

Typography in Documents

Tips for Designing Documents

Use Headings

- Headings and subheadings can help easily show a document's organization
- Headings should be:
 - visually distinct from the other text in the document
 - easily distinguishable from informative text
 - consistently formatted— size, font, style, capitalization

Create Useful White Space to Draw the Eye

- Divide long paragraphs into shorter more manageable paragraphs
- Use one-inch margins
- Do not justify the right margin to avoid spacing inconsistencies
- Avoid crowding text too close to any included graphics or figures
- Utilize lists or bullets to help break up long paragraphs if appropriate

Use Typography to Your Advantage

- Apply typography choices such as boldface, italics, underlining, fonts, capitals and font size to important points in the document
- Avoid overusing typography
- Use typography features consistently
- Use serif fonts for text and sans serif fonts for headings
- Avoid using more than two fonts in a document
- Do not use all capitals
- Be sure to choose a legible font size for what you are creating
 - rule of thumb:
 - Text— 10 to 12 point font
 - Headings— 14 to 20 point font
 - Visual Aids— 26 to 32 point font