CHAPTER 2 TEXT



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Introduction

- Text is obviously the simplest of data types and requires the least amount of storage.
- Text in the form of words, sentences, and paragraphs is used to communicate thoughts, ideas, and facts in daily life.
- Text may not be as visually exciting as some of the other media types, but it often conveys essential and precise information.



...continued

- Multimedia applications depend on text for many things including:
 - Page titles
 - Delivering information in form of multiple sentences / paragraphs
 - Labels for pictures
 - Instructions for operating the application
- Text is probably the most common form of information delivery.



...continued

- The power of meaning :
- Term "HOME", "QUIT", "REFRESH", "HELP", "RECYCLE BIN" etc..
- The power and Irregularity of English :
- 1 Billion people used for their main, second and third language.
- Type of English (written and spoken)
- SMS and Tweeter language: English acronym and Instant messaging jargon: FAQ, FB, IMO, XOXO, NME



Text elements

- Alphabet characters
 - -A-Z and a-z
- Numbers
 - -0-9
- Special characters
 - Punctuation (. , ; " '!:-/)
 - Signs (\$ + = @ # % ^ & *)



Obtaining Text

Text can be captured in following ways:

- Keyboard
- Mouse
- Scanner (OCR) Optical Character Recognization*
 - * designed to translate images of handwritten or typewritten text (usually captured by a scanner) into machine-editable text.



Fonts & Faces

- Typeface
 - Graphic representation or the shape of characters.
 - A typeface is a family of related fonts
 - Example : Bookman Old Style
- Font
 - Collection of characters of different sizes and styles of a typeface.
- Example : Arial 18 point Bold

Fonts & Faces

- Font Styles
 - Bold, Italic and Underline
- Font Size
 - Expressed in point
 - Example : 18 point (x)



Font Terminology

- Baseline the line on which the bases of characters are arranged
- Leading the distance between successive baselines
- x-height the distance between the baseline and the top of a lowercase letter x
- Ascenders/descenders strokes that rise above the x-height/drop below the baseline
- **Kerning** adjustment of space between certain pairs of letters (e.g. AV) to make them look more uniform

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Font Terminology

- Tracking Spacing between characters.
- Serif Flag or decoration at the end of a character stroke.
- Regular, Condensed and Expanded the body width of the font.
- Cases: upper and lower. BALL vs ball
- Case Sensitive : exactly matched

Classification of Fonts

- •Spacing: monospaced (fixed width)/proportional
- •Serifs: serifed/sans serif

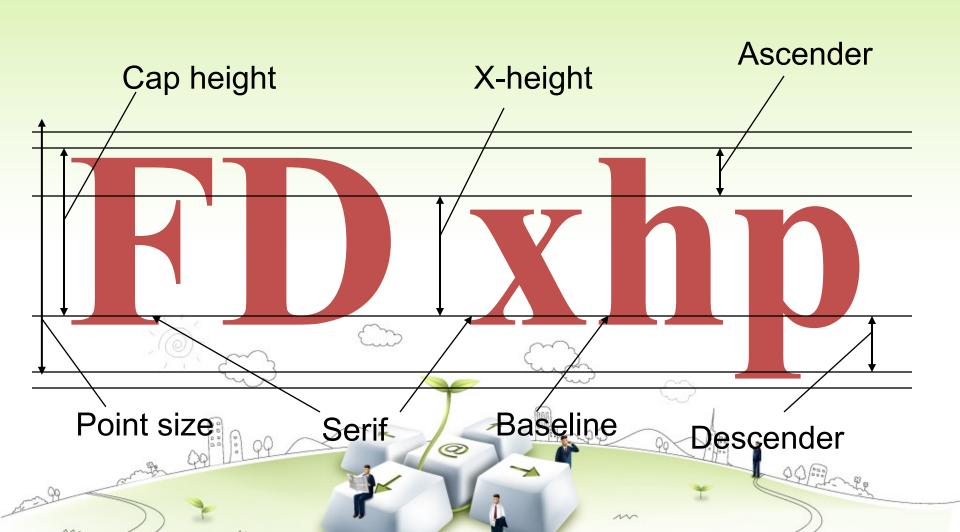
 Serifs are the small strokes added to the ends of character shapes in conventional book fonts
- •Shape: upright/italic/slanted

