me? Good. Now look at the posters again Mark do the linafallines say this mice? Carlsberg: The Bee That Su't All That Good After All? 'Carlsberg: The Beer to People Who Accept Second Bee?' (Carlsberg: There's a Bette Beer Out There Somewhere — Bus it Instead.'

They won't believe any of that of course, because it's a dever doc and in'll win awards. But there you go, HEINEKEN also refuses to see that its ampaign is dead. We'll not, Hetneken for, rather, Whithread probably knows it's dead but have allowed the agency (which, fair enough, has carned the right to be humoured! to prove that it can be saved.

The fact that the recent World Cup ad was mildly amusing (although still widdly off-strategy, assuming they're still working to a strategy) will — like the England socject teart's notorious inheaten run — lock them into a lake optimism about the system they're playing. When what they need is some copy writing Gazza to run all over the bus of the pitch he was tild not to play on.

There is, however, life in the **GUINNESS** Pure Genus campagin. London taxis are currently working the streets of the capital painted to look like a glass of Guitness and bearin the legend. Only Black Cabs Have the Knowledge? A rathenice example of what we used to call synergy, but todaperhaps we might just term it a rather nice example of rathenice.

The same goes for BRITISH TELECOMS Beatti campaign, which is still in good shape after God knows how many executions. The American hosband trawling his swittmang pool ("Matrice Idon't know") is one of this year great rrumphs. I've always refused—and will emittine refuse—to believe that advertising ever persiaded anybody to make even one phone call that they wouldn't have madanyway. Bir BT's \$50 million-plus TV budget suggests the they know otherwise. Or maybe it's not a call-stimulatio campaign at all—it's a corporate aren't-BT-ance-people campaign in disguise.

Assuming you manage to aword a career in marketing (the only redeeming feature of which is than you get to be called marketier, which is very swashbu kling), then you shoul never, ever let anyone read you the script for a commerciabefore you see it. The commercial then becomes the thin or the book — you would have done it differently.

So the new ads for FUJI — whirh were read to me before they were made — actually struck me as disappointing when I tirst saw them. I but only because the script made me think the most also the property of the post adversarious PLA-configs. So how the part adversarious PLA-configs. So how the part adversarious PLA-configs. So how the part adversarious PLA-configs.

### PERSON

My husband and I can't stop fighting. I sny he starts it. He says I do. In the beginning, we seemed so "together." Now we are opposite about everything. I want to talk it through. He waiks away and continualiy avolds discussion. When we do talk, I seem to cry a lot and he becomes even more rational and intellectual. I think we need more time together. He thinks we need space. How can I convince him I'm right?

Suzanne Pope, Ph.D., clinical director of the Colorado Institute for Marriage and the Family in Boulder, Colo. POLARIZED RELATIONSHIPS . RELAXATION TIPS .

### TO PERSON WITH DR. POPE

Couples tend to fight around the ery things that attracted them to each other in the first place. If your busband was attracted to you for your warmth and sensitivity, he now finds you too emotional and too dependent. If you were attracted to his apparent power and clear idea of who he was, you now complain that he s selfish and doesn't care enough about

In the beginning of a relationship, people are usually attracted to some characteristic in their partners that they feel they lack in themselves. It's as if the union creates a necessary balance, as well as the possibility that some of the desirable characteristic might rub off.

Some examples of the characteris-tics that complement each other in relationships are thinking/feeling, responsible/carefree, aggressive/pas-

sive, and optimistic realistic

However, over time, each person begins to view their partner as becoming too extreme in the very characteristic that once was attractive. The "optimist" becomes the eternal optimist who can never address a problem, so nothing ever gets discussed or solved. The "realist" becomes a wet blanket, who salways sees what's wrong with a new idea and has a list of complaints or problems for anyone who'll listen. Interestingly, the couple still balance each other, but to do so they have had to play extreme versions of their former roles

This polarization occurs when a series of misunderstandings or misreadings of each other are not checked out or homosed. The ontimist simply sees.

9.32

his partner up, so he becomes more optimistic, and

Sometimes external stressors, such as financial or career problems, can contribute to these positions becoming even more extreme and rigidly held. Each person is convinced that they are right in holding this perspective. After all, you might think, isn't it necessary given your partner's position?

Breaking the cycle requires moving out of the extreme position. A good start is to consider that perhaps you have madvertently helped to create your partner's position by being so extreme in your own. All it takes is one person to begin acting or talking like their sponse—in essence, assuming your part-

ner's position-to create a significant change

Try taking a less extreme version of your posi-tion—or, better yet, reverse roles altogether. Ironically, you may find that the role your linsband has been playing is one that you identify with, also. You just haven't been able to experience it because your spouse has taken the position first

For one month, don't try to talk everything through And when you do talk—hopefully initiated by him—draw on the more rational and intellectual side of yourself— the parts you haven't been relying on so much lately. Put your emotional side back on the shelf for a while. Let him begin to feel emotions, if there are any to be expressed, without being innu-dated by your well-developed emotional tidal wave. Develop your own outside interests and need for space. It might be a relief to take the burden of solving the "relationship problem" off your shoulders.

If you worry about the relationship a little less and become more preoccupied with taking care of vour-self, your husband has room to worry about your marriage a little more. The two of you have a chance the original balance that attracted you

The bio appears beneath a protracted quote, which is really a question to which the author addresses her response. The bio is set flush right across a maximum measure of 7 picas and is accompanied by a playful rule system for emphasis. Your Personal BEST

9.33

This byline appears at the bottom of the opening page's text, a fairly common approach. But the bio appears on a separate page (not just in a separate column), up front under the department heading CONTRIBUTORS NOTES. The idea is to lure readers into articles by making the contributors worthy of their own pages. Readers survey the contributors and then cross-reference them, via the contents listings, with their articles. HG

Hollywood's decorators are sorcerers' apprentices. The sorcerers are the movie stars, directors, studio bosses, and agents who hire them to realize

**Properties** 

to a familie bluege me in as chi inoverso to ordark Bearles (Grant Roser or are alleger than the motion of color organ families and a motion of



### With imagery

9.34

Department authors are each shown in a black-and-white photo mortised in a color swatch that fades at the bottom. The fading panel ends just before the text begins with a noteworthy initial. The byline is placed just beneath the photo.

MacGuide Magazine

9.35

This byline overlaps the image in three discrete bars. The bio is sandwiched between two 1-point rules, printed red, beneath the first column of text. *Xploration* 

9.36

This byline is literally made into an illustration by becoming a hockey puck (the story is about two New Yorkers who play in the National Hockey League). The type was bound to a circle and reversed out of black. *Sports Illustrated* 



Talking
'Bout A
Revolution

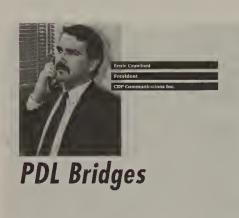
A

lot has been written about the revolution the Maccaused in publishing. Desktop publishing not only spawned a cottage industry of newsletter and brochure typesetters, it also changed the way traditional publishers put together their books, magazines and corporate reports. That the Macmade it so easy for "anyone" to publish goodlooking documents caused the "professional" operators a little anxiety. And they have good cause to be nervous. Just like the first, there's a second enablish on this shorizon — in calor 3 sekton pub-

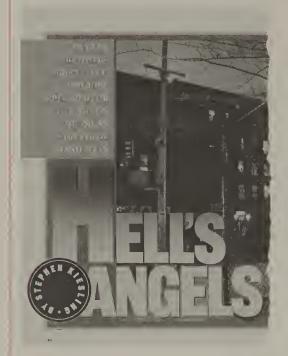
Good things come in threes, and the third revolution you'll be seeing is in MacGuide itself. In our January issue, you saw our new look and feel. Now, with the debut of the monthly, you get a taste of MacGuide on a more regular basis. In addition to our color DTP coverage, you'll enjoy articles relating to doctors, lawyers, engineers, salespeople and business executives. Then check out our new reviews section, "GuideLights," for miscellaneous products. Other new additions include Jahan Salehi's "Open Line" column which will focus on communications issues, ranging from on-line services to hard-wiring a Mac to other, less friendly computers.

You'll find divergent opinions on Apple's treatment of System software. Steven Bobker sees potential for Apple's treatment of the OS in "The Last Byte," while Larry Husten rallies against Apple's policy in his new "Power Utilities" column.

9.34







### FOLIOS & FOOT LINES

# 10

Folios are page numbers. They are odd on right-hand pages and even on left-hand pages (fig. 10.01). Right-hand pages are called *rectos*, which is Latin for "right," while left-hand pages are called *versos*, which is Latin for "reverse."

Folios must be easily visible to readers who have visited the

contents page and are flipping rapidly through a publication to find a particular article. At minimum, folios must be positioned consistently. The outside margin and the outer half of the head or foot margin are obvious locations because they are the most visible parts of the page (fig. 10.02). It is not necessary to put a folio in the lower outside corner, where it traditionally seems to have been stuck and is now placed by default.

A foot line, so named because it typically appears at the bottom of the page, contains the name of the publication and the publication date (fig. 10.03). The foot line is also called a running foot or a footer. When it is placed at the head of the page, it is called a running head or header (fig. 10.04). The foot line is useful for readers who tear stories out for future reference or for passing on to others because the content is particularly well written and valuable. With a foot line, the source of the story is automatically recorded.

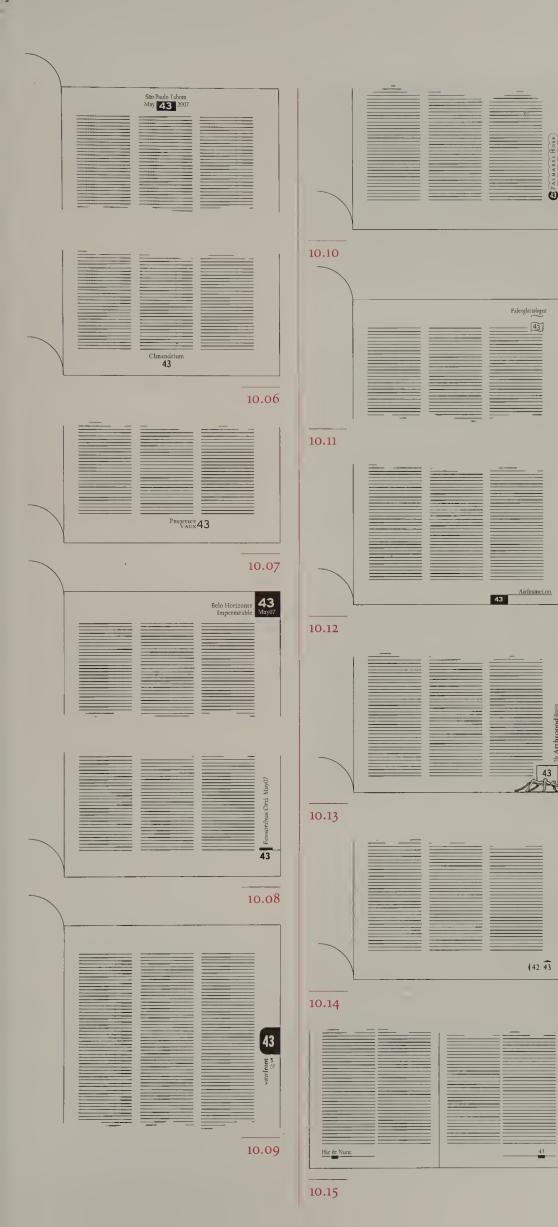
Folios and foot lines should be combined into a single perceived element on the page, to reduce the bits and

pieces that make a page look sloppy. Their combination is a design opportunity that can dramatically enhance the overall appearance of a publication with very little effort. As in any multi-element relationship, the issue of comparative emphasis must be addressed. Emphasizing the folio over the foot line in this relationship will make it more findable (fig. 10.05).

The folio/foot line unit can be centered at the foot or at the head of the page (fig. 10.06). It can be aligned with the edge of a text column, looking eccentrically off-center (fig. 10.07). It can be in the upper outer corner or the lower outer corner (fig. 10.08). It can be in the outside margin, where the pageturning thumb goes (fig. 10.09). Or it can be elsewhere in the outside margin.

The folio/foot line can be embellished with rules or with bullets (fig. 10.10). It can be placed in a shape (fig. 10.11). It can be connected to the edge of the page (fig. 10.12). Or it can be integrated with imagery (fig. 10.13), particularly useful in feature stories when the





art conveys some significant aspect of the story.

It is not necessary to have a folio/ foot line on every page, particularly, for example, if every story opens on a recto. A variation of the recto-only folio is including both folios on only one page (fig. 10.14). It is also possible to place the folios, for example, only on rectos, and foot lines only on versos (fig. 10.15). Or put folios on every page, and split the foot line so the publication title appears only on versos and the publication date only on rectos.

Creating unexpected folios and foot lines enhances your publication's personality. Use the following examples as ideas, developing and altering them to achieve unity with your other display typography.

juice. The RDA is 60 mg

### Microwove alert:

Containers and packages used in micrawave cacking may be releasing patentially harmful synthetic chemicals into faad—even when they're labeled "microwave safe," isports the Center for Science in the Public Interest. Problem: The FDA deasn't regulate microwave safe, and containers fundition a nneres. Problem: The FUA aloes in 1 regulate micro-wave cling wraps, dishes and cantainers. In addition, a 1988 study found that every microwove "heal suscep-tor" (thin pieces of metalized plastic included in pack-ages to brown faad praducts) tested released harmful

Heat the oil in a targe no-stick frying pan over medium-high heat. Add the links and sizzle until hurnished on all sides,

Nate: Serve warm with whole-grain toast. Or make quick breakfast sandwiches by filling pita halves with shredded lettuce and turkey

preserves in a blender.

- Combine the juice and pulp of 2 oranges with ¼ cup maple syrup in a blender and process until smooth.
- Blend chopped fresh fruit, such as peeled kiwi, with lime juice
- Heat I cup frozen raspberries with I teaspoon boney in a small saucepan. Bring to a boil and cook for a few minutes to reduce slightly.

on medium until hot. Spoon in the batter in rounded ta-blespoons (you'll need to work in batches). Sizzle until light hrown cooked through, about 31/2 minutes on each side. Serve with the fruit and extra maple syrup.
Serves 4.

BODY BULLETIN W NOVIMBER 1990

10.16



discourse of discilled Since

my co and will of a married allow, parked in front.

parked in front.
Right at the corner, a visit to Cartier is a "must." Between imposing gold columns, exquisite windows show off the firm's latest line of jewelry, Indes Galantes, which is based on designs done in the early 1900s by Cartier for Indian royalty, using pearls, carved gems, gold, and platinum. Indeed, there is enough sparkle to illuminate a maharaja's palace. The pièce de résistance of the collection is a dramatic necklace with carved green agatest that sells for 91,000 francs, about \$18,000. More reasonably priced are small brooches in the form of ladybugs, bees, tigers, and elephants: to let your entourage know that you are a friend of nature.

your entourage know that you are a friend of nature.

Louis Vuitton, down the street, offers a dazzling choice of classic luggage. Are you tired of those now ubiquitous initials? (They became Vuitton's trademark back in 1896 and have been around for nearly a century.) If so, the leather purses and carry-

PAN AM CHIPPER 27

10.17

The multi-task capabilities of future workstations will result partly from advances in "connectivity." This is the ability to link computers with facilities such as faxes and printers on each office floor into local area networks. floor into local area networks (LANs), and then, using fibre optics, to connect LANs into com-munications networks extending

across the country.
"Using industry-standard
LANs, we will dramatically increase the applications which can
be performed at the branch level.
It will be easier, for example, to

extended to most Royal Bank locations during the 1990s, says

These networks will in turn be backed up by satellite communica-tions, which will also be used for transmission to remote areas and for offering improved service in

Long-distance meetings

One of the most useful services to be offered via new telecom-munications networks will be videoconferencing. Such facili-ties, which enable employees in quiries, transactions and sales of all banking products and services. The Service Reference File will expand to include important

additional client data and will continue to be the cornerstone of tinue to be the cornerstone of many new business and systems initiatives. This computerized file will provide a complete picture of each client by linking personal, financial and service information. It will be an important factor in the successful 1990s implementation of our sales and service

Please turn to page 25

interest - March 1990 - page 16

10.18

Taking Action

Taking Action

Before you do anything, though, it's critical to get your pediatrician's aliviec. While you may think your child is overweight compared to her friends or siblings, children vary. A doctor can provide an objective assessment and determine how seri-

a walk in family fitness action.

