

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

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Typography in Practice

- decorative initials
- ornaments and symbols

Typesetting in foreign languages

Typography on the Internet

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