JAMES FELICI

FOREWORD BY FRANK ROMANO

The Complete Manual of Typography

SECOND EDITION

A GUIDE TO SETTING PERFECT TYPE

"The ultimate typographic tool: a concise, beautiful book that pulls together everything you need to produce great typography."

FRANK ROMANO

"Dangerously good book on typography. 'Dangerous' because there is enough well-presented information in this volume to set you on the path to typography snobbery. This book is an excellent read and reference volume for any designer, print or web."

— NORA BROWN, Nora Brown Design

"Felici elegantly and painstakingly sets out to demonstrate how to set type 'perfectly' in a digital age. This is the book that answers all the questions you wanted to ask, but also demonstrates all the steps you need to pursue to achieve a kind of typographic perfection."

— MARGARET RICHARDSON, FontShop

"Buy this book, read it cover-to-cover, then keep it handy. You'll be surprised at what a difference it can make in the appearance of your work, both print and web."

— PETER BAUER, Photoshop User

"The Complete Manual of Typography, by James Felici, condenses timeless wisdom and timely technology into one complete guide. It explains everything about type designs and usage. If you had only one book on typography, this should be it."

— JAY NELSON, Design Tools Monthly

"Reading this book is like sitting down with a longtime typesetter and going over the details of a complex job. Most people will use it as a reference—which it is—but reading any section straight through is rewarding. The writing is clear and straightforward, and Felici has obviously thought long and hard about everything he deals with here."

— JOHN D. BERRY, Creative Pro.com

"This excellent book discusses how type should look and how to set type like a professional."

- LINDA BUSHYAGER, HiTech Review

Complete Manual of Typography, The: A Guide to Setting Perfect Type

Table of Contents

Table of Contents

Foreword

Introduction

PART ONE: Typographic Basics

1 The State of the Art and How We Got Here

The Building Blocks of Type

Evolution and Automation

Desktop Publishing Alters the Rules

Output Resolution and Type Quality

2 Units of Typographic Measurement

Absolute Measurements

Relative Units

Other Units of Measure

3 About Typefaces

Definitions: Font versus Typeface

Type Design and the Em Square

Type Anatomy

Optical Aspects of Typeface Design

Size Changes Everything

Principal Features of Typefaces

Typefaces as Role Players: Text, Display, and Decorative

Classifying Typefaces by Historical Period

Typeface-Naming Issues

4 About Fonts

The Two Basic Kinds of Fonts: Outline and Bitmapped

Whats in a Font?

Cross-Platform Font-Compatibility Issues



Finding the Characters You Need

Identifying Font Formats

The Basics of Font Management

Font-Editing Programs

5 The Basics of Using Typefaces

Readability

Traditional Roles for Seriffed and Sans Serif Types

Expressing Emphasis

Uses for Condensed and Extended Faces

Using Display Type

Using Decorative Type

Type in Color

Reverses

6 Typesetting versus Typewriting

Page Sizes and Line Lengths

Word Spaces

Line Endings and Carriage Returns

Quads

Typeface Choice and Point Size

Unavailable Characters

Tabs

7 Setting Type on a Personal Computer

A Tale of Two Systems: Typesetting and the Word Processing Legacy

How WYSIWYG Works

How Operating Systems Manage Fonts

Font Embedding

Font Copyright Issues

8 What Makes Good Type Good (and Bad Type Bad)

Legibility and Readability

Type Color

Optical Effects and Alignment Problems

The Eyes Have It

PART TWO: How to Set Type



9 Measure, Point Size, and Leading

Line Length, or Measure

Leading

Typeface-Specific Considerations

10 Controlling Hyphenation and Justification

What Hyphenation and Justification Means

Controlling Word and Letter Spaces

How Measure Affects H&J

Specifying Word-Space Ranges in Ragged-Margin Type

Specifying Word-Space Ranges in Text with Justified Margins

Specifying Letter-Space Ranges

Altering Character Widths during H&J

Testing Your H&J Values

Fixing and Avoiding Composition Problems

Aesthetic Rags

11 Kerning and Tracking

Definitions: Kerning and Tracking

Kerning in Practice

Using Tracking Controls

12 Managing Indention and Alignment

Kinds of Indents

Skews and Wraps

Alignments of Characters and Text Blocks

Visual Alignment

13 Special Characters and Special Situations

Extended Character Sets

Small Capitals

Old-Style Numbers

Ligatures, Logotypes, and Diphthongs

Swash Characters

Superiors, Inferiors, and Ordinals

Fractions

Dashes



Points of Ellipsis

Common Pi Characters

Accented Characters

Character-Specific Spacing Issues

Initial Capitals

14 Document Structures and Typographic Conventions

Structural Elements

Navigation Tools

Independent Text Units

Indexes

Bibliographies

15 Tables

The Structure of Tables

Table-Setting Techniques

16 Language-Specific Issues

Character Sets

Hyphenation

Time Expressions

Currency Symbols

British English versus American English

French Typographic Conventions

Spanish Typographic Conventions

Italian Typographic Conventions

German Typographic Conventions

17 Typesetting with Style Sheets

How Style Sheets Work

Creating Style Sheets

Using Style Sheets

18 Resolution Issues: Print, Screen, and Web

The Advantages of High-Resolution Output

Type Onscreen

Typography and the World Wide Web

PART THREE: References



Glossary

Α

В

С

D

Ε

F

G

Н

ı

J

K

L

Μ

Ν

0

Р

Q

R

S

Т

U

٧

W

Χ

Index

Further Reading