In with the New On the food front, the first thing you need to do is look inward. In your refrigerator, In your cabinets, In your own. Are you really surving and proparing low-the high-liber foods? I would not be about freezer been declared way from

LOSE WEIGHT 5 naturally

### At the foot of the page

10.16

The foot line contains the name of the publication, the publication date, and ordinarily also includes the folio. This example's folio and the triangle just above it are printed red. Body Bulletin

This folio/foot line uses horizontal rules to encase the information. The folio is set to match the combined height of the other elements, making it an easily managed unit at the bottom outer corners. Pan Am Clipper

10.18

The folio/foot line unit can be centered at the foot or the head of the page. This one is reversed from a 12-point black bar that hangs from a hairline box rule surrounding each page. Interest

10.19

The foot line is useful for readers who tear stories out for future reference. This publication, complete with recipes, certainly benefits its readers by running such information. The publication's title is set in a combination of condensed sans serif caps with italic serif lower-case to replicate the logo, an excellent connection between outside and inside. Lose Weight Naturally

The folio/foot line may be embellished with rules or bullets. The folio here is emphasized by having been set bold, which makes finding a page while flipping through the issue easier. Southwest Spirit

### 10.21

The format of this publication uses a narrow 8-pica column on the outside of each page. The folio/foot line, department headings, and captions are all that appear in it, making these elements extremely visible. The bold 4-point rule emphasizes the title. Step-by-Step Electronic Design

### 10.22

Folios and foot lines should be combined into a single element. This handsome centered unit is centered at the foot of each page. Vis á Vis

into a company problem, and you delivered the report of your investigation in person, you would probably begin by saying something like this: "You asked me to check into the sales dropoff in Lubbock. Well, this is what I found out..." The opening words of your communication would be clear, direct, straight to the point.

But many people, if asked to put the same report on paper, would communicate in a far different way Believing that the tone of business writing must be formal and detached, they would

be formal and detached, they would

20 SPIRIT MARCH 1991

communications is to communicate to transfer information from the mind of one person to another. You can best accomplish this objective, whether you are speaking or writing, by:Using plain language.

- Getting straight to the point.Avoiding a pretentious style.

Some communications experts insist we should write the same way we talk. I don't go quite that far. Verbal discourse tends to he laced with phrases ("See what I mean?"..."Listen to this"..."Hey, I'm telling you") that people on the board-wiring line who complain the new soldering units are in an awkward location for them."

The general statement in the written report, about employee attitude, conveys an imprecise message. The real-life examples reveal the true picture. •

Howard Upton writes for business publications, including The Wall Street Journal, and lectures at the University of Wisconsin. His address Upton Communications, P.O. Box 906117, Tulsa, Oklahoma 74112.

10.20





10.21

place. After a morning and afternoon of ploughing the fields, my brother and I often went for a ride on a four-wheel cart, which we had built from scratch, on the highway leading from Rio Piedras (our hometown) to San Juan — about a six-mile jaunt. The highway was almost empty in those days, so we had a great time pushing each other down the road. One afternoon we noticed a grassy hill that we thought would be exciting to ride down. So we did, When we got to the bottom, we were at the entrance of the exclu-

main reason remisted. As it turns

best thing that could have happened to me, because I was able to devote myself to golf.

Back then we had maybe 400 or 500 golfers on the island. Now we have 10,000 or more. There are good reasons why they call Puerto Rico "Scotland in the Sun." We have nine 18-hole courses on the island. Four of these-which were designed by the maestro Robert Trent Jones, Sr. - belong to the sister resorts, the Hyatt Dorado Beach and the Hyatt Cerromar Beach, where I am the golf pro.

6

### NETWORK

December 1988

### **NME to Construct First Comprehensive** Specialty Hospital

Tational Medical Enterprises recently announced plans to construct the company's first comprehensive specialty hospital in Redding, Calif. The \$13 million facility will comprise psychiatric, physical rehabilitation and substance abuse treatment services.

Norman A 7-ber Specialty Hospital

Redding, Zober said.

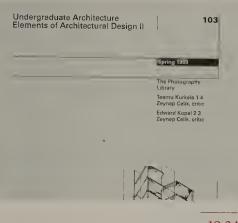
"Our new facility will eliminate a wait for admission to Redding Medical Center's physical rehabilitation and chemical dependency units, which currently operate at full capacity," explained Thomas J. Doherty, a Specialty Hospital Group executive vice president. The new specialty hospital in North-

### Two Hospitals Join PIA

Psychiatric Institutes of America (PIA) opened a \$9 million, 80-bed psychiatric facility near Palm Springs, Calif., in October, and acquired a 65-bed facility in Lafayette, La., in

November.
The 54,000-square-foot Canyon
Springs Hospital in Cathedral City will
specialize in short-term psychiatric

10.23



10.24

for order. Then an elfin man stands, and the room grows quiet but for an insistent "shhhhhhh." Smiling shyly at the show of respect, Louis Devald speaks bluntly. He counters those like Rupke who argue that its iso risky to mortgage the Bradford Coop's thriving chemical business to open a packinghouse. "Look," says Devald, "even if it only breaks even, we all benefit if it moves our surpluses." A loud wave of consent swells around him. A voice calls for the vote. Others chorus, "Yeah."

Ten minutes later, when the vote is announced—"Seventy-five yes, twenty-five no"—there is a burst of applause and much scraping of chairs. Some bolt for the sagging food tables at the rear of the hall; others join the beer line at the bar. Shaking his head, Rupke strides out the door.

On the far side of the hall, under a huge mural of the marsh, Matthew Valk fans a fistful of photographs across a table. He has just returned from the American Northwest, where vegetables grow in Mount Saint Helens backyard. "It's like the 1950s down there," he says, launching a fale of \$20,000 houses, vokanic-ash soil that needs no fortilizer and a casual-labour rate of \$3.50 per hour." If told them we pay twice that, and they said, "How do you do it?" His work-weary listeners nod knowingly.

At 63, Valk is the marsh's guardlan angel. Born in Rotterdam, this third-generation farmer has spent 42 years in the Holland Marsh, doing everything from "pulling carrots one by one" to managing farms. Valk says that cooperative marketing would solve a host of problems, but he doubts that it will ever happen. The memory of two bad years is all too casily erased by one good crop. A whitehaired, blue-eyed man with an infectious laugh, Valk is now a consultant working out of a van equipped with a cellular telephone, a video camera and a weather radio. For 16 years, he headed the Muck Research Station, an experience about which he says, "Loved the job, hated the paperwork."

Today, he stays in the field. "My wife says, What's this retirement all about? Now, you'r

brians of Devalds con-struction projects are hazy at best. He and his son-in-law Alex Maka-renko never use draw-ings, just rough finger



memployment insurance means locals do no need to sweat in the fields to earn a dollar **EQUINOX** 

### At the head of the page

10.23

When it is placed at the top of the page, a foot line is called a running head or header. The name of this publication, the date, and the pair of half-point rules are printed red. The initial caps that lead into the text are solid warm gray, and all else is black. Network

10.24

This elaborate system organizes several different kinds of information into a single element, united by hairline rules, creating an elegant tool for the transmission of content. Abstract

### Separated on the page

10.25

The folio and foot line can, of course, be separated. The folios here are located outside of the live area, in the upper outer corners. The foot line, in this case just the logo, is centered at the bottom of each page. This publication's simple, handsome layout and the consistent placement of the folio and foot line allow the elements to be separated without adding busyness. Equinox

The folio and foot line can be separated, one centered at the top and one at the bottom of the page. In this publication, the black backgrounds bleed to trim. This very unusual format is unique even for this publication: each issue of the quarterly is designed by a different designer. *Adeptations* 

10.27

The folio is nearly halfway down the outside margin, and the foot line is placed just outside the live area at the bottom corner. These elements, which make use of extreme bold and light type and hairline rules, are in perfect keeping with this publication's design. *Sygeplejersken* 

### In the outside margin

10.28

The folio/foot line can be in the outside margin, where the page-turning thumb goes. This treatment includes the title of the article or department above the folio, making it especially useful as a tab system. The type base lines hug the vertical rule, reading "up" on versos and "down" on rectos. *North Shore* 

Ģ

### . .and the budget

Classroom training with an instructor provides a structure to ensure that all topics are covered, practice is supervised, and questions are answered. Many vendors and independent trainers offer courses at competitive prices. In-honse training is cost-effective for large groups, and materials and examples can be customized. One-on-one training is usually the most effective—and expensive.

Suctivate tutoriasa and independently produced computerbased audio or video training materials are good supplement to personal training, but offer no chance for feedback or inter action. A more subtle drawback is that the course materials sit on a shelf because the atudent is always too busy doing "real work."

### . .are we trained yet?

Formal training is just a starting point. "People cannot produce at top efficiency after 12 hours of class," saya Warre "Now they stort exploring how to apply what they learned to the proper."

After the initial formal training, the requirements in an organization diverge. Those without graphic arts backgrounds may need to learn more about typography, design, the printing process, paper selection, color. Someone must understand the technology—file formats, working with service bureaus, fonts. A whole new way of working—individually and as a team—arises when an organization moves to desktop publishing. Project-and people—management skills become paramount. Flexible training plans should be developed to cover a year or more.

be developed to cover a year or more.

"I learn something new each time I use a product, any McClelland. "Sometimes from books and trade publications, sometimes from other people, often from painful experience." McClelland concedes that no one can master all the features, but he tries to keop up by attending trade shows and workshops.

Limitations are more often imposed by lack of imaginatic relations are more. Carefully planned hands-on projects and apprenticeships with experience designers, typesaters, or desittop publishers are an often overlooked source of raining. Inviting printers, sovice bureau staff, or color separation specialists as guest lecturers, or spending time in the operation are other excellent and inexpensive educational oj portunities. Rereading the manual after using the software can clarify questions. Vendors ofter a weelth of free information via reader response cards in trade publications.

User organizations, such as ADETT, feature working pro

User organizations, such as ADET, feature working professionals at monthly programs. They also offer more intensive workshops and provide an opportunity for networking. Many other organizations, such as the International Association of Business Communicators, American Center for Design, and the Society for Technical Communicators, have recently formed persial buserest groups to address dealtran sublishing.

formed special interest groups to address desktop publishing It's worthwhile to subscribe to vendors' technical support services, which have extensive databases documenting problems and solutions. You can also go online for help. The Desk top Publishing Forum on Compulserve has an indexed and well-maintained bulletin board. Questions posted there are usually answered within hours. They also have libraries wit sample files and weekly "live" conferences. While you're online, browse the hardware and software vendors' forums for the latest news and "undocumented features." If you're over whelmed by techno-talk, forums for ordinary people—



10.26

TEMA

AF MARIANINE MOLLER, KONSULENIT

FOTO: KIRSTEN FICH PEDERSEN

DA DET GIK UD ANNES RYG

Sikkerhedsorganisationen er en vigit faktor i forthodelse med opstådede arbegdeskader. Både hvad angår hjætp til arbegdsskadede kolleger, der mangler råd pe vejledning i den konkrete sag, og hvad angår det, der gerne skulle i løige efter, nemlig at man lokalt i sikkerhedigruppen drøfter, hvorhedes man bedst muligt forebygger, at der oppstar flere skader.

tad os tage en konkret sag og se på hvilke pgaver, der kan være forbundet med en arbejdsskade, der opstår på arbejdspladsen Eksempelvis kan det dreje sig om en syseplejerske, der er ansat på et plejehjem. ad os kalde hende Anne.

### OVER

beboer fra korestol over i serig. Anne gor, som hun har gjort så mange gange før. Hur kender beboeren godt, og når Anne tæller til 3., hjælper beboeren med at rejse sig og stotter på benene, mens Anne tager fat under armen.

Denne anten gar det gatt, deboeren bisver plutdelig dirig, neup som han er kommet on at stå, han svaler, bliver bange, og girber irned hegge hænder fat i Anne, der mærker beboerens vægt imod sin krop. For at forhunde, at beboeren falder, foretager Anne et visid med kroppen. Derved mærker Anne et skarpt smædt i vigugen. Anne har fået en arbejdsskade, og hun er sygemeldt i en lang periods.

### Anmeidelse

Annes arbejdskade blive anmeldt som en utykke å af abejdsiveren it Alvejdstisisvet og til institutioners forsikringsselskab. Det fremgår af anmeldelsen, at ett var en plut sele grustlet hærdelse, som Anne skee has sele grustlet hærdelse, som Anne skee has til en state og det state til en state og det state fremår, at det er en uforudselig hærdelse Det kan være særjejdstelsen eller arbejds væren, des udfylder blanketerner. Etvis Annes slykker like er korrelst anmeldt, kan de å den konsselvens for hende, at denne ski bliver annekendt som erstatningsberettiget efter arbejdskadeloven, og hun has like mulighed for at åt deskes sin en udjører til behandling eller få en men: eller etveverserventsbesstanden, Derfor er det utyve vig ernestissestanden. Derfor er det utyve vig værenskesstanden. Derfor er det utyve vig værenskesstanden. Derfor er det utyve vig værenskesstanden. Derfor er det utyve vig værenskesstanden.

### Sikkerhedsgruppen

Sikkerhedsgruppen skal inddrages, når der er sket en ulykke, og samtidig skaf sikkerhedsgruppen have en kopi af anmeldelsen til Arbejdstilsynet. Ud fra Arbejdstilsynets anvlsning om sikkerhedsgruppens opgaver,

så ude forekor bliver a vær, sk disse si dertil ar søg dok sig, at probler f

Fijace Fiskader
Sikker Skader
Sikkert Rutt, b,
hvorda
Sygems
går til
drufte
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at kom
er ikke
om hu
Hvis h
hvad s

Hvis h
hvad s
Hele ti
Anne,
amiskr
Ruth h
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fortaeli
Il fysic
anerker
arbejdse
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Nosle j
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heder overet
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00 MARITIME BOOM

### Beach

A huge crop of marinas sparks significant eco activity along the Lake Michigan shorelir

By Dave Jensen

up along the shores of Lake Michigan (aster than 1,500 slips have been built along the 65 miles of shoreline built along the 65 miles of shoreline between Chicago and Racine in the last five years. Another 900 slips are in the construction stage, and plans call for an additional 2,500 slips by 1995.

distand 2.500 stips by 1995.

"There has been an explosion of marine development," says Jin LaBelle, general manager of North Point Marina, a 1.500-slip facility that recently opened just south of the Ili nois-Wisconsin state line in Winthro Harbor. The growth is making boom towns out of Racine and Kenosha an adding in the economic recovery o such Ilinois lakefront towns as Waspan, Zion and North Chicago. The new harbors have triggered an in crease in residential and commercial c

development in the surrounding areas. The rapid development has many observers wondering whether thera are enough people to buy the boat needed to make the marinas profit able. How many people are willing to plunk down anywhere from \$30,000 t \$250,000 for a new boat and then pay \$1,000 to \$2,500 in annual slip renta frees? Accrarently outile a few.

All the marinas from Chicago to Racine except North Point have sign-uplists with a wait of at least one year North Point expects boaters to gobblup at least half of the 900 slips it will add this year.

Actually, when it came to develor ing Lake Michigan as a recreation. state line, industrial and residentia, developers swallowed up most of the usable lakefront property, effectively building a wall between the people and the lake.

That was fine 69 years ago, when dustiral development was the re gion's top priority. But it became a blatrose in the 190%, when Illinoi residents packed their cars and drovo of Michigan, Indiana and Wisconsis of Digital and Wisconsis of Digital and Wisconsis of Digital and Wisconsis of Digital and Digita

Course for the second of the s

County.

"Lake and Cook Counties in 195
will have less than half the moonin
califies that Detroit had in 1983." I says. "Detroit is smaller in terms oppopulation and significantly less a
timent. What that tells me is that they is a tremendous shortage of boa
borthing and boat-launching facilitie.
And that shortage has created
stranglehold on the growth of the

There's plenty of evidence pointir to a pent-up demand for boat slip

l,100 slips still has a illinois De couldn't p last year to North Po available Wilmette, chance at signed up "We ha

"We he years for he got it h. Bill Wents Wilmette I Most bo renaissanc started in southwest hangout (

private di marinas ai As Chii New Buffi, were tryin with their Chicago la bor to Me bouff-prote as Evanste land Park,

over a 30 shoreline North Cl not only line, but retailing i

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Community Issues, Foundation Responses



10.30

10.29



expected enanges to the pains act could make it possible for a wider variety of insurance products to be available to consumers through bank branches. (The Royal is already a user of insurance in areas such as premises liability and em-ployee benefits. As a business, it provides

group creditor insurance to customers.)
Property and casualty insurance is a
more than \$10 billion a year business in
Canada, and as Mr. Markwell points out,
the Royal is positioning itself to be a

major competitor.

"The Bank Act changes expected later this year could very quickly lead to a number of insurance mergers and acquisitions in the financial community," he

heip the bank take all advantages of the synergies that presently exist and to position itself properly for this second wave of deregulation."

The federal government has hinted the new Act will allow bank ownership of insurers, as well as the marketing of insurance products through credit card mailings. What is still unclear is how the distribution network will operate, that is, whether or not branches or outside subsidiaries will do the actual selling.

