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FONT GUIDE

17

YEARECH ONLINE Tips, type and shortcuts

Jostens[®]

Welcome to the families

We believe the more fonts, the better; the cooler the font, the better; the more font families, better still. As yearbook designers, let's capture each moment and express it using the best font we can find. Today it's easier than ever because it's right at your fingertips. **E N J O Y !**

- 1 Type & Tips
- 14 Decorative fonts
- 19 Sans Serif body fonts
- 22 Serif body fonts
- 25 Script & Ornamental fonts
- 26 Special Characters
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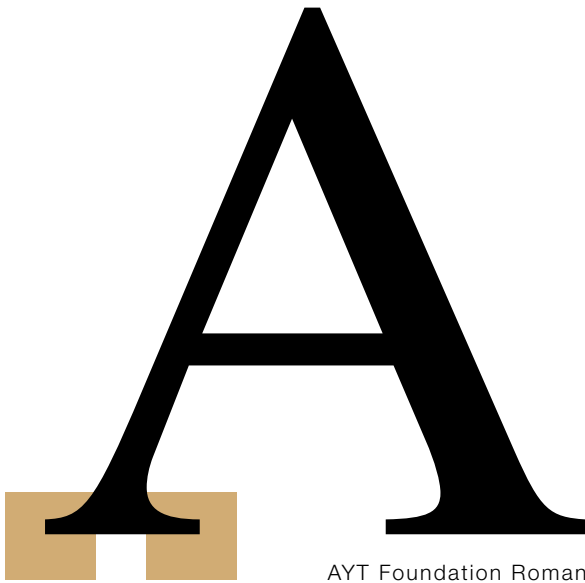
For additional information on pairings, see the Fonts book located on the USB drive in your Kit.

Just your type

Typography is timeless, yet always changing. The first font, a script called Blackletter, sometimes called Old English, was used for the Gutenberg Bible. While there are thousands of typefaces available, they fall into **FOUR BASIC CATEGORIES**.

TIPS ON TYPE

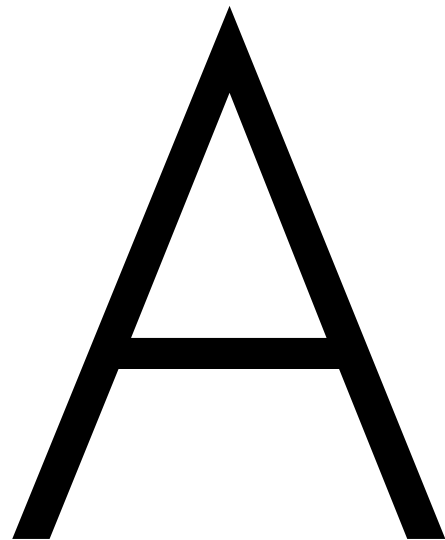
- Serif typefaces are generally considered to be the best choice for stories because of readability.
- For captions, some designers prefer to use the same typeface used for the stories for continuity while other designers prefer to use a different typeface, often a sans serif, for contrast.
- When using script and decorative typefaces, use these for emphasizing only key word(s) in a primary headline.
- Avoid using all-caps for script typefaces.
- Avoid using script and decorative typefaces smaller than 24 point.



AYT Foundation Roman

SERIF

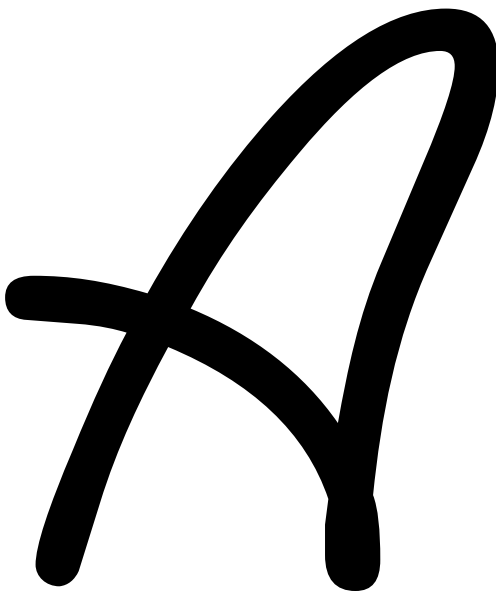
Serifs, tiny brackets at the end of the letter stroke, characterize these typefaces.



