

Typography in Practice

Course code: TYPO1

What we teach you

Course participants will get a fundamental understanding of typography, continuous casting, technical and accidental typesetting, will learn the rules for working with paragraphs and fonts and will be able to apply this knowledge in the environment of common text editors, DTP and web pages.

Required skills

Intermediate skills for working with text editors (Microsoft Word, OpenOffice.org Writer etc.).

Course Outline

Fundamental concepts

Font

- computer font structure
- font classification
- font problems

Paragraph composition

- alignment
- paragraph division
- word division
- spaces between words
- interleaving
- letter-spacing
- accenting

Continuous casting typesetting

- hyphen
- dash
- punctuation glyphs
- other characters
- spaces
- numbers

Technical typesetting

- mathematical typesetting
- sequential typesetting
- tabular typesetting

Typesetting in the Czech language

- punctuation
- word division
- abbreviations

Accidental typesetting

- optical centre of a page
- typesetting area
- numbers
- capitals
- ligatures
- alternative characters

GOPAS Praha

Kodaňská 1441/46
101 00 Praha 10
Tel.: +420 234 064 900-3
info@gopas.cz

GOPAS Brno

Nové sady 996/25
602 00 Brno
Tel.: +420 542 422 111
info@gopas.cz

GOPAS Bratislava

Dr. Vladimíra Clementisa 10
Bratislava, 821 02
Tel.: +421 248 282 701-2
info@gopas.sk



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Typography in Practice

- decorative initials
- ornaments and symbols

Typesetting in foreign languages

Typography on the Internet

GOPAS Praha

Kodaňská 1441/46
101 00 Praha 10
Tel.: +420 234 064 900-3
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