Mr. Markwell, who has 25 years of experience in the insurance industry, is the former president of the Torontobased insurance group, Crum & Forster

based insurance group, Crum & Forster

interest NEWS March 1990

10.31







10.29

The folio/foot line can also go elsewhere in the outside margin. Notice the folio at the bottom is also stacked vertically. Orientation '90

### Aligned with a column

10.30

The folio can be aligned with the edge of a text column, looking eccentrically off center. One column has an 8-pica measure and two have a 17-pica measure. The folio is aligned flush left with the first wide column. The Trust Quarterly

10.31

This folio is aligned with the outside edge of the center column and anchored to the page's perimeter. Knocked out of a bluegray second color, it is asymmetrically positioned 18 picas from the outside trim. interest NEWS

### Other positions

10.32

This three-panel foldout publication uses migrating folios knocked out of 14-point black rules at the bottom of each page. The folio/rule unit is placed flush left on the left panel, centered on the center panel, and flush right on the right panel. Potomac

The folio's treatment can relate it to other typographic elements. A 12-point vertical bar is placed next to headlines and folios, creating a rhythmic pattern. AmSouth Partners

10.34

The folio/foot line can be placed in a shape. In this case it also appears in a different position on each page, printed with various screen tints and second colors. Orientation '91

10.35

It is not necessary to have a folio/foot line on every page. A blind folio/foot line is used on the recto of this opening spread. Trump's

10.36

The publication title and folio can be run on versos while the date and folio are run on rectos. These folio/foot line elements are positioned off-center, aligned flush right with the edge of the first column. CA Magazine

### LETTERS FROM SATISFIED CUSTOMERS

DERP DAVID ...

10.34

GUIDE



10.33

### WEBTYPOGRAPHY

# 11

Web sites are magazines. They are brochures. They are entertainment and they are informational. They are interactive. Designing Web sites is becoming easier and more efficient on a weekly basis. But as in any area of design, and any other *era* of design, understanding present technological limitations leads

to creative new solutions. The problem today is that the technology changes so fast, and nowhere is it changing as fast as in this paperless medium.

Fortunately, the design and typography truisms that were applicable in the predesktop years, which remained true after personal computers became more common, are also true in Web typography and design today. It is comforting to know that good design is still good design.

### Print vs Web

On-screen and print design share the same mission: clear communication. *You* are a typical Web user: do you surf looking for technical entertainment or for information, clearly and simply presented? Good design is clear, persuasive design, whether reflecting off paper or backlit on a screen.

Planning and designing a Web site is a lot like creating a magazine. For example, like a magazine, a Web site's visual identity should remain constant while its content changes.

On the other hand, electronic documents aren't constrained to linear structuring the way magazines and oth-

er multipage printed documents are. You can be much more creative in the way you lead visitors through or around your site. Unlike a magazine, page numbers are meaningless in a nonlinear environment. Other navigational aids must be used in their place.

### Planning a Web site

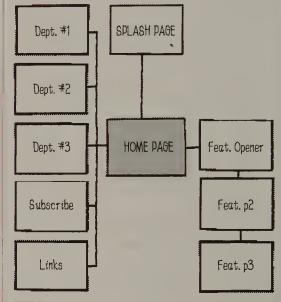
Learning Web page technology today can seem just as impenetrable and frustrating as learning page layout software was several years ago. Nevertheless, guidelines exist for typography on the Web just as they do on paper. After all, paper-based typographic guidelines are applicable whether the design was produced in PageMaker, QuarkXPress, or as a mechanical.

There are several good books available to learn how to make Web pages and Web sites. Three are listed on page 204, in the Bibliography.

Designing a Web page is a process that must be started on a sketch pad. It is a four-step process, with the first three steps completed on paper. (The illustrations for this process, figures 11.01 through 11.04, are by Web designer Kyle Nelson.)

### Goals for Juxtapose site

- Web site must have the look and feel of the magazine's departments and features.
- 2 Efficient, smooth, invisible process for browsers.
- 3 Make site rich and-valuable by having minimum of three departments and one feature story updated monthly. Feature is major focus of site and will be expected to act as primary draw.
- 4 Hyperfinks: Connect to other sites that serve our reader's interests. Include subscription page for magazine.
- 5 Have it on line by the end of the month.



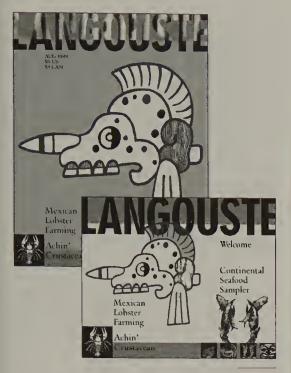
11.02

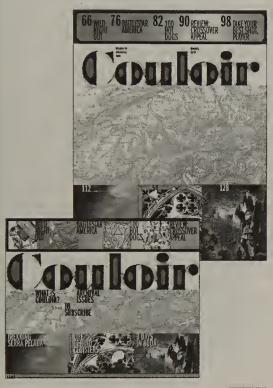


11.03



11.04





11.06



11.07

- 1 Define the goals of your site (fig. 11.01). Describe the bits of information you want to include.
- 2 Make a branching diagram, or flowchart, to show page-to-page connections (fig. 11.02). The diagram describes how the site will be organized.
- 3 Sketch what each page will look like (fig. 11.03). List the hyperlinks you will build into each page. Begin creating and accumulating the elements necessary for each page.
- 4 Create the pages in FreeHand, Illustrator, and Photoshop and import into Dreamweaver or other Web publishing program as GIFS and JPEGS (fig. 11.04). Production issues at this stage include HTML tagging; making files small enough for efficient downloading; creating and testing hyperlinks; managing files in a directory structure on the server; and testing the site on all possible browsers.

### Home page

A home page is the top or front page of a site's structure. It must immediately identify the site. Thus, it has the same function as a magazine cover (fig. 11.05). Both a home page and a magazine cover deserve a distinctive look, and both must promise worthwhile, well-organized information within. But a home page is more than a magazine cover.

A home page must serve as a table of contents for the site. Imagine designing a magazine cover so it shows a contents listing with page numbers, the closest equivalent to having hyperlink buttons on a Web page (fig. 11.06).

A clear and well-designed home page allows visitors to move around the site with certainty and efficiency.

A home page may have to share its valuable space with advertising. A home page is typically 640 by 480 pixels (Web graphics are measured in pixels because it is a constant regardless of the viewer's screen size); 640 by 480 pixels is the size of the 13-inch monitor used by more

than half of all Web visitors. That is not a lot of room to show what's deeper in the site.

Web and magazine design share the requirement of distinguishing ads from editorial content. The most common Web ad size is the 468- by 60-pixel "banner," usually placed at the head of the page. The same tools – contrast of typography, position, consistency, spatial separation, color, and use of rules and boxes – used to differentiate magazine advertising from editorial matter can be used on Web sites.

A typical magazine cover's shape is vertical. Using the top for the most important information and working downwards is a convention that is used to define hierarchy. A newspaper's most valuable space is on the front page "above the fold," where the paper is most readily seen. Web pages need to be horizontal to fit computer monitors, so top-to-bottom hierarchy is compromised. On Web pages, hierarchy is expressed through presence on the first part of the screen that loads, the part that does not require scrolling to be seen. It is shown here as a grayed area on the right of the initial screen (fig. 11.07). Areas to which you need to scroll will be seen by only about half the site's visitors. Some Web designers refuse to use scrolling and prefer to put such additional information on a subsequent hyperlinked page.

### Navigating Web sites

Navigation through a Web site should be simple and direct. Make it clear how to move forward and backward and how to return to the home page. If a site is hard to navigate, all the great design that may be there is wasted.

Navigational graphics are way-finding tools that are equivalent to a magazine's folios, footlines, and department headings. As such, they are a significant part of the site's identity. Like folios, footlines, and department headings, navigational tools must be useful and should be given consistent treatment.

Providing constant accessibility to the home page from any other page at the site makes navigation user friendly. Using *frames* allows a Web page to be divided into separate scrollable areas (fig. 11.08). Defining one frame as the site's navigation center, called a "navigation bar," puts navigational tools onscreen for the duration of a visit to the site.

### Web site tips

- A Web site should never be built for a client, but for a client's *customers*. They are the users.
- Your Web site's competition isn't only other Web sites. It is everything else people could be doing.
- A Web page can be scrolled vertically and horizontally, so the definition of a single Web page is one that must be clicked to get to. To leave a Web page, you must click a hyperlink.
- Your visitors are there to read. Give them great content on every page. Present it simply so it loads quickly and is universally viewable. Know the medium and your tools. If the latest tool adds functionality at the making end, does it make it difficult or impossible for most readers to see your site without additional tools at the reading end? Web sites must, above all else, be practical for the user.
- Save line art as GIFS. Save photo files as JPEGS. Keep all files, whether GIFS or JPEGS, as small as possible to reduce download time. Assuming an actual download rate of 1 or 2 kilobytes (1 or 2κ) per second, a good working definition of a "small file" is a maximum size of 30κ, or one that takes no more than 30 seconds to download.
- Names for JPEG photo files must be all-lowercase, without word spaces, and be followed by .jpg, as in "letitbe.jpg"
- Similarly, names for GIF line art files must be all-lowercase, without word spaces, and be followed by .gif, as in "magicalmysterytour.gif"

- Put all information and GIFS and JPEGS for the Web site into a single folder. Web authoring software will not look outside that single folder for attachments, and Web pages are entirely made out of attachments.
- Save your initial page, the home page, as "index.htm" so the browser can find the beginning of your site. Subsequent pages must be named in all-lowercase, without word spaces, and be followed by .htm, as in "rubbersoul.htm"

### Text

Web design is not entirely under the designer's control. An equivalent situation in a printed magazine would be if readers could change the typeface used for the display type and text, thereby causing every piece of type to wrap differently. It would be quite a challenge to ensure that every reader would see a thoughtful, well-planned layout of legible, easy-to-read type. So it is in Web design.

### Raw data: ASCII

The most basic form of Web type is ASCII (American Standard Code for Information), which are files composed of pure characters without any formatting information at all. The first type on the Web appeared in this completely unadorned style. ASCII files are the smallest possible file size transferable.

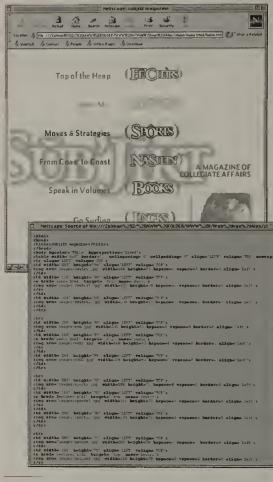
Raw ASCII files have evolved into more visually expressive typography through the addition of HTML tags. The HTML tags take only a tiny additional amount of digital space.

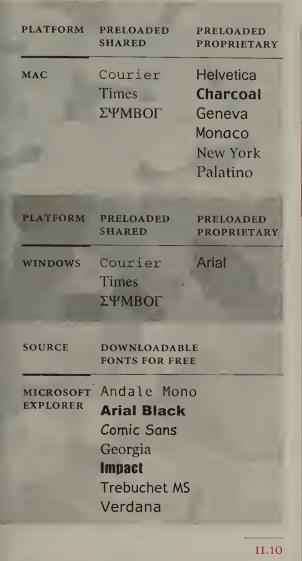
### Type choice: HTML

HTML, Hypertext Markup Language, is a *tagging system* that adds tags, or labels, to raw copy (fig. 11.09). The labels tell the user's browser how to read and show the elements on screen. (This illustration is designed by Cheun Lee.)



11.08





Tractice

Tracti

<style>

### H1 { font-family : Minion ; font-size : 24 pt ; color : black }

11.11

</style>

layout program, using the <link> command.

At their simplest, style sheets can define a style as *serif* or *sans serif*, telling the browser to substitute any serif or sans

The tags are codes inside V-shaped brackets and look like this: <head>, which in this case marks the beginning of text to be displayed in the browser window. The addition of a slash preceding the instruction, </head>, marks the end of a change.

HTML conversion utilities tag existing text and image elements with HTML codes. The conversion probably won't be done perfectly, so some hands-on adjusting will be necessary.

To complicate matters, users can override HTML tags by setting their own preferences in their browser software. The data they receive, however, remains intact. For example, HTML tagging allows font choice to be determined by the end user. Windows and Mac computers are shipped with the fonts shown in fig. 11.10. The two platforms share only three fonts: Times, Courier, and Symbol. Eight more can be obtained free from Microsoft at www.microsoft. com/typography.

### Style sheets

Current HTML type control uses *style sheets*, which are similar to the style palettes used in page layout programs like QuarkXPress (top) and PageMaker (middle) (fig. 11.11). A style includes such attributes as font, size, linespacing, indention, and color. After defining a style, a given section of text can be quickly tagged with the name of that style. Changing areas of text throughout a Web site is as easy as changing the central definition of the style on the style sheet.

Style sheets are expandable to include external styles, whether from another Web site design or from a page

serif font it has set in its Preferences file.

With the development of faster modems and better compression software, and consequently shorter downloading time, HTML-tagged type has become less necessary. It has become more practical to prepare slabs of uneditable type and image art and download the page in pieces. HTML, which can be quickly changed, is now commonly used for latebreaking news and for information that is flash-updated by Web site staff.

With this new ability to emphasize and maintain design control by preparing uneditable slabs, downloading time has become ever more critical to the usefulness and success of Web sites.

### Text approaches

Typeface choice remains a problem on the Web. Fonts can only be shown on screen if they reside on the user's computer. Web designers have three choices:

- 1) Use the fonts that are most common, like Times, Courier, and Symbol, which come with every computer's system software. Strengths: fast, sure of results, error free. Weaknesses: most common fonts, so site looks like everyone else's.
- 2) Use downloadable fonts. Strengths: adds distinctive look to site; reasonably sure results (may depend on browser used). Weaknesses: makes the viewer wait while the fonts download automatically; some legal issues in giving fonts to viewers.

Fonts the viewer needs for your site but does not have must be downloaded, which takes time. Browsers usually show a page in a resident font until the downloadable font is automatically transmitted, then redraws the page.

It is possible to specify uncommon fonts – and thereby ensure the viewer will see what you designed – by attaching them to Web pages. Called *downloadable fonts*, they must be in either TrueDoc or OpenType format. It is not

legal to give fonts to other users: True-Doc fonts don't download an outline version of the font, so it circumvents legal restrictions. OpenType fonts download both the screen and outline versions, but encryption retards the font's removal from the Web page. Nevertheless, some legal issues persist with OpenType technology.

Because of screen resolution, most viewers won't perceive any difference between bitmapped 12-point Times, a resident font, and, for example, bitmapped 12-point Ellington, a downloadable font.

- 3) Make graphics files that look great and don't actually contain fonts at all. Strength: looks great, reasonably sure results. Weaknesses: slow to load, will not be seen by all viewers, can't be accessed by search engines. There is a down side to making sites as pieces of downloadable artwork in Photoshop:
- Image files load more slowly than HTML text files.
- Image files won't be seen by viewers who have turned off graphics displays in their browsing software. The reason to turn off graphics displays is to speed download times.
- Text in graphics isn't searchable; that is, search engines can't find data, so visitors will miss your page's content. "Live text" is an emerging feature that makes text in graphics files searchable.

Nevertheless, using graphics files is a simple technique for producing easily changeable pages. First, prepare type and place imagery in Illustrator or Free-Hand. (These programs have much better type controls than Photoshop, though Photoshop 5.0 has introduced significant improvements.) Next, drag and drop each page into Photoshop. Save each page as a GIF file and post on the Web. The original FreeHand and Illustrator pages can be updated and redropped into Photoshop easily.

### Type on screen

Type on screen looks quite different than type on paper. We are used to reading type that is rendered at 600 and 1,200 dots per inch. Web type must be only 72 dpi. Small type in particular looks dreadful at 72 dpi. The counters, or interior spaces, of low-resolution onscreen type fill in, so choose fonts with open counters (fig. 11.12) and large xheights, and open the letter and line spacing to make individual characters more legible.

Less text is easier to read on screen than more text, so edit text shorter. A good way to shorten the initial instance of text – and to fully use the Internet medium – is to use text hyperlinks to connect to longer, continued passages of text for the more committed reader.

mode. Type in a graphic, on the other hand, can be viewed as either bitmapped imagery, for example, black and white pixels only, or as antialiased type. Antialiased type uses shades of gray so the eye perceives a given pixel as being only partly rendered (at left in fig. 11.13). Antialiasing only approximates a smooth shape and, while it looks pretty good at display sizes, it makes small type blurry. To get the best legibility at all type sizes, antialias type that is larger than 8 points (fig. 11.14).