AYT Function

SANS SERIF

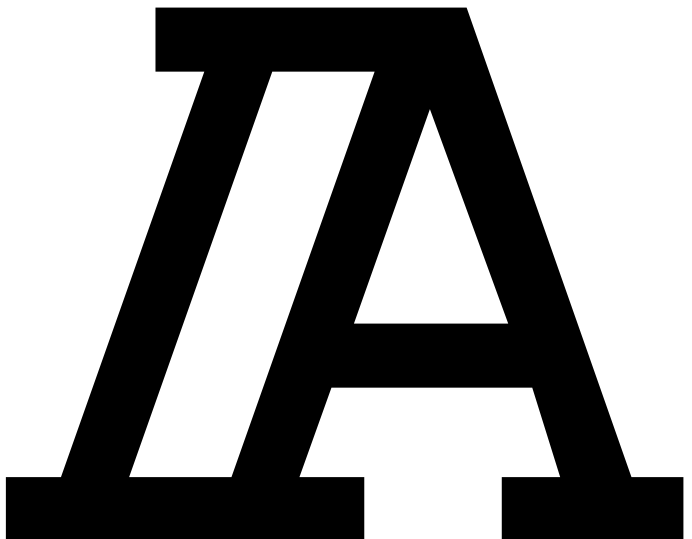
No serifs for these typefaces (“sans” means “without” in French). The letter strokes are all the same thickness. These typefaces appear streamlined and modern, yet have a presence on the page.



AYT Arizona

SCRIPT

These styles look like handwriting or cursive writing and come in many varieties.



AYT Delano Outline

DECORATIVE

These styles have a definite look, almost like artwork. They are often called novelty or display type.

Details

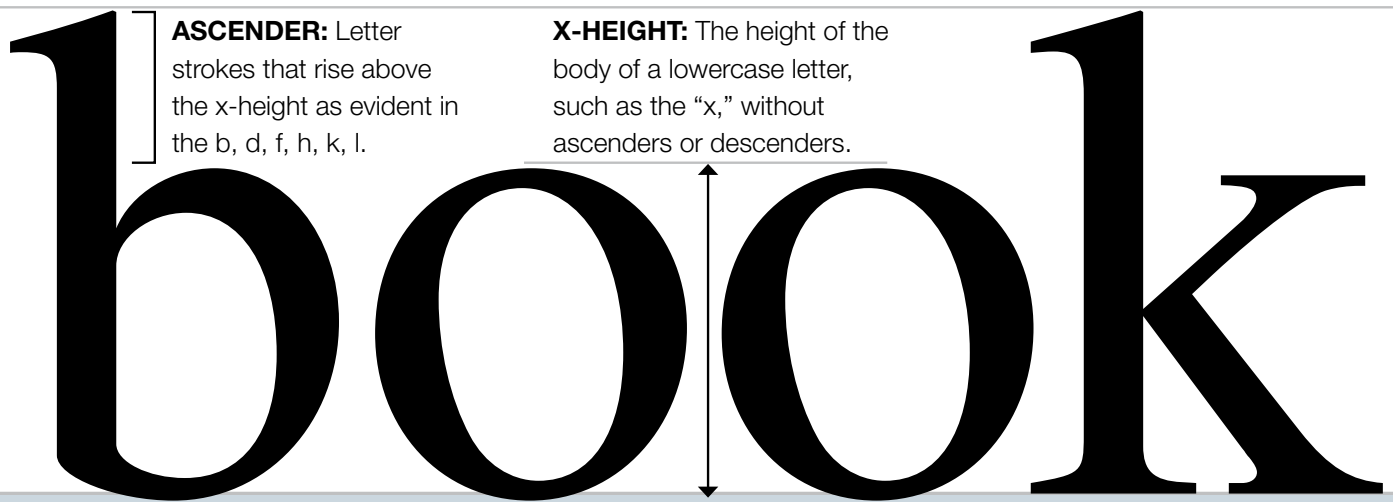
Like people, typefaces come in all shapes and sizes. From tall and slender to short and wide and everything in between, there is a typeface for every taste and purpose.

To make discriminating type choices, it is helpful to know about serifs, x-height and other parts of the **TYPOGRAPHIC ANATOMY**.



TIPS ON TYPE

- Don't be confused. The height of capital letters is not the point size. The point size is technically measured from the top of the lowercase letters with ascenders to the bottom of the lowercase letters with descenders.
- Learn to let go of inches. True typographic designers use the point system, not inches or millimeters.
- Consider pairing a serif font, such as AYT Betany, for the stories with a sans serif, such as AYT Foundation Sans, for the captions.



BASELINE: Invisible guide line the characters sit on.

To the point

Who knew? In 1883 the U.S. Type Founders Association decided that a point should be $1/72$ of an inch. In the world of graphic design, professionals don't use inches or millimeters, they use points and picas for precise **TYPOGRAPHIC MEASUREMENTS.**

TIPS ON TYPE

- Some typefaces appear much larger than others in the same point size because x-height can vary greatly. Be sure you are viewing the text at actual size on the screen, before committing to a size.
- Primary headlines range from 24 to 200 point or larger. Secondary headlines are ideal in 14 to 18 point.
- Yearbook designers frequently use 10 point for stories and 8 point for captions.
- Use one space after a period.

Betany

TYPEFACE FAMILY:

A typeface family has a name such as AYT Function or AYT Betany and includes a full range of styles.

BETANY COMPRESSED CAPS

Betany Bold Compressed

Betany Light

Betany Medium

Betany Bold