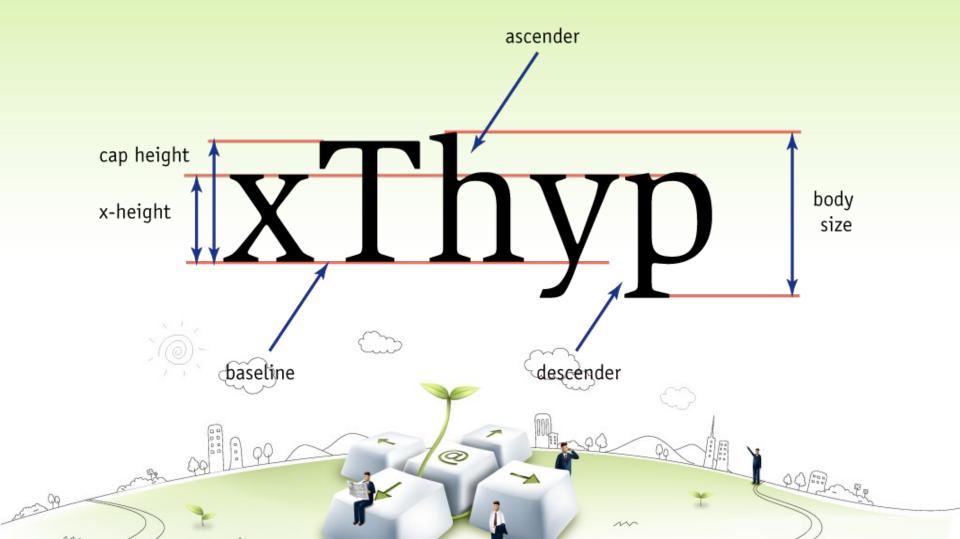
 Slant is a vertical shear effect, italic uses different glyph shapes

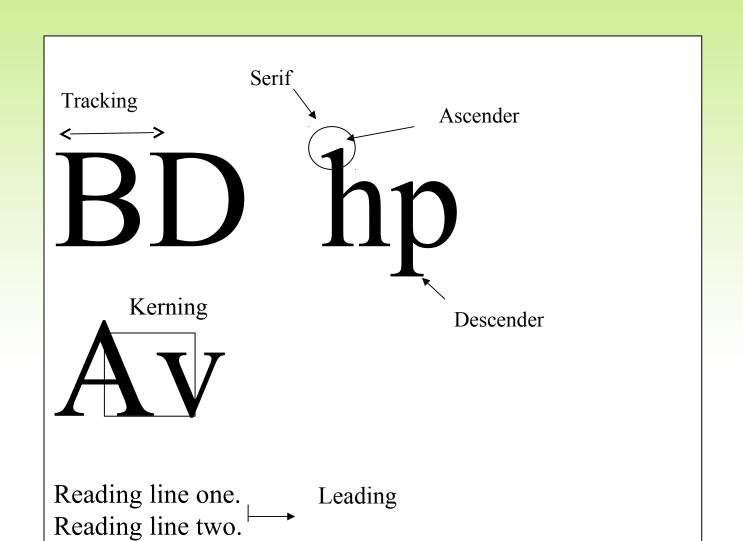
 with a slant

•Weight: bold/normal/light

This example shows the Times New Roman font







Tracking and Kerning

Tight

Loose tracking tracking



Font Terminology

ultra-expanded
extra-expanded
expanded
semi-expanded
normal
semi-condensed
condensed
extra-condensed



ultra-condensed

Serif and sans serif fonts

- Fonts can broadly be said to be of one of two types: serif or sans serif
- A serif is the decorative 'bit' at the end of a letter stroke
 - Serif fonts have them and sans serif fonts don't ('sans' being French for 'without')
- Serif fonts are usually used for printed media or documents that have large quantities of text.
 - This is because the serif helps guide the reader's eye along the line
- Sans Serif fonts are considered better for computer displays because of the sharper COntrast.