Microsoft has introduced a proprietary font rendering technology called ClearType that uses three "sub-pixels," the red-green-blue (RGB) sub-pixels that are perceived as a single pixel on LCD display screens. (LCD screens are the ones used on laptops and PDAS, or Personal Digital Assistants. Desktop monitors are CRT screens that are not affected by this technology.) By manipulating all three RGB sub-pixels, type can be much more accurately rendered on screen without the use of antialiasing.

Even with the improved apparent resolution of 72 dpi ClearType, text type should be made bigger and have more linespacing than it ordinarily would on paper.

### Acegmorty Acegmorty Acegmorty Acegmorty Acegmorty Acegmorty Acegmorty Acegmorty

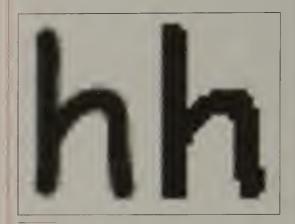
CHARCOAL

TREBUCHET

GEORGIA

Shown above are three settings, all 10/15. The top row is set at 72 dpi in Photoshop, the middle row is set in FreeHand and imported into Photoshop at 72 dpi, and the bottom row is typeset in PostScript and output at 1,200 dpi for comparison.

11.12



11.13

This is antialiased 12-point Geneva set solid at 72 dpi.

This is bitmapped 12-point Geneva set solid at 72 dpi.

This is PostScript 12-point Geneva set solid at 1,200 dpi.

This is antialiased 10-point Geneva set solid at 72 dpi.

This is bitmapped 10-point Geneva set solid at 72 dpi.

This is PostScript 10-point Geneva set solid at 1,200 dpi.

This is antialiased 8-point Geneva set solid at 72 dpi.

This is bitmapped 8-point Geneva set solid at 72 dpi.

This is PostScript 8-point Geneva set solid at 1,200 dpi.

This is bitmapped 6-point Geneva set solid at TZ dpi.

This is bitmapped & point Geneva setsolid at 72 dpi.

This is PostScript 6-point Geneva set solid at 1,200 dpi.

Minion Web Italic

Minion Web Bold

Myriad Web

Myriad Web Italic

**Myriad Web Bold** 

Myriad Condensed Web

Myriad Condensed Web Italic Caflisch Script Web

Mezz Web Bold

PENUMBRA SERIF WEB

Giddyup Web

11.15

### Convert existing files

TIFF and EPS files, universal formats for print files, cannot be read by Web programs. They must be converted to GIF, JPEG, and PNG files. Photoshop and other image manipulation software can make the conversions. JPEG files can be saved in three quality modes: high, medium, and low. Medium is the best choice because it preserves a reasonable level of quality while reducing file size dramatically from the highest level.

It is often easiest to convert printed matter and adapt paper-oriented design to a Web site than to start a page from scratch. QuarkXPress, PageMaker, and FrameMaker all are equipped, or aftermarket programs are available, to convert page layout files into Web-ready material.

The PDF (Portable Document Format) format was developed by Adobe Systems in its Acrobat program to allow publishers in page layout programs to convert the pages into an on-line format that retains the original font and layout attributes. PDF files use JPEG compression to make files smaller and load faster over the net. The compression process is flexible, allowing control over the amount of compression, transmission speed, and image degradation.

### Type tips

- Use classic design rules of composition and type's optimal line length (±50 characters per line, regardless of type size or font used).
- Limit your typeface use to two fonts, one light in color, the other dark. Traditionally, the lighter font is a serif and the darker font is a sans serif.
- TrueType fonts are preferable to Type 1 fonts for on-screen design. Apple developed TrueType as a response to a weakness of Type 1 fonts: There is only a single bitmapped (screen) version of a Type 1 font. Apple created

"hinting" technology that provides a more elastic screen rendering and makes TrueType fonts more legible on screen, particularly at small sizes.

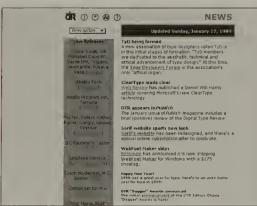
- Make your site readable above all else. Select background colors and textures that do not inhibit legibility, already seriously denigrated by on-screen resolution. Maximize contrast between type and background.
- Use black, white, and red. Black and white offer the maximum contrast for reading, and red looks powerful on both black and white plus it has cultural meaning as a warning of danger, so attracts attention naturally. Limiting a Web site's palette lets the pages load faster. And lastly, a limited palette helps a Web site stand out from the cacophonous, multichromatic crowd.
- Blue is a text color that signifies a hyperlink. Red and purple are text colors that signify hyperlinks that have already been used. These three text colors should not be used for other purposes, or you run a serious risk of confusing your viewers.
- Backgrounds are not printed with a Web page file, so if you use white type on a dark background, a printout yields white type on white paper, which is obviously illegible.
- Adobe's Web type package has twelve fonts, each "fine-tuned for optimal on-screen viewing," according to Adobe's Web site (fig. 11.15). The fonts' x-heights have been enlarged and spacing attributes have been opened to make the fonts more legible at 72 dpi. The fonts are all in TrueType format.

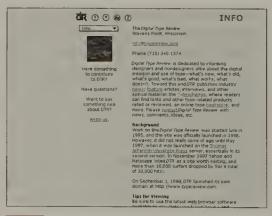












### Mostly HTML pages

11.17

HTML type uses style sheets, similar to the style palettes used in page layout programs like QuarkXPress and PageMaker, that include font, size, linespacing, indention, and color attributes. This site is a combination of downloaded artwork – the dimensional plus sign and floating A and s letterforms, the ART+COM logo, and the column and horizontal row of hyperlink buttons – and HTML type. This site is easy to navigate and, because it is almost all black and white, it loads very quickly. www.artcom.de

11.18

With tagged HTML type, typeface choices are limited to the fonts that reside on the user's computer. These common fonts, Helvetica, Times, and Courier, come with every computer's system software. Using them will give sure results. On the other hand, these three fonts' commonness may make your site look much like many other sites. Overcome this by designing a very clean, stuctured page, as shown here. The DTR logo, boxed DIGITAL TYPE REVIEW, hyperlink buttons, and departments headers NEWS and INFO, are graphic files that download as artwork. They are uneditable and ensure that they will appear exactly as you want them to. www.typereview.com

Most Web sites combine graphic files and HTML type. The graphic files deliver a distinctive appearance and the HTML is quickly downloaded to the viewer's computer. The key is for the two elements to balance interest and speed. This site's main graphic, at the top of the screen on the two smaller views, downloads once and is only slightly altered from page to page. Each page's new graphic files download rapidly along with tagged HTML type. www.iconixgroup.com

11.20

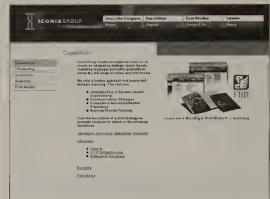
Hyperlinks go from the *source* to the *destination* with a mouse click. Hyperlinks can connect any bit of text or imagery to any other element anywhere on the site or elsewhere on the Web. This site's hyperlinks connect from labels on the home page to the left part of the very wide, scrollable pages that follow (bottom).

Color varies on every monitor. Web color safety — colors built into Netscape Navigator and Internet Explorer brows ers — is limited to 256 colors. This palette includes 40 colors that are not shared by both the Mac and PC platforms, so an optimized palette for cross-platform use has 216 colors.

www.imaginaryforces.com

















11.21







### Mix of HTML and image file pages

11.21

These Web site samples show a mix of graphic files and HTML text that puts greater emphasis on downloaded type and image files.

Make the site as interesting for the viewer to use as you can. Are graphics used only as personality definers and decoration, or do graphics help the user's interaction with your site? While the computer may have started as a mere tool, the Web has helped it become a medium. This site uses a wide black border and a vertical/horizontal/diagonal typographic baseline contrast to create its dynamic look. www.lvl.com

### 11.22

This site is for an interactive software and site development firm. In addition to pages describing the firm's capabilities, history, and staff, it has a fascinating and well-designed experimental section on type facts that uses motion to indicate letterform parts. Shockwave, a program that converts vector-based artwork like that made in Illustrator and FreeHand into files for the Web, was used extensively. HTML text is not used at all until the third-level page depth is reached (bottom right). www.studiomotiv.com

This site downloads type as graphic files, like the ORGANIC logo and the section titles on the second page (lower left), that don't contain fonts at all. It looks great, but runs the risk that those elements of the site will not be seen by viewers who turn off graphics display in their browser software to speed download time. Since type in graphic files can't be accessed by search engines looking for references, some of a site's content will be overlooked by them. "Live text" is an emerging feature that makes text in graphics files searchable. Nevertheless, using graphics files is a technique for producing easily changeable pages that have real character. www.organic.com

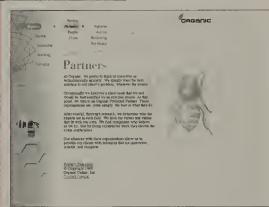
### 11.24

Imagine how your reading habits would be affected by having to wait, say, 30 seconds every time you turned a magazine's page. There are ways to speed graphic file download times. Reuse images whenever possible. Once an image has been downloaded to the viewer's computer, it is available instantly from the resident cache on subsequent pages. An image's dimensions matter: Smaller is faster. Resolution greater than 72dpi is unnecessary because monitors cannot display any greater resolution. Minimize the number of colors in a graphic file. Reduce bit depth: A GIF saved at 8 bits per pixel allows 256 colors. Using a 4 or 5 bit-per-pixel color palette gives almost as good results.

Matthew Butterick, CEO of Atomic Vision, San Francisco, says, "If you are working on (a magazine), you have to make it easy for people to find stuff. The same is true on the Internet. You're still dealing with an audience with an attention span of 2½ seconds. But on the Web, computer bandwidth and brain bandwidth are both issues. How long does it take to get your *message* through? The download speed of a page is only *one* factor in how effective your site is." www.atomicvision.com

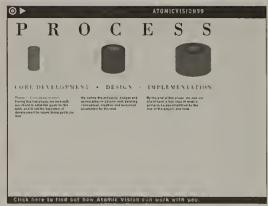












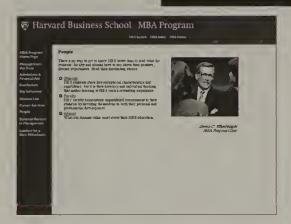


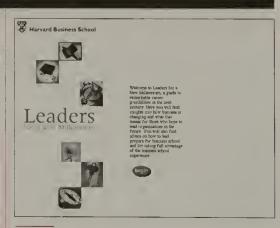




11.25







11.25

This site reuses downloaded image files for quick page generation (bottom left and right). Reusing image files also assures design unity from page to page in a site. Note the intruiging way the logo has been disguised on the splash page. www.nation.sw

### 11.26

Complex sites need much more planning at the beginning of the design process. Designers must spend their time getting inside the problem to find out what content connects to what other content. After developing information architecture and navigation, they must get copy written and begin the actual page designs. Every site requires a fromscratch solution that results from a clearly defined problem.

The Harvard Business School site suggests quality and sophistication by use of a refined color palette and clear, simple typography. The site contains dozens of pages with information on faculty, scheduling, academic requirements, application forms, and other information about the school. Despite its complexity, it is easy to navigate. www.hbs.edu

### Image file pages

11.27

These web sites rely more on graphic files than HTML text, though HTML can still be found on some of them.

It is tempting to think sites such as these are inherently more exciting because they seem to have unconstrained creativity and expressiveness. Looking at the purpose of Web sites, that is, to communicate, Jessica Helfland, author and Web designer says, "As long as our identities as designers reside in tags and technology protocols, how can design ever make a difference? Design should strive to do more – to be more comprehensive, more conceptual, more creative. We should be inventing new ways to tell stories and engage audiences... visually, verbally, kinetically, creatively, over space and time." www.spectacle.com

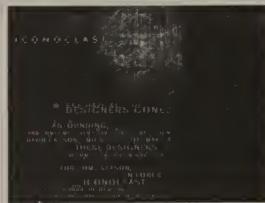
### 11.28

Navigation through a Web site should be simple and direct. Make it clear how to move forward and backward and how to return to the home page. Navigational graphics are equivalent to a magazine's folios, footlines, and department headings and are a significant part of a site's identity. A navigation bar puts navigational tools onscreen throughout a site, as shown in the center of the home page and the top left corners of subsequent pages at this site.

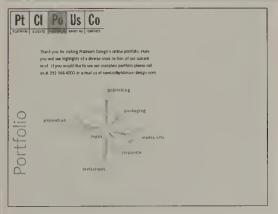
www.platinum-design.com

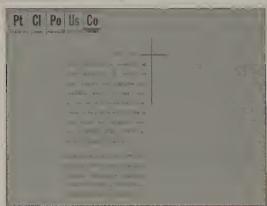


















11.29







11.30

Magazines and Web sites, like this one for Graphis magazine, share the matter of frequency: Web publications shouldn't follow traditional weekly, monthly, or quarterly publishing schedules. A dynamic Website has to be continually maintained. To increase visitor traffic, update some Web pages at a site daily, perhaps on a rotational basis that readers can look up. Feature stories, for example, could be updated less frequently. An automated e-mail list can tell readers when new material has been posted. Just as with a magazine, provide a reason for your readers to become habitual readers. Make visiting your site a desirable regular activity for your readers. www.graphis.com

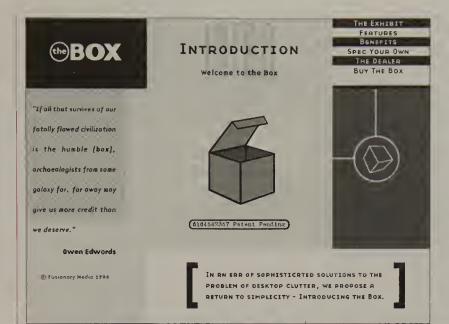
### 11.30

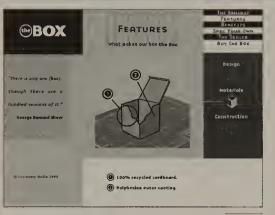
Like a magazine cover, a home page must identify the contents within. A home page must serve as a table of contents for the site (bottom left). On Web pages, hierarchy is expressed through presence on the first part of the screen that loads, the part that does not require scrolling to be seen. An editorial decision was made not to use scrolling at this site. Additional information has been put on subsequent hyperlinked pages. www.clinedavis.com

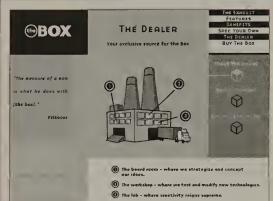
This site was posted as a sample for a Web design firm. Using the arbitrary subject of cardboard boxes, it demonstrates the effectiveness of clear, handsome spatial organization and a well-selected, unified color scheme. Given that it has no HTML text at all, it loaded very quickly. www.sixsides.com

### 11.32

Successful Web designers say, "You have to embrace the constraints of current technology." Present Web constraints include relatively slow download time for most Web users, a limited palette that can be viewed consistently on any monitor; type restrictions and font replaceability in HTML; and cross-platform interference. This site flaunts as many of these constraints as possible. It makes extensive and imaginative use of Flash, a program that creates motion graphics for the Web. www.nagafuji.com

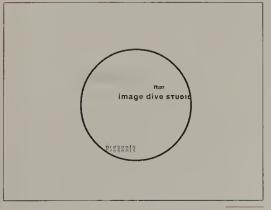


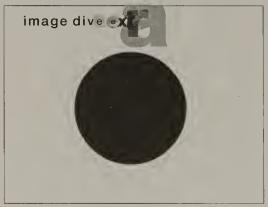




11.31







### THE HISTORY OF TYPE IN USE

## 12

For a very long time, man could communicate only by making sounds. Direct knowledge lasted no longer than a single lifetime.

Humans began recording stories about the things around them by drawing on the walls of their caves. Paintings of objects became symbols, or **pictographs** (fig. 12.01). Pictographs show

things and are highly representational: a drawing of a tree means a tree, a drawing of a cow means a cow. Essentially, language consisted entirely of nouns (people, places, and things), which made it very easy to learn. But as society developed and became more complex, symbols for things that could not be seen became necessary. Pictographs began to take on additional meanings. For example, a drawing of a cow could mean either a cow or wealth, since people used valuable cattle in trade. As pictographs were adapted into nonrepresentational symbols, it became necessary for people to learn their new meanings.

Many ideas required their own symbols, and these became the next step, called ideographs (fig. 12.02). Ideographs show *ideas* and *actions*. Though some ideographs were semirepresentational, as a group they required more learning to understand because they were essentially symbolic. This necessary learning separated societies into two groups: those who understood the written system and those who did not. A growing body of symbols developed, becoming increasingly difficult to learn. There was no connection between spoken and written language, so people had to learn two unrelated systems.

Eventually ideographs no longer satis-

fied the needs of increasingly complex societies. A more flexible system was needed.

