



The Computer is Not a Typewriter

Design Guidelines for Printed Documents

1. Press Enter only for a new paragraph. If several sentences are part of the Same paragraph, just keep typing and the words will wrap around to the next line automatically (this feature is called “word wrap”).

Click paragraph marks

2. Upper and lower case is easier to read. Avoid all upper case (that is, all Capital letters) except occasionally in short titles and headings. Compare:

All upper case: THE COMPUTER IS NOT A TYPEWRITER.

Upper & lower case: The computer is not a typewriter.

3. Never use the space bar to center. Use center alignment instead.

4. Never use the space bar to indent. Use the tab key instead.

Click to show or hide the tab marks.

5. Use only one space between words.

Click to show or to hide the spaces.

6. Use *italics* or **bold** for emphasis; avoid underlining.

7. Use proportional fonts, not monospaced ones. In monospaced fonts, the width of every letter is the same, like on a typewriter. In proportional fonts, an “m” is wider than an “n”. Compare:

Monospaced font: The computer is not a typewriter.

Proportional font: The computer is not a typewriter.

8. Fonts width serifs are preferred for long passages of printed text because serifs aid the flow of reading. San serifs fonts are used for headings or young readers. Compare:

Font width serifs: The computer is not a typewriter.

Font without serifs: The computer is not a typewriter.