Serif fonts

Times New Roman
Bookman Old Style

Monotype Corsiva
Courier New

Sans serif fonts

Arial
Tahoma
Impact
Verdana



Font Styles

- Bold, Italic, <u>Underline</u>, Strikethrough, superscript or subscript, embossed or shadow
- Colours
- Some common fonts used today include:
 - Arial (or Helvetica)
 - A sans serif font
 - Times New Roman (or Times Roman)
 - A serif font
 - Courier New (or Courier)
 - A monospaced font (all characters have the same width)

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Refer to microsoft word.

Font mapping

 Some fonts installed in your machine may not be available in other user's machine.

 If the fonts that you used is not available in other people's computer, a default font will be used for substitution.

• Specifying which font to be substitution is called **font mapping**.

CAN YOU READ THIS? IF NOT IT IS BECAUSE EVERYTHING IS WRITTEN IN CAPITAL LETTERS. THEREFORE THIS SHOULD ALWAYS BE AVOIDED.

Can you read this? It is easier because people will recognize shape of characters easier this way.

Can you read this? It is easier because people will recognize shape of characters easier this way.



Meaningful words

 Text is use for titles and headlines, menus, navigation, and content.

Too much text – crowded or 'busy' screen

Too little text – too many page

Words must be chosen carefully

Guideline of choosing fonts

- For small type, do not use decorative fonts because in small size they are unreadable.
- Use as few typefaces as possible but you can vary the size and style using italic or bold.
- Adjust the leading or line spacing where you have a lot of text for easier reading.
- Vary the size of a font according to the importance of the message you are delivering.
- Use **bold or emphasize text** to highlight ideas or concept.

Guideline of choosing fonts

- In large headlines, adjust the spacing between letters (kerning) so that the spacing feels right.
- Use anti-aliasing for big fonts but turn off anti-aliasing for small fonts.
- Surround headlines with white space
- Distinguish <u>text links</u> with colors and underlining

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Use drop caps and initial caps

Efficient use of text

- Positive ways to communicate message by less text and other ways are
 - 1. Hypertext
 - 2. Pop-up Messages
 - 3. Drop-down Boxes
 - 4. Scroll Bars
 - 5. Buttons for interaction
 - 6. Symbols & Icons

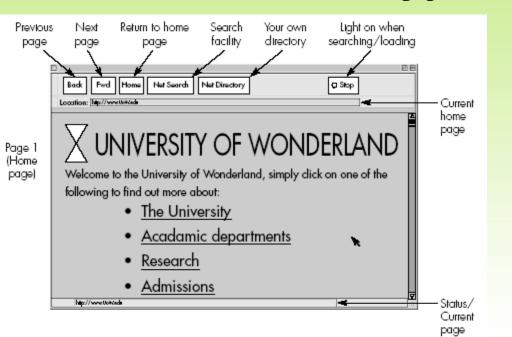
Types of Text

Hypertext

 It enables the integrated set of documents (each comprising formatted text) to be created which have defined linkages between them.



Hypertext



Page 2

ADMISSIONS

The following pages contain all the information you need to know about admissions at U of W:

• Courses
• Accommodation
• Fees
• Scholarships

Hypertext is a type of formatted text that enables a related set of documents, normally referred to as pages, to be created which have defined linkage points, referred to as hyperlinks, between each other.

Figure 2.3. Example of an electronic Document written in hyper ext

Hypertext

- Linking a hypertext or hot word / hotspot to another part of the title that displays more text
- Very effectively used to retrieve info from databases
- Helps user in decision making
- User can process information faster and strategically

Pop-up messages

 Another type of Hot word used to save space

 Click on a hot word or a text, a small message pops up explaining in brief about the hot word

Remains for some time and vanishes after programmed duration or by a mouse click

Drop-down boxes

- Gives the user a set of choices and reduces his strain of decision making
- That is making choice in a easier way and limited according to the system's capabilities

 Choosing may lead to another page with text or may retrieve info from database

Scroll Bars

Usually not a good practice to use scroll bars

Mostly irritates the user

 Important messages should not be posted using scrollbars, since the user may not notice it

Buttons

The concept of hyper linking remains the same

 Change in appearance by using a button with text to glow on it rather than using a hyper text

Symbols and Icons

symbols

- Concentrated text in the form of stand alone graphic constructs.
- Convey meaningful messages.
- Need to be learn and advice to use a standard symbols.

Example of Symbols and Icons



Computer and Text

	Bit positions		7	0	0	0	0	1	1	1	1
po			6	0	0	1	1	0	0	1	1
Ľ			5	0	1	0	1	0	1	0	1
4	3	2	1								
0	0	0	0	NUL	DLE	SP	0	@	Р	\	р
0	0	0	1	SOH	DC1	Ţ	1	Α	Q	а	q
0	0	1	0	STX	DC2	"	2	В	R	Ь	г
0	0	1	1	ETX	DC3	#	3	С	S	С	s
0	1	0	0	EOT	DC4	\$	4	D	T	d	t
0	1	0	1	ENQ	NAK	%	5	Е	U	е	U
0	1	1	0	ACK	SYN	&	6	F	٧	f	٧
0	1	1	1	BEL	ETB	′	7	G	W	g	W
1	0	0	0	BS	CAN	(8	Н	Χ	h	Х
1	0	0	1	HT	ΕM)	9	I	Υ	i	У
1	0	1	0	LF	SUB	*	:	J	Ζ	j	Z
1	0	1	1	VT	ESC	+	;	K	[k	{
1	1	0	0	FF	FS	,	<	L	\		-
1	1	0	1	CR	GS	_	=	Μ]	m	}
1	1	1	0	SO	RS		>	Ν	Λ	n	~
1	1	1	1	SI	US	/	Ś	0	_	0	DEL

This is a set of characters that are available in the **ASCII** (American **Standard Code for** Information Interchange) **character set**. This is one of the most widely used character sets and the table includes the binary codeword used to represent each character.

Basic ASCII character set

ASCII Code

ASCII Code

- Each character is represented by a unique 7-bit binary codeword, meaning that there are 128 (2⁷) alternative characters.
- In addition to all normal alphabetic, numeric and punctuation characters, the total ASCII character set also includes control characters such as BS (backspace), DEL (delete), etc.



...continued <u>Extended Character Set (ISO Latin-1)</u>

Extra 1 bit in ASCII is filled with ANSI
 (American National Standards Institution)
 characters (256 characters)

Extended Characters

¢ ∞ ä ü

Unicode

- Unicode is the universal standard for multi language characters published by Unicode Consortium.
- Unicode 4.0 standard covers 96,382 characters using 16 bits uniform encoding.
- Unicode can support a wide variety of non-Roman alphabets including Han Chinese, Japanese, Arabic, Korean, Bengali, and so on.

Unicode Characters



Summary

- Text is the simplest of data types and requires the least amount of storage
- 3 categories of text elements:
 - Alphabet characters, Numbers, Special characters
- 3 types of text:
 - **Unformatted text, Formatted text, Hypertext**
- Font is the collection of characters of different sizes and styles of a typeface.
- Typeface is the graphic representation or the shape of characters.
- Font Terminology:
 - Baseline, Leading, x-height, Ascenders/Descenders, Kerning, Tracking, Serif
- Classification of fonts:
 - Spacing, Serifs, Shape, Weight

Summary

Font types:

PostScript, TrueType, Bitmap

- Bitmaps require one bitmap for each size.
 - File size increases as more sizes are added.
 - Require a lot of memory.
 - Vector fonts can draw any size by scaling the vector drawing primitives mathematically.
 - File size is much smaller than bitmaps.
 - Rasterization refers that font is drawn on the screen one pixel at a time.

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Anti-aliasing blends the font into the background colour to minimize the jagged edges

making for smoother overall appearance.

Summary

- Font mapping specifies which font to be substitution if the fonts that you used is not available in other people's computer.
- Positive ways to communicate message by less text:
 Hypertext, Pop-up Messages, Drop-down Boxes,
 Scroll Bars, Buttons, Symbols & Icons.