Ideographs and pictographs evolved into new letter symbols that could be strung together into word clusters that were given meaning by those who had learned the system. For example, a *c* strung together with an *o* and a *w* became the symbol for an animal that was used for money and food. The new letterform system used smaller components that could be combined in many more ways but required much more learning to understand because they were not at all representational. The separation between those who knew how to write and those who did not continued to grow.

The Phoenicians, an extremely successful society of traders on the eastern shore of the Mediterranean Sea, developed a revolutionary new system in about 1800 B.C. that connected spoken sounds with writing. They identified twenty-two key sounds in their language and drew up twenty-two corresponding symbols, each representing one of the sounds (fig. 12.03). They logically reasoned that if the symbols were strung together as the sounds were, they could communicate with a greatly reduced vocabulary of symbols, and they could take advantage of the natural con-

O y am MASSA

12.01



12.02

477027649~7.46

12.03

AZYX990

12.04

OPRXNIA

12.05

71/1×190

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12.07

Nummus, et e pleno femper tollatur Non unquam reputat, quanti fibi gau Sunt quas eunuchi imbelles, ac mollis Ofcula delectent, et desperatio barbæ Et quod abortivo non est opus. Illa v Summa tamen, quod jam calida et m Inguina traduntur medicis, jam pecti

2.08



12.09

nection between verbal and written communication. Their invention – relating spoken and written sounds – is today called *phonetics*.

The Greeks adopted the Phoenician system around 1000 B.C., modifying it to their needs (fig. 12.04) by adding vowels and naming the letters.

The Romans took the Greek alphabet and made further changes, adding a *g* and *z*, for twenty-three characters (fig. 12.05). Our modern alphabet subsequently gained three additional letters, the *j*, *u*, and *w*.

By writing quickly with pointers on wax tablets (which were easy to erase by smoothing over), Roman scribes, or writers, began joining letters together and, following the natural impulses of the human hand, introduced a slant to letters. They also developed ascenders and descenders, the parts of lower-case letters that extend beyond the main body of the characters (fig. 12.06).

After Rome's fall, the skill of writing was practiced in the western world almost exclusively in monasteries. With the exception of their illuminated manuscripts, not much other written work was produced until the mid-fifteenth century, when movable type was invented.

Johannes Gutenberg (ca. 1397-1468) of Mainz, Germany, advanced the ability to communicate immeasurably by inventing an efficient system for attaching movable letters to a printing press. (There is some question about Gutenberg's having invented movable type. Ulrich Zell, a contemporary of Gutenberg's, wrote that a fellow named Laurens Coster of Haarlem, in the Netherlands, invented movable type in 1440, and that Gutenberg swiped the type and printed it in 1442. Two others, Pamfilo Castaldi of Italy and Procopius Waldfoghel of France, were also early movable-type printers. But Mainz became a center of printing, so Gutenberg gets the credit.)

Gutenberg, a goldsmith and craftsman capable of cutting punches – the molds into which molten metal was poured to make printable letters – invented movable type matrices and fit them to the printing press, which had been in use for centuries in China. His typeface was based on

Textura, the heavy black letters of hand-written manuscripts used at the time (fig. 12.07). His typeface has over three hundred letters, ligatures, and abbreviations, all necessary for precise justification.

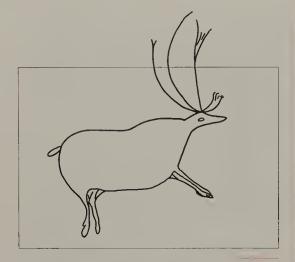
John Baskerville (1706-1775), a young and wealthy amateur printer, dedicated himself to perfecting the printing process. He made his own paper, blended his own inks, and cut his own typefaces. Until then, paper was made on wire screens, which left a pronounced texture on the paper. Baskerville replaced the coarse screen with a fine mesh, which imparted a smoother surface. Smoother paper allowed letters to be printed with greater detail and contrast between thicks and thins. So Baskerville designed a typeface, named for himself, that could take advantage of his new smoother paper. Baskerville is considered a transitional typeface, a major step forward from the preceding old-style faces (fig. 12.08).

More recently, typefaces have been developed to satisfy the needs and take advantage of modern technology. A 1938 ad in fig. 12.09 illustrates the aesthetic need for many typefaces. Stone, a typeface introduced in 1988, is an early example of a typeface designed specifically for digital reproduction.

The printed word has been in existence for only about 550 years. With it, millions of copies of a document can be made instantly; news and knowledge can be spread in minutes. Anyone can experience the culture and thought of past ages.

Today's use of type is based on centuries of typographic evolution, hundreds of improvements based on our need to record ideas in writing. Over the past centuries many improvements in the speed, accuracy, and precision of those written markings have evolved, from the development of the characters themselves to the technology of printing presses, paper, and inks. Each major step forward was driven by an improvement in available materials or by an opportunity to increase efficiency by speeding up some process.

The purpose of a printed document has always been to inform. The history of the written word's evolution is the history of the changing needs of society.



12.10



12.12



12.14



12.13



B.C.

25,000

Earliest known cave decorations drawn at Lascaux, France. This example is a tracing of a 27½-inch-long original (fig. 12.10).

#### 18,000

Prehistoric handprints at Pech Merle cave in southern France are among the first recorded images consciously made by intelligent human beings (fig. 12.11).

#### 12,000

First writing bones notched for counting.

#### 9000

Mesopotamian clay tokens representing various livestock as well as quantities of goods.

#### 3100

Earliest Egyptian hieroglyphics (Greek for "sacred carving"). (See also A.D. 1799)

#### 3000

Sumerian stone cylinder seals inscribed with names of individuals and organizations (fig. 12.12). • Sumerian pictograph writing (fig. 12.13).

#### 2800

Sumerian cuneiform writing reads left to right.

#### 2500

Egyptians write on dried pulp of papyrus, a giant swamp grass, and develop cursive script with reed pens. This drawing shows the harvesting of papyrus on the banks of the Nile (fig. 12.14).

#### 1600

First alphabet developed in the Middle-East. Though it contains no vowels, its characters represent spoken sounds relating written and spoken communications for the first time.

#### 1500

Chinese develop ideographs. This beautiful example means "tomorrow" and provides ample evidence for the belief that Oriental letterforms are works of art (fig. 12.15).

Ten Commandments incised on stone tablets (fig. 12.16). • Egyptian Books of the Dead written on papyrus scrolls. Ability to make long rolls of papyrus allowed scribes to produce increasingly complex works (fig. 12.17) This example is from 600 B.C.

950

Phoenician traders bring alphabet to Greece.

850

Semites use first punctuation: vertical strokes separating phrases.

800

Greeks develop alphabet by adding vowels. They employ the boustrophedon ("as the ox plows") system, reading alternately left to right and right to left.

625

Babylonian cuneiform writing used wedge-shaped letters pressed into wet clay (fig. 12.18).

600

Earliest known dictionary written in central Mesopotamia, indicating need for various peoples to understand common words.

585

Torah, first five books of the Bible, written by exiles in Babylon to record history of the people of Israel.

470

First library created in Athens, though collections of religious texts existed since 3500 B.C. in some houses of worship.

450

Carrier pigeons used to speed Greek communication (fig. 12.19).

402

Aramaic script marriage contract (fig. 12.20).

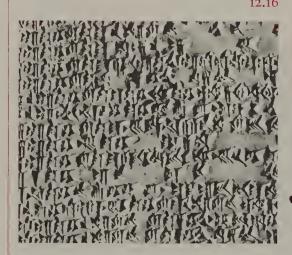
300

Alexandria, the world's center of culture, has two libraries with 500,000 scroll books.

256

Chinese invent paintbrushes made of hair.







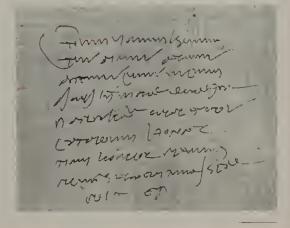


12.17

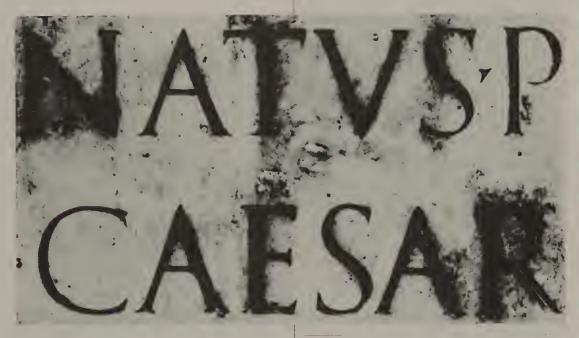


ליים אל ביים אל ביים אין ביים

12.20



12.21



INGENTISTOLLEN
VERBERALENTAPA
SEDNONYELAMA
QVAMVENTREME
SIYEBOYMSIYEES

12.23

12.22

!RENSOSDOAUTAREBOVES DERENONATUGAEAUELION ULTAADEOGELIDAMELIVSS TCUMSOLENOVOTERRAST! DCTELEVESMELIVSSTIEVILA

12.24

Adinuicem dicen uodest hocueru uix inpotestatee imperat spiritiu

12.25

200

Parchment developed in Pergamum, now beneath the modern city of Bergama, Greece, when papyrus supply from Egypt was temporarily interrupted.

144

Greek cursive script on papyrus (fig. 12.21).

13

Acta diurna, first newspapers, appear as official announcements hung in Roman streets.

A.D.

48

Roman soldiers invade Alexandria and destroy libraries.

105

Ts'ai Lun reports paper made from tree bark, cloth fiber, and fishnets in China.

124

Capital letters cut into Trajan's Column greatly influence letterform design (fig. 12.22).

140

Square capitals develop in Rome. Their squareness is dictated by the technique of stone carving, in which curves were more difficult to create than straight lines (fig. 12.23).

150

Books of folded parchment (a codex) begin replacing scrolls.

300

Rustica, simplified roman capitals, develop. They are slightly condensed to save valuable vellum (fig. 12.24).

320

Emperor Constantine has Bible copied into bound vellum books. It could take a single scribe years to duplicate one copy of the Testaments.

350

Uncials, rounded capital letters, develop in Rome (fig. 12.25).

400

Wood blocks used to print textiles in Egypt. • Black ink invented in China.

Half-uncials develop to ease writing with a pen on animal skin. The strokes become more rounded and easily rendered, introducing lower-case letters (fig. 12.26).

476

Monks illuminate hand-copied manuscripts as the early Middle Ages begin, developing dozens of character variations to make each line equal in length. This "justification," or evenness of column edges, is intended to please God with perfection (fig. 12.27).

600

Paper making spreads from China to Japan and west to Persia.

770

Japanese Empress Shotoku sanctions first printing on paper: a million prayers to ward off smallpox epidemic.

Book of Kells, Celtic illuminated masterpiece, completed.

"Flying money," money made of paper, used in China.

Arabs adopt Indian numerals, 0–9.

Carolingian script developed at court of Charlemagne: the Bible, Isaiah 58:1 on vellum (fig. 12.28).

863

Cyrillic alphabet, based on Greek, developed by missionaries to Moravia, now a part of Czechoslovakia.

1000

Beowulf manuscript written on vellum in Anglo-Saxon, a precursor to English language (fig. 12.29).

1035

First use of paper as packaging for vegetables and spices in Egypt. • Waste paper first recycled into new paper.

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dicinam . Quinamis cordif expurpent. maieflacenrouam supplicit depour expulsifaxions acustans illusagn nur Epoculo quiEnnam reparautt nem . & fuamnobis gloriam repromitir .1- 11 -1

12.28

12.27

A per onbujum beopule feyldinga led cyning longe place polcum se se parden ellon house aldon or can of thim ext on poc heat healt dene her benden lipde samol 7548 peoup slade

12.29



12.30



104

Pi Sheng invents movable type made of baked clay and glue in China. The sculpted letters were glued onto a metal sheet, printed, and removed from the sheet for reuse. Carved wooden characters were developed about two hundred years later.

1200

Earliest use of paper in Sicily.

1257

Jean Montgolfier, one of first in Europe, begins making paper in Vidalon, France, after learning the trade in a Damascus paper mill as a prisoner.

120

Textura, or Gothic, develops, so named because it produces the look of woven texture. Legibility was not the chief concern of this condensed handwriting style. Fitting many characters into a small space was. In fact, it fit about twice as many characters into the same space as its predecessor, Carolingian.

1221

Chinese develop movable type made of wood blocks.

250

Goose quill first used for writing.

1328

The Book of Hours of Jeanne d'Évreux was a small personal prayer book created for the queen of France (fig. 12.30, shown larger than actual size). This is a text page of the Office of Saint Louis depicting a soldier, two musicians — one with bagpipes — and, at the bottom, a physician with his patient.

1340

The decorative initial becomes a feature on manuscripts. Initial caps are today's legacy. Shown, in order, are initials from the 14th century (Gothic), 16th century (Italian), and 19th century (French) (fig. 12.31).

1350

Humanistic cursive derives from Carolingian. The humanists contributed greatly to the evolution of the lower-case letters.

Library of Merton College, Oxford University, founded.

1380

John Wycliffe's English translation of the Bible (fig. 12.32).

1390

First German paper mill started by Ulman Stromer at Nuremberg (fig. 12.33).

1400

Medieval manuscripts are scribed by reed or quill on parchment made from the skin of sheep (fig. 12.34), or on vellum, a calfskin rubbed with lime and pumice. A single Florentine bookseller employs up to 50 scribes at a time.

1418

First European wood engraving.

1445

Chinese develop copper type.

1448

Johannes Gutenberg of Mainz invents movable type matrices and fits them to the printing press. His wooden typeface resembles Textura, the heavy black letter of handwritten manuscripts used in Germany at the time. His typeface has over 300 letters, ligatures, and abbreviations, necessary for justification.

#### 1450-1500

Incunabula, Latin meaning "cradles," is the name for books printed in this 50year period. The development of typecasting allowed 35,000 works to be printed in these first 50 years, for a total of 8 to 12 million copies. Printing spread very quickly: there were more than 1,000 printers in some 200 locations in Europe during this period.

1455

Gutenberg's 42-line-per-page Bible is first book printed from movable type. Until now, monks sometimes spent their entire lives writing a single book (fig. 12.35).

1460

Albrecht Pfister of Bamberg produces first book including both woodcut illustrations and text.



\_\_\_\_

12.34



12.33

igina i duas lineras elle apud hebros irrori as lingua i chalcor estat: a pebre magna ce pare ohnis é. Plá et ipi vigiciduo deméta hac: codé lono led diúlis caradeibs. Samaricani erá puracheum morbi condé leis laipaia: hguris camú et apiabs dilarpates. Lenig é helora laibalegiles didoxé post capia iheo lolimā er in stauracioné empli sub individual laias leas reperisse quib?

Anapit prologue in libros regum.

nice has abigunt rubrica ac pice liquio iuxta in unu locum congregant: au i & has & talpas amurca necant. Con s felle cacumina tagi iubet. Priuatim uliere icitati menfis nudis pedibus rerpat fronde fimo boum diluto aspat luitur ita uirus medicaminis. Mira auerti grandines carmine credat pleri

12.36

And her leapmyth her tale .

i At old ayes of kyng? Artur

Of Whiche britous spelith gut honour

At Bas this lond, fulfilled, of fayrye

The eff quane With her is y communes

Saumad, ful ofte in many a greue med

This Bas the old opinion as I was

I speke of many an hundrid, peris a goo

Cransach brune din qui income marrit que per ricio de la correction de repetit.

Cransach brune din qui incoma income marrit que per ricio de la correction de repetit de la correction de la corre

12.37

Tercia etas milioi Foliu XXXIII

Altare bolocafii fedm lentinos

Plater bolocafii fedm lentino

12.39

E ffigieníq; toro locat haudi gnara futuri.

S tant aræcircum, et crines effusa sacrdos

T er æntum tonat ore deos, Herebumíq;, Chaosíq;,

T er gemnamíq; Hecaten tria Virginis ora Diana.

S parserat et latices simulatos fontis Auerni,

F alcibus et messæ ad lunam quæruntur ahenis

P ubentes herbæ ni gri cum lacte ueneni,

P ubentes herbæ ni gri cum lacte ueneni, Quæritur et nasæntis equi de fronte reuulsus, E t matri præreptus amor.

1469

Johannes de Spira (a transplanted German originally named Johann von Speyer) opens the first printery in Venice and produces the first roman typeface. It is based on humanistic manuscripts produced in the area (fig. 12.36). • The shift away from Gothic to humanistic and roman typefaces begins in Europe.

1470

Nicolas Jenson produces his roman typeface in Venice. His goal is to create an even color, rather than to perfect the beauty of individual characters. • A page from a blockbook-showing the gospels looks much like a modern comic book (fig. 12.37).

1478

A year after producing the first book printed in England, William Caxton produces Chaucer's Canterbury Tales (fig. 12.38). Nearly all of Caxton's books are in English, a sharp departure from the rest of Europe, which publishes almost exclusively in Latin. Caxton, a merchant and diplomat, learned the art of printing in Cologne, then set up his press in his retirement. At the time, each area in England had its own spelling variations. Caxton adopted the spellings of the London area. These spellings, being the earliest printed versions, spread and are still in use today. For example, he gave us right instead of the then-common richt.

1493

A page from Hartmann Schedel's *World Chronicle*, the first important illustrated work in Europe (fig. 12.39).

1494

John Tate establishes first English paper mill in Hertfordshire.

150

Aldus Manutius hires Francesco Griffo to produce first italic typeface, based on slanted handwriting. His typeface, which fit more characters into a given space than any roman typeface of the day, is ideal for the small, portable pocket books Manutius prints (fig. 12.40, shown actual size).

Oldest known drawing of printing press (fig. 12.41).

1513

First illustrated English news pamphlet, True Encounter, gives eyewitness account of the Battle of Flodden (fig. 12.42). • Newsletters develop as early form of newspaper to advertise trading house prices.

1535

First printing in New World by Esteban Martin and Juan Pablos in Mexico. • Claude Garamont produces Garamond typeface (the spelling of his name was changed on a Frankfurt specimen sheet in 1592) in France. Printers became their own type designers when they had to cut their own fonts (fig. 12.43).

1550

Folios, or page numbers, are introduced.

1569

Christophe Plantin of Antwerp begins Polyglot Bible, showing simultaneous translations in Latin, Greek, Hebrew, Aramaic, and Syriac, side by side. The finishedwork is published in 1572 (fig. 12.44).

1592

First known typeface "showing," or sampler, printed in Frankfurt.

1605

First public library founded in Rome.

1609

First weekly newspaper appears in Strasbourg: Avisa Relation Oder Zeitung.

1612

King James Version of the Bible completed. It had two issues, the "He Bible" and the "She Bible," due to a typo in Ruth 3: 15 (fig. 12.45).

1620

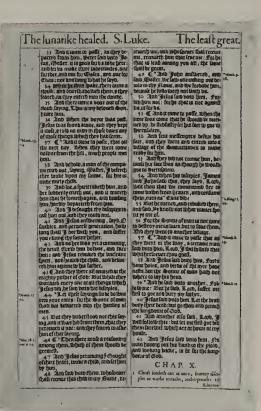
Blaeu press improves on Gutenberg's press. Early presses made uneven impressions, so letters could have little contrast between thick and thin strokes. The Blaeu press permits greater letterform contrast.



12.41

uilísque prudentiæ, Mediolani principem locum tenuerunt. Incidit Galuanius in id tempus quo Mediolanum à Federico AEnobarbo deletú est, vir summa rerum gestarum gloria, & quod in fatis suit, insigni calamitate memorabilis. Captus enim, & ad triumphum in Germaniam ductus suisse traditur: sed non multo post carceris catenas fregit, ingentique animi

12.43



Thereafter enfue the tre we encountre of... Bataple lately don betwene. Englade and: Scotlande. In whiche bataple the. Scotiffbe. Kynge was Cayne.



The maner of thad unicely nge of mylord of urrey trelouries and. Darthall of. Englands and leueten litegenerall of the north pties of the fame with true. Dinen to wardes the hynge of. Scott, and his. Armye velved and nombed to any hundred thousande men at the leect.

12.42

פפר נראשת היים אחר על פני האדקה האדם וד בראשת היים אחר בא היים אחר על פני האדקה האדם בראשת היים אחר אד עו האדקה האדקה בא היים אחר אדעו האדקה בא היים אחר אדעו האדקה בא היים אחר אדעו האדקה בא היים או היים או האדעו האדקה בא היים או היים או

את הלק התבה את העשבה " ייקילה את העובר " ייקילה את להישלה העשבה להחות התקום המשפה להחות התקום המשפה של התקום ה הארץ יישיבו הישם " ייקים המרש השל התשום המשפה " ייקים בהדבין בשפקה המשפה העל האותם " ייקים בהדבין בשפקה המשפה בשנית להוצים להיש לל הרי אותם" : " יולי בת החיבר העובר בשל התשום האותם להוצים להיש לל הרי אותם" : " יולי בת אותם בשנית בשנית בשנית בשנית בשנית המשפה בשנית

ת הלק התבח אשר ששרה: ינישלה את הקרב צא ישא נשני פריבשת השתב מעל האיך! יושלה את היושה מאתו לראות הקלו הבים מעל פי הארשה: יילא במאה היושה של לפי רכלה קפב אליו אל "הרבר" כן מובב על פני לל הארץ

שלח תרויקטירי ורובא אתח אלית אל התבריו:

"הואל עד עבנה! ובים אתרים רוקם שלח את תיונה

ז התבה! "המא אלית והיוקט היוקט בק אל את תיונה

לה זורד עברה! היוקט בין קלו הקיים בקול

לה זורד עברה בקול בין בקול הקיים בקול

התיונה אל עבקה קבים אתרים בוויקל

מינו אורים אלים בקוד על אליין בין אליים חיים

מינו אורים עברה בארשון ב-ביור לחיים חיים

מינו אורים עברה בארשון ב-ביור לחיים חיים

מינו אליים לה ארן קביו לה ארדים בכבר התבה ולאיים

אנה הרבים עני העיקוח יו "החודים חיים ביבורו

אנה הרבים עני העיקוח יו "החודים חיים בשבות

רעקקים אבם לחדש יבקוד הארץ: י היקבי אלהים אאלינת לאקר: י שאים הארת שלה אפטר ונגיד ושר ביוד אהרג GENESIS. Translat.B. Hierony. Nys.

pole, quain volueres culti es detre lande cure. Remandir aum folato Noc, acquis ou escerant in area. "Obmouverond, squite trus cum o quisoquera debata. C. A. V 11.1. A. Que an anno que con canta debata (particular debata). C. A. V 11.1. A. Que animativa Nocambia un area por a compara debata. C. A. V 11.1. A. Que animativa Nocambia un area que a compara que terra trusta que animativa Nocambia que animativa Nocambia que animativa Nocambia que a compara de la compara del l

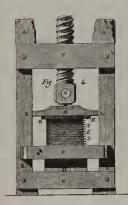
12.44



The Daily Courant.

Wednesday, March 11. 1702.

m Courant, Dated March 18, N. S. Flanders under the Duke of Burgundy; and the Duke of Maine is to Command upon the Rhine.



Quousque tandem al tientia nostra ?quam ror iste tuus eudet? se effrenata jactabit a nocturnum præfidiu bis vigiliæ, mihil timo ABCDEFGHIJ

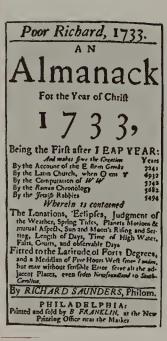
12.49



With the Freshest Advices Foreign and Domestick.

From SATURDAY April 15, to SATUREY April 22. 1721.

12.50



La Gazette de France, first major French periodical, founded.

1639

Stephen Daye begins first North American printing press in Cambridge, Massachusetts.

Boston public library opens.

London is home to 60 publishers.

1663

Bible translated into Algonquin and printed in Boston (fig. 12.46).

1685

William Bradford begins printing in Philadelphia.

1690

First American paper mill founded in Philadelphia.

1702

Daily Courant, London's first daily newspaper, founded (fig. 12.47).

1704

The Boston News-Letter, first news weekly in America, founded.

1714

Englishman Henry Mill receives patent on typewriter. • Typical papermaking press used in the eighteenth century (fig. 12.48).

1720

William Caslon produces Caslon typeface. It is still in wide use today, attesting to its classic proportions and balance (fig. 12.49). Shown are original letterforms and Caslon 540 digital characters.

Newspapers often depicted the city in which they were published near the title (fig. 12.50).

1723 '

Benjamin Franklin begins printing in Philadelphia. This example (fig. 12.51) was printed in 1733, using imported type made by Franklin's contemporary, William Caslon.

John Baskerville, amateur Birmingham printer, develops three major innovations: his typeface Baskerville, which has pronounced thicks and thins, wove paper (for the first time, paper did not have an uneven surface created by the wire mesh that helps drain water in the paper-making process) that accepts thin character strokes better, and improved printing ink, which is smoother and denser (fig. 12.52).

1764

Englishman George Cummings receives patent for coating paper, allowing letter-forms to develop thinner strokes.

1766

Pierre-Simon Fournier invents the point system, publishes *Manuel Typographique*, which begins the transition from oldstyle to modern typefaces (fig. 12.53, shown actual size).

1780

First steel-nib pen.

1788

John Bell of London is the first type designer to discontinue using the long s, which looks like a lower-case f in this typeface (fig. 12.54).

1796

Alois Senefelder of Munich invents lithography, using oily ink on smooth stone for printing.

1798

Senefelder's lithographed page of Mozart's *Die Zauberflöte* (Magic Flute) for quartet, written seven years previously (fig. 12.55).

1799

One of Napoléon's officers discovers the Rosetta Stone, which, after 40 years of decoding, reveals that Egyptian hieroglyphics is a two-tier alphabet, with some characters also representing ideas and objects. The Rosetta Stone is used to translate all other hieroglyphics (fig. 12.56).

1800

The London *Times* switches from wood to Stanhope presses, prints 250 sheets per hour, circulation 2,500.

#### BIRMINGHAMIAE:

Typis JOHANNIS BASKERVILLE.

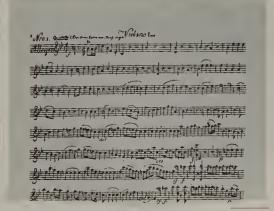
MDCCLVII.

12.52



Quousque tandem abutere, Catilina, patientia nostra? quamdiu nos etiam furor iste tuus eludet? quem ad finem sese effrenata jactabit audacia? nihilne te nocturnum præsidium palatii, nihil urbis vigiliæ, nihil timor populi, Quousque tandem abutere, Catilina, patientic nostra? quamdiu nos etiam furor iste tuus eludet? quem ad finem sese effrenata jactabit audacia? nibilne te nocturnum præsidium pala

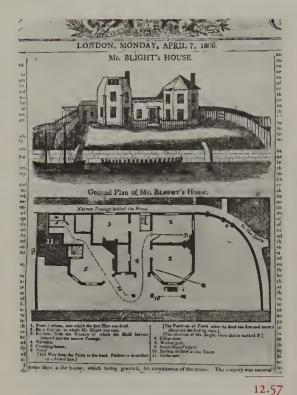
12.54



12.53



12.55



## ABCDEFGHIJ KLMNOPQRST

12.58

# LETTER

12.59

têre, Catilina, patientiâ nostrà? quamdiu etiam furor iste tuus nos eludet? quem ad finem sese effrenata jactabit audacia? nihilne te nocturnum

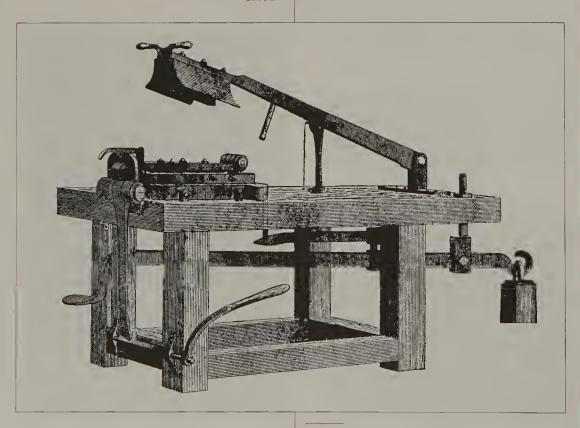
12.60



12.61



12.62



1806

Robert's paper-making machine improved in England by Gamble and Donkin with financial help from Fourdrinier brothers, producing paper in continuous sheets. • The London *Times*'s first cover illustration shows the path of a murderer (fig. 12.57).

1819

Vincent Figgins designs Egyptian typeface, unique with its heavy slab serifs, so named because Egyptian culture and artifacts were extremely popular at the time. Called a "typographical monstrosity" at first; later called "the most brilliant typographic invention of the 19th century" (fig. 12.58).

1816

First sans serif typeface introduced by William Caslon IV (fig. 12.59).

1818

Giambattista Bodoni's widow publishes *Manuale Tipografico* to Bodoni's specifications five years after his death (fig. 12.60). Bodoni cut about 300 fonts during his lifetime, all showing marked contrast of thicks and thins.

1820

"Fat Faces" introduced. Advertising typefaces are identifiable by their exaggerated thick and thin contrast. This, one of the earliest, was named Modern Canon (top, fig. 12.61). Today's Poster Bodoni, among others, carries on this tradition (bottom).

1822

Sans serif, or "grotesque," typefaces introduced in display sizes only. • French physicist Nicéphore Niepce (fig. 12.62) makes first photographic copy. The photograph, "Table Laid for a Meal," took 14 hours to expose. • J. L. Pouchée introduces typecasting machine that purports to make 200 characters at a time, thereby saving 12 percent on type manufacture. Though used for years in France, it was never adopted elsewhere and was ultimately a failure; Pouchée himself "took it out to sea and threw it overboard" (fig. 12.63).

. -

New York Herald founded: 4 pages for a penny.

1839

First use of daguerreotypes (early photographs) in European journals.

1851

Daily Times founded in New York City (renamed The New York Times in 1857).

1858

The London *Times* installs two huge 10-cylinder Hoe presses, which print 20,000 sheets per hour on two sides, circulation 57,000 (fig. 12.64).

#### 1868

Octavius Dearing introduces the California typecase in San Francisco, a wooden box that organizes characters, making hand-setting type quicker and easier (fig. 12.65). • Christopher Sholes invents typewriter that is as fast as handwriting.

1872

Firmin Gillot of Paris perfects system for photoengraving from line drawings.

1873

The London *Times* installs Kastenbein's typesetting machine. First London daily to be typeset mechanically.

1880s

Elaborate, highly visible advertising typefaces proliferate This printer's composing stick illustrates how type was typically set (fig. 12.66).

1880

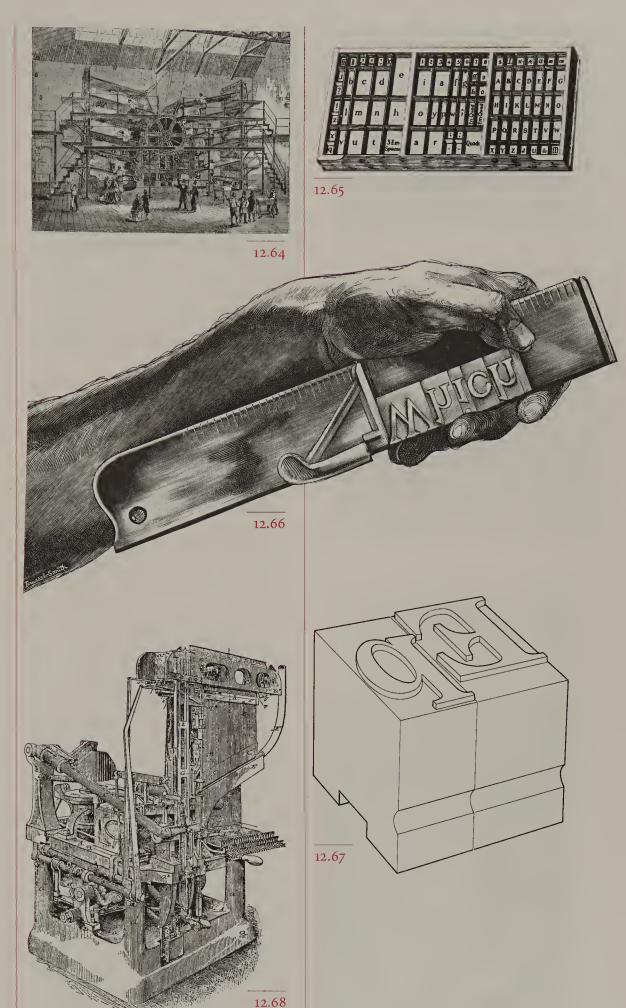
Stephen H. Horgan perfects halftone for use in newspapers.

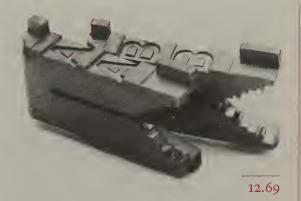
1884

Lewis E. Waterman of New York invents the fountain-pen ink storage system. • Example of metal type (fig. 12.67).

1885

Ottmar Mergenthaler invents Linotype typesetting machine. Until now, all type was hand set one letter at a time, a method essentially unchanged since Gutenberg's invention in 1448 (fig. 12.68).







## **ABCDEFGHIJKLMNO** abcdefghijklmnopqrstu

12.71

## **ABCDEFGHIJKLMNC** abcdefghijklmnopqrstuvwxy

12.72

## THE BEGINNII

12.73

## **ABCDEFGHIJKLMNOPQRSTU** abcdefghijklmnopqrstuvwxyz

12.74



Merganthaler's Linotype machine first used commercially by New York Tribune. The Linotype's speed allows newspapers to set late-breaking news closer to printing deadlines (fig. 12.69). Each line of type, called a slug, could now be created at once and the letters immediately recycled for continued use, thanks to an ingenious keylike matrix that guided each letter to its correct slot (fig. 12.70). • Pica measuring system adopted in English-speaking countries.

Tolbert Lanston invents Monotype typesetting machine, introduced commercially three years later.

1894

Linn Boyd Benton and Theodore L. De Vinne design Century type face (fig. 12.71).

Bertram G. Goodhue designs Cheltenham typeface (fig. 12.72).

1905

Offset lithography printing developed by Ira Rubel, who introduces a flexible metal printing plate, speeding up the printing process. • An exquisite example of a privately printed English Bible, produced in limited edition (fig. 12.73).

Ludlow typecasting machine for headlines introduced.

1908

Morris Fuller Benton designs News Gothic typeface (fig. 12.74).

1910

Cubism, a semiabstract style using geometric shapes, created in France. This example is by Juan Gris (fig. 12.75). 24 million copies of 2,433 newspapers printed daily in U.S.

Frederic W. Goudy designs Goudy Old Style typeface, based on Italian Renaissance designs. Goudy, out of work and broke at 33, designed over 100 typefaces before his death at 82.

Dadaism, a movement that rejected conventional artistic values, created in Zurich and New York. Max Ernst's 1924 cover of *The Little Review* (fig. 12.76) explores new ideas of what a layout "ought" to be.

#### 1917

De Stijl ("the style") movement created in Holland as a refinement of cubism. This example is by Theo van Doesburg (fig. 12.77).

#### 1918

Constructivism, an abstract, geometric style that used modern industrial materials, created in Russia. El Lissitzky, the most famous constructivist, emphasized simplicity, shape, and tension between art and type in Amsterdam's 1922 Wendingen cover (fig. 12.78).

#### 1919

Bauhaus founded in Weimar by architect Walter Gropius. The basic tenet was that art and industry should be joined in education. This example, by László Moholy-Nagy, is from a Bauhaus prospectus designed in 1923 (fig. 12.79).
• Futurism, a movement that embraced dynamic rhythms and energy, created in Italy.

#### 1920

Morris Fuller Benton reworks Century type as Century Schoolbook.

#### 1926

Paul Renner designs Futura typeface.

#### 1928

Jan Tschichold's *Die Neue Typographie* published, describing his radical theory of page organization, including asymmetrical, importance-based positioning of type and increased attention to white space. • Eric Gill designs Gill Sans typeface.

#### 1930

Four-color offset lithography press developed. • Innes Alphabets introduced, making headline setting easier. A fore-runner to rub-on lettering, the Innes letters were printed on gummed paper, cut apart, and stuck in position by the artist (fig. 12.80).







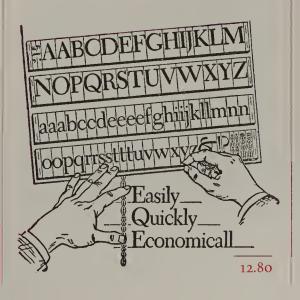
12.77



12.78



12.79



#### "THE TIMES"

## LAST DAY OF THE OLD TYPE

#### MONDAY'S CHANGES

The Times appears to day for the last time in the type to which the present generation has grown accustomed. On Monday the changes already an-

## "THE TIMES" IN NEW TYPE

### HOW THE CHANGE WAS MADE

The change of type completed with this morning's issue of *The Times* has involved one of the biggest undertakings ever accomplished io a newspaper office. More than two years have been devoted to designing and cutting the type characteristics.

12.81

## THIS IS A PRINTING OFFICE

CROSSROADS OF CIVILIZATION

REFUGE OF ALL THE ARTS

AGAINST THE RAVAGES OF TIME
ARMOURY OF FEARLESS TRUTH

AGAINST WHISPERING RUMOUR

INCESSANT TRUMPET OF TRADE

FROM THIS PLACE WORDS MAY FLY ABROAD

NOT TO PERISH ON WAVES OF SOUND NOT TO VARY WITH THE WRITER'S HAND BUT FIXED IN TIME HAVING BEEN VERIFIED IN PROOF

FRIEND YOU STAND ON SACRED GROUND

THIS IS A PRINTING OFFICE

MARCH 1938

12.82



FIRST ACTUMN FASHIONS The Big Lone in

12.83

The Big Low in Lurs Ascending Hats Transition Dresses New Acressory Jan

38 TX 1 - 1942 + 1961 U.S. (T.X15)

15 Activeles by
Marjorie Kinnan Rawlings
Glenn L Martin
Elliot Pant
Illiot Pant
Illiot Pant
Illiot Pant
Major George Lichlung Lhot
Frank Crow mushield
Wilfred Heisler
Sheda Hibber
bewn Edman
André Mannois

12.84

The Wiltshire Gazette News & Chronicle Daily & Record

The Staffordshire Chronicle.



12.85

1932

Stanley Morison designs Times New Roman for the London *Times* (fig. 12.81). The redesign takes three years to plan after Morison is hired in 1929 as an adviser. • Brush lettering becomes popular, a trend that continues through the mid-1950s. • Typesetting by teletype tape introduced.

1938

Chester Carlson invents xerographic process; another 22 years will pass before it is applied in a readily installed office machine. • One of A. M. Cassandre's *Harper's Bazaar* covers, an excellent example of combining surrealism, cubism, and constructivism (fig. 12.82).

1940

Beatrice Warde writes Inscription for a Printing Office. It has since been translated into 28 languages and cast in bronze for the entrance to the U.S. Government Printing Office in Washington (fig. 12.83). A renowned typophile, Warde is perhaps best remembered for her "crystal goblet" metaphor, given at an address to the British Typographers' Guild in 1932: "Shimmering crimson wine (is best) served in a crystal clear goblet, because everything about it is calculated to reveal rather than to hide the beautiful thing which it was meant to contain. ... So good typography helps the mental eye to see through type and not upon it."

1942

Alexander Liberman's *Vogue* cover (fig. 12.84) is an early example of placing subject listings on the cover.

1946

A sampling of English newspaper title-pieces shows that, seven hundred years after its design, Gothic – or Textura – is still used because of its suggestion of tradition and stature. Many other newspapers have switched to non-Gothic title-pieces, using such types as Basker-ville Bold Titling and Perpetua Bold Titling (fig. 12.85).

Phototypesetting, invented in 1890s, is improved to point where it can be practical.

#### 1948

Offset litho becomes printing standard. Letterpress, invented by Gutenberg, required printer to make all final design decisions as he "locked up" design in chase. Offset puts design control into the hands of the designer, as it uses "mechanicals" that are photographically reproduced.

#### 1950

Hermann Zapf designs Palatino typeface, an updated Italian Renaissance design (fig. 12.86).

#### 1954

Monotype's Monophoto typesetting equipment introduced. • Mergenthaler Linotype's Linofilm typesetting machine introduced.

#### 1955

Adrian Frutiger designs Univers typeface, the first to be designed in a wide range of weights and widths (fig. 12.87).

#### 1957

Max Miedinger designs Helvetica typeface (fig. 12.88). • Letraset dry-transfer lettering introduced.

#### 1958

Hermann Zapf completes six-year design of Optima typeface, a classic roman sans serif face (fig. 12.89). • One of Henry Wolf's many glorious covers for *Harper's Bazaar* (fig. 12.90). Wolf's work is recognizable for its conceptual ingenuity. • Bradbury Thompson mixes steel engravings and layered elements with classical typography, most notably in a series of 60 issues of *Westvaco Inspirations*. The 23-year series under his design supervision is now completed (fig. 12.91).

## abcdefghijklmnopqrst ABCDEFGHIJKLMN

12.86



Roman
Italic
Bold
Bold Italic

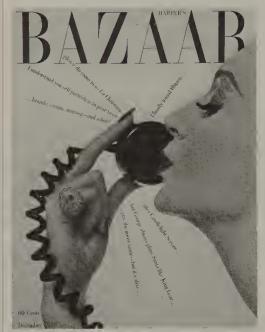
Light
Light Italic
Condensed

**Bold Condensed** 

12.88

Optima Oblique
Optima Bold
Optima Bold Oblique

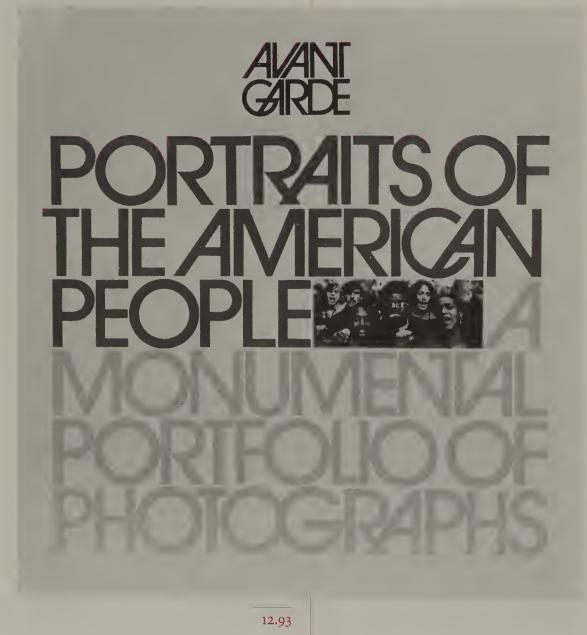
12.89



12.90







Xerox 914 is first production-line automatic office copier (fig. 12.92). It puts the power to disseminate information into the hands of anyone. When copies were laboriously made by hand, knowledge was easily controlled. Photocopiers are everywhere: at the library, at the pharmacy, at the quick-print shop, at one of the many chains of photocopy shops that have sprung up across the country. All it takes is a few cents to make a near-perfect reproduction. Inexpensive, high-quality copiers are marketed for personal use. Now literally anyone can be a printer (or at least a reproducer of printed information).

1961

IBM Selectric, the "golf-ball" typewriter, introduced.

1962

London's *Sunday Times* publishes first color supplement.

1963

First application of mouse as pointing device. • OCR (optical character recognition) faces designed.

1964

First word processor: IBM Magnetic Tape Selectric Typewriter.

1969

Mergenthaler Linotype installs first digital typesetting machine, the Linotron 1010, in the country's largest printing facility, the U.S. Government Printing Office. It can set both Old and New Testaments in just 18 minutes.

1970

Scanner reproduction introduced • Herb Lubalin and Tom Carnase design Avant Garde Gothic typeface for *Avant Garde* magazine (fig. 12.93). It is later adapted as a display typeface, and later still as a text face. America's greatest graphic designer through the 1950s and 1960s, Lubalin said, "The best typography never gets noticed." • London *Times* first British newspaper to use photocomposition.

Rudy de Harak's record cover describes asymmetry in both type and imagery (fig. 12.94).

1972

Color xerography introduced.

1977

Laser typesetting machine introduced.

1979

A page of the first book whose text and imagery were composed at a single work-station, harkening back to the comprehensive work of the scribes some six hundred years earlier (fig. 12.95).

1981

First integrated type, photo, and layout system introduced by Scitex (fig. 12.96).

1984

Apple introduces Macintosh computer. The first model has a black and white screen, a single 400k disk drive, and only 128k of RAM. This modest beginning nevertheless marks the birth of affordable single-station publishing.

1986

Four-color laserwriter introduced.

1987

Seymour Chwast's poster integrates type and imagery using Chwast's own illustrative style. Notice the *c* is an ear and the *3* and *4* are set into the lion's eyes (fig. 12.97).

1988

Rick Valicenti's brochure spread employs unexpected and playful typographic mixing so the type becomes its own illustration (fig. 12.98).

1990

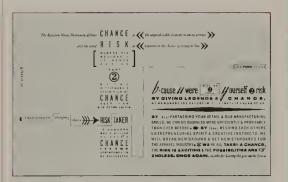
A spread from an annual report by Frankfurt Gips Balkind (fig. 12.99). The pages are cut in half, allowing the reader to mix the messages in a myriad of combinations.



12.94



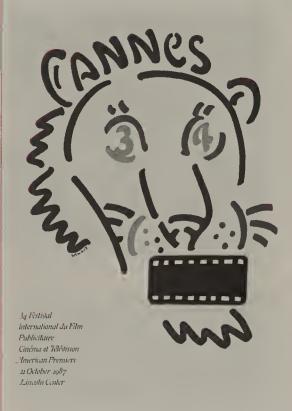
12.96



12.98



12.95



12.97



12.99



A la telle, les banileues de France sont connues pour leurs casseurs. Leur musique explose ce cilché.

Une génération de groupes refuse de se faire "golfiser". On ne déchirera pas ce mix qui vomit la guerre.

Par Bernard Zeict Photos J.P. Plunier.

MESSAGEMAN News parroom use fengan. La Mano Negra VI se cuche II Chomorer I forth bendanare de PPF to ripe constit de MC Solar, le hap hop live de Babylon Fighter, le regge-trance de Human Spirit su j'udisarrahisme blach d'I

er un constront sur article, in region records to the depotent les images Regnod course les photos. Escayes de dênció parson ces groupes unbire floras e atuatique celui qui apprend le rouse? I Expirel est de théologie ? Cette candes, les upuro le pressire contra d'enregotivement, Oir va note, les ontredet e I lis norteat de la no-bourre de Pilierges store. Con., vin., has bourres de Pilierges store. Con., vin., has

courte 71. Lorone, e cen le mix. Ils se hesteron pour le métrouge. L'éloge de brudondu, le résusse erocerone à bour de souffile. Cétain love: Aujouard'had, als cefaucras le freues, les distancers et se métient des medias. On ne se fora pas avoir

ANTWEL O'S 84 SEVELER OF



12,100



12.101





12,102

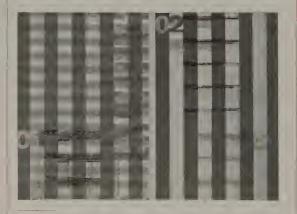
Alpha Crunch Bold

Benda Romana

PROPING

Prssg Kurziva

12.104



199

Neville Brody redesigned and art directed only a few issues of the French Actuel magazine (fig. 12.100). The redesign of this political monthly was specifically "to challenge the lure of TV," caused in part by the increase of French TV channels in 1985.

1992

Digital three-dimensional drawing programs become available, allowing such handsome letterforms as this ampersand (fig. 12.101) by Nick Clarke to be drawn.

1993

This poster by Ralph Schraivogel explores the perimeter of the page by bleeding type off the edges (fig. 12.102). The top of all secondary type is also cropped off, as in "anes ist mem gut" and "an is not wen."

1994

Elliot Peter Earls' poster ingeniously uses what appear to be Japanese and Russian letterforms to spell out "The Conversion of Saint Paul." (fig. 12.103). This is an instance of type being "frozen sound." Such typography accurately represents what a Japanese (top) or Russian (bottom) speaker might sound like when speaking English with an accent.

1995

Fontographer, a program that allows anyone with a computer to make usable fonts (fig. 12.104), serves to widen the practical definition of good typography. These samples are by the author. • Partially transparent paper allows multiple levels of information to be read at once (fig. 12.105). The original, designed by Daniela Haufe, Sophie Alex, and Detlef Fiedler, is printed with green stripes and red type.

This outdoor board for Mercedes makes use of imagery of a design feature interpreted as letterforms (fig. 12.106). Design by The Martin Agency.

#### 1997

This study in horizontal thinking and effective spread design is from an Italian compendium of visual ideas for graphic and fashion designers (fig. 12.107). Design by Fabio Caleffi and Dina Cucchiaro at Art Force.

#### 1998

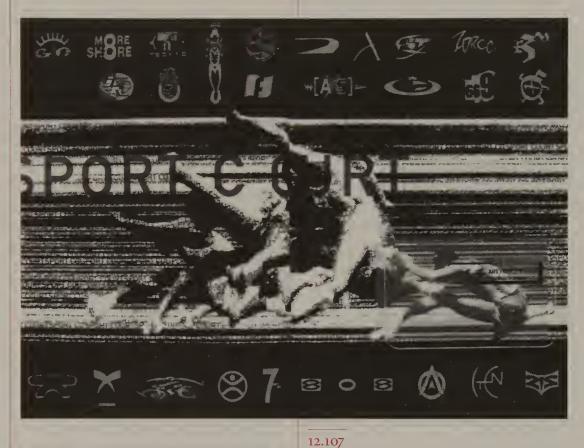
Web site design has become a normal area of specialization for designers (fig. 12.108). This site, on screen even more handsome in blues and greens, was designed by MetaDesign.

#### 1999

This Web site for an on-line magazine features many rollovers and purposefully scratchy, fuzzy areas of display type (fig. 12.109). Designed by Ben Mallory.



12.106





12.108



12.109

#### GLOSSARY

AMPERSAND A symbol (&) developed from the Latin et, meaning "and."

ANTIALIAS Blurring the edges of type or a graphic to reduce "jaggies."

ARTICLE A story or textual composition that is part of a publication.

ASCENDER The part of a lower-case letter that extends above the mean line, or top of the x-height.

*ASCII* Unformatted computer files lacking typeface, type size, and style information. Used to exchange information between computer systems.

**ASYMMETRICAL** A design arrangement in which the space is unequally divided.

**BALLOT** A square bullet, so named because, being square, it is sometimes used to receive a check-marked vote.

BASE LINE The imaginary line on which letters rest. Descenders hang below the base line.

**BIO** Short for biography; an author's credentials or affiliation.

**BIT MAP** A digital interpretation of a letter or image in which each unit will either print or not print. Bit-mapped images are jagged.

**BLEED** Type or imagery that extends to the trim edge of a page.

**BLURB** A brief statement accompanying a headline that summarizes an article.

**BODY TYPE** Type of 6 to 12 points, used for text composition; also called text type.

**BOLDFACE** A heavier version of the normal weight of a typeface.

**BOX RULE** A rectangle made of lines. Box rules can be made more interesting by giving one of the lines greater weight.

**BREAKING FOR SENSE** Breaking display type into segments so the meaning is clear, rather than breaking them when the line happens to be filled.

**BREAKOUT** An excerpted section of an article presented as display type to catch a reader's attention.

**BULLET** A dot, which can be any size, used as a decorative or organizing device.

BYLINE Author's credit line.

CALLOUT See Breakout.

*CAP HEIGHT* The height of a capital letter from the base line to the top of the letter.

*CAPTION* The explanatory text accompanying a photo or illustration; usually set smaller than the text. Also called a legend or cut line.

cascading style sheets (css) The most widely supported style sheet language for Web publishing. Allows layers to overlap and create appearance of change on screen.

centered A typographic arrangement in which the left and right edges of the copy are mirror images of each other. Also, when an element appears in the center of a defined space.

CHARACTER COUNT The total number of characters, including word spaces, in a piece of copy.

CHARACTERS Individual letters, numerals, punctuation, and so on.

*CLIP ART* Previously created illustrations and typographic compositions, available as line art or on disk, for copyright-free use by anyone.

**COLOR** The relative lightness or darkness of an area of type.

*column inch* A newspaper measurement designating space that is one column wide by 1 inch deep.

COLUMN WIDTH The measurement from the left to the right edge of a group of lines of set type.

**CONDENSED** A narrower version of the normal width of a typeface.

**CONTENTS** A listing of the subject matter and its location (page number) in a document.

contrast A feeling of variety without the loss of harmony in a design. In type, contrast refers to the variety of a character's stroke thicknesses. **GEOMETRIC** has low contrast, **RADIANI** has higher contrast.

copy In design and typesetting, manuscript type; in printing, all material to be printed (type, illustrations, photos).

**COPYFITTING** The process of estimating the amount of space typewritten copy will occupy when it is set in type.

CROP To eliminate portions of an image.

**DECK** A subhead appearing just beneath or near the headline.

**DECORATIVE FONT** Attention-getting typeface that you would not use for text.

**DEPARTMENT HEAD** A standing head on regular pages in a publication.

**DESCENDER** The part of a lower-case letter that hangs below the base line, or base of the x-height.

**DINGBAT** An ornamental symbol or design used to get attention.

DISPLAY TYPE Type intended to catch attention and generate viewer reaction. Some serifed typefaces come with a "display" version, which is lighter, more delicate and for use over about 24 point.

**DOTS PER INCH (DPI)** Measurement describing resolution of output devices.

be temporarily stored in a printer's memory. Also, a font that is sent along with an HTML file in a Web page.

**DROP CAP** An enlarged initial letter that extends below the first base line of body text. A drop cap should be base aligned with one of the text's base lines.

EM A square of the type's point size being used. Used in indentions and word spacing, an em in 6-point type is 6 points wide by 6 points high; an em in 8-point type is 8 points wide by 8 points high.

EN Half the width of an em. An en in 8-point type is 4 points wide by 8 points high.

END TAG In HTML, the tag that marks the end of an element. It is usually the same as the start tag, but is preceded with a slash (/). See also Start Tag.

EPS Acronym for Encapsulated Post-Script. A picture file format containing PostScript code, EPS files may be easily moved from one application to another.

**EXPANDED** A wider version of the normal width of a typeface.

**EXPORT** To send files from one program to another.

**EXTRACT** A lengthy quote taken from another source. It is usually set across a narrower column and in a smaller type size than the surrounding text.

FACING PAGES Two pages that face each other in a multipage document. Also called a spread. Some publications have more than two facing pages, for example a trifold brochure.

FLUSH Even, or aligned, on one edge. This term can be applied to the alignment of any elements in a design, although it most often refers to lines of type. FOLIO A page number. Odd numbers are right-hand pages; even numbers are left-hand pages.

FONT One size and design of a given type style, including caps and lower-case letters, numerals, fractions, accented characters, punctuation, bullets, and symbols.

**FONT EDITOR** A software program that allows changes in existing letters. Particularly useful for customizing nameplates, logos, and department headings.

**FOOT LINE** A publication's name and publication date, placed at the foot of the page.

**FOOT MARGIN** The white space at the bottom of a page.

FORMAT (1) A series of instructions that are retained by the computer for standardized applications, such as text or headline treatments. (2) A standardized layout for a publication.

FRAME An HTML feature that allows the Web page to be broken into separate areas, each with its own attributes.

FRAMESET A set of frames that makes up a Web page.

GIF Acronym for Graphics Interchange Format, a compressed bitmap format which supports transparency and animation.

*GRID* A matrix of nonprinting lines that guide the placement of elements on the page.

**GROTESQUE** European term for sans serif or Gothic.

**GROUPING** Locking adjacent text and graphics together so they can be moved, saved, or resized as a single element.

GUTTER The inside margin extending from the binding to each page's live area.

HAIRLINE RULE A 1/4-point rule.

*HANGING INDENT* An indention in which the first line of type extends beyond the left edge of the body copy that follows.

**HANGING INITIAL** An initial placed in the margin, to the left of the text.

HEADER Recurring copy at the top (or head) of the page that helps orient the reader. It can include such information as title, issue date, and page number.

**HEADLINE** Prominent display type, intended to summarize the accompanying copy and attract attention.

HEAD MARGIN The white space at the top of a page.

*HIGH-RESOLUTION OUTPUT* Artwork produced on image setters with a resolution of more than 1,200 DPI.

*HINTS* Mathematical instructions added to digital fonts to make them sharp at all sizes and resolutions.

HOME PAGE Serves as a table of contents for the main sections of a Web site. See also Splash Page

*H-SPACE* Adjustable horizontal space to the left and right of an element on a Web page. *See also* V-space

*HTML* Hypertext Markup Language, a set of tags to mark the attributes of text documents.

HUNG PUNCTUATION Punctuation set in the margin to achieve an optically flush edge.

HYPERLINK In a hypertext document, an electronic link that attaches to another piece of information.

HYPERTEXT An electronic information structure through which a viewer navigates using hyperlinks.

*IMAGE SCANNER* A hardware accessory that converts reflective copy or transparencies into an electronic file.

*INDENTION* Space at the beginning of a line of type. In text it is used to indicate the beginning of a new paragraph.

*INITIAL CAP* An enlarged letter at the beginning of a block of text or display type.

*INTERNET* A worldwide computer network that links thousands of smaller networks.

*ITALIC* Type in which the letters are slanted to the right and drawn to suggest handwriting. *See* Oblique.

*JPEG* A compressed bitmap image. JPEG files are small because they only have enough information for on-screen resolution.

*JUMP LINE* A short phrase at the end of a column indicating the continuation of the text on another page.

JUSTIFIED TYPE Lines of type that are flush on both the left and right edges.

KERN To tighten space between two letters for optically consistent letterspacing.

**KNOCKOUT** Any element that appears in white on a darker background; also called a dropout.

LANDSCAPE ORIENTATION Horizontal.

*LAYOUT* The arrangement of text and graphics on a page.

LEADERS Dots or dashes used to lead the eye across space, for example, from title to page number on the contents page.

*LEAD-IN* The first few words of copy set in italic, boldface, or all caps.

**LEADING** Also written as *ledding*. See Line spacing.

LETTERSPACING The spacing between individual letters.

LIFTOUT See Breakout.

LIGATURE Two or three characters linked to create a single letterform, for example, ff, fi, ffi, ffl.

LINE SPACING The spacing between the bottoms of the descenders and the tops of the ascenders in lines of type. Also known as leading.

LINING FIGURES Numerals that are the same height as capital letters and align on the base line. See also Old-style figures.

LINK A connection from one Web page to another.

*LINKING* Connecting columns in a story so the text flows continuously from one to another.

LIVE AREA The printing area of the page contained within the margins.

LOGICAL TEXT STYLES A set of HTML definitions that lists type attributes and permits the receiving browser to substitute fonts and sizes. See also Physical Text Style

LOWER-CASE The small letters, or minuscules, of a type alphabet. When type was set in metal, these letters were stored in a drawer literally below the capital letters, or "upper case." Specified as *lc* or by marking a slash through the letters to be set in lower-case.

*MARGINS* The nonprinting areas surrounding the live area.

MASTER PAGES Left- and right-hand page elements that are automatically applied throughout a document.

*MASTHEAD* A publication's listing of staff, address, and subscription information.

*MEAN LINE* The implied line at the top of the x-height.

*MEASURE* The length of typeset lines; the width of the column.

MINUS LEADING Setting type with less space from base line to base line than the type's size; the ascenders and descenders can overlap. An example of a spec for minus leading is 12/10.

*MINUS LETTERSPACING* Reducing the normal spacing between characters in a word.

**MUGSHOT** A very ordinary head-and-shoulder portrait photo, usually starkly lit and lacking composition, much like a police photo taken at the time of arrest.

MULTIPLE MASTER A PostScript typeface that permits width, weight, and posture adjustments while maintaining correct proportions.

**NAMEPLATE** A newsletter's title, usually appearing at the head of the first page. Also called a banner or logo.

OBLIQUE A slanted font in which the letters retain their roman characteristics (unlike italic). Most frequently found in sans serif faces.

old-style figures Numerals having ascenders and descenders. The body matches the x-height of the face. See also Lining figures.

**OPENTYPE** A proprietary technology that permits fonts to be downloaded across computer platforms.

*OPTICAL ALIGNMENT* Adjustment of elements so that they *appear* to be correctly aligned with one another.

outline font A typeface alphabet stored as a series of lines and arcs that are scaled to size at the time of printing. Outline fonts require less disk space and are more flexible than bit-mapped fonts.

*overscore* A rule or line set above type. *See also* Underscore.

*PAGEARCHITECTURE* A plan for the placement of information on a Web page.

PDF Acronym for Portable File Format, based on PostScript and used in Adobe's Acrobat program.

PHYSICAL TEXT STYLES A set of HTML definitions that give exact type attributes. See also Logical Text Style

*PICA* A unit of measurement equaling 12 points, or 1/6 inch. See also Point.

PI CHARACTERS Reference marks and symbols neutrally designed to look good with other faces. Assembled in pi fonts.

PICT FILES Object-oriented files containing only black and white. See also TIFF files.

PIXEL Short for picture element; the smallest unit displayed on a computer screen.

PNG A 24-bit compressed graphics format which features the best parts of JPEG and GIF file formats.

**POINT** The basic increment of typographic measurement. There are 12 points in a pica, 72 points in an inch.

**POINT SIZE** The size of type measured from the top of the ascenders to the bottom of the descenders, not, as is so often mistakenly thought, the height of the capital letters alone.

PORTRAIT ORIENTATION Vertical.

**POSTSCRIPT** A language developed by Adobe Systems to describe pages of scalable text and graphics.

**POSTURE** The angle of stress of a type-face: roman (vertical), italic (oblique), back slant (oblique to the left).

printer font Scalable outlines for a given character set that enable a printer to print characters as clearly as possible.

**PULL QUOTE** A quote or statement extracted from an article and reset in display type to attract readers.

**RAGGED** Multiple lines of type set with either the left or right edge uneven. Word spacing is constant in ragged setting.

RANDOM ACCESS MEMORY (RAM) Temporary computer memory storage.

READ-ONLY MEMORY (ROM) Permanent memory that stores data shared by all programs in a computer or printer.

**RECTO** A right-hand page, always odd-numbered. *See also* Verso.

**RESOLUTION** The number of dots per inch (DPI) displayed on a computer screen or used by an output device. Higher resolution – more dots per inch – provides clearer and smoother imagery.

**ROMAN** Type that has a vertical emphasis, unlike italic, cursive, or oblique, which are all slanted.

ROUGH RAG Ragged type set without hyphenation. Whole words that cannot fit on a line are carried down to the next line. See also Tight rag.

**RULE** A typographic line whose thickness is specified in points.

RUNAROUND Type set to fit around an other typographic or illustrative element. Also called wraparound.

SANS SERIF Type without serifs.

*SCALLOPED COLUMNS* Page design with columns of unequal length. Scalloped columns should be aligned at the tops to make the page look organized, but the bottoms hang unfilled.

**SCHOLAR'S MARGINS** The extra-wide outside margins provided in scholarly texts for writing notes.

*SCREEN FONT* Bitmapped characters that appear on a computer screen.

SERIFS Small strokes at the ends of the main strokes of letters.

**SIDEBAR** A short article related and placed next to the main article.

*SMALL CAPS* Capital letters designed to be about the same size and color as the x-height of lower-case letters.

SPLASH PAGE The opening screen of a Web site. It should be simple, load quickly, and indicate the essence of the site. See also Home Page.

SPREAD Facing pages in a publication.

*STANDING HEAD* Distinctive display type that announces a recurring department.

START TAG In HTML, the tag that marks the beginning of an element. It tells the browser when to begin a typographic attribute. See also End Tag.

STICK-UP CAP An initial letter that extends above the top of body text, usually base aligned with the text's first line.

STORY See Article.

*STRESS* The direction of thickening in a curved stroke.

*STYLE* Electronic file containing typeface, size, style, letterspacing, alignment, and indention information. Allows rapid type changes when preparing page layout.

**SUBHEAD** A secondary level of display type, usually located between the headline and the text.

swash Character A character with flourishes.

TEXT Copy that is smaller than display type. Typefaces that are designated as "regular" or "book." See also Body type.

TIFF Tagged Image File Format. A file format used for saving images and color scans that is particularly useful for transporting files across Mac-PC platforms.

TIGHT RAG Ragged type set with hyphens. Words that cannot fit on a line are broken by hyphenation and continued on the next line, creating a smoother edge than in rough rag. See also Rough rag.

TRACKING Uniform letterspacing in type. Large type requires less tracking, small type requires more.

TRANSPARENCY A feature of image files like GIF and PNG in which certain colors can be made invisible.

*TURNOVERS* The second and subsequent lines of headlines and bulleted items.

TYPEFACE A named type design, such as Bodoni, Cheltenham, Futura.

TYPE FAMILY All the variations of a typeface designed with similar characteristics. Type families usually consist of roman, italic, and bold variations. Enlarged type families include condensed, expanded, shaded, and outline variations.

*U/LC* The abbreviation for upper- and lower-case, a typesetting designation.

*UNDERSCORE* A rule or line set below the type. *See also* Overscore.

*UPPER-CASE* Capital letters, or majuscules, of a type alphabet. Specified as *UC* or *all caps* or by underscoring the words to be set in caps with three lines. *See also* Lower-case.

*VERSO* A left-hand page, always evennumbered. *See also* Recto.

*v-space* Adjustable vertical space above and below an element on a Web page. *See also* H-space

**WEIGHT** A letter's amount of blackness.

white space The blank areas of the page. Good design requires deliberate use of white space.

widow A very short line at the end of a paragraph.

word spacing The space between words.

*x-HEIGHT* The height of lower-case letters excluding ascenders and descenders. It is limited by the base line and the mean line.

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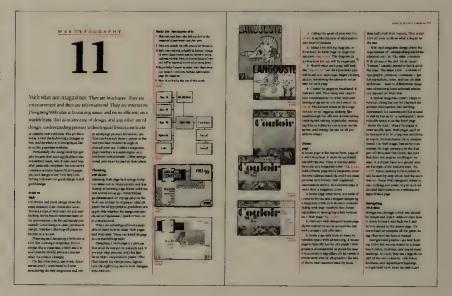
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Alex White, Professor of Graphic Design at Hartford Art School, University of Hartford, specializes in publication design. He wrote the bestseller *How to Spec Type*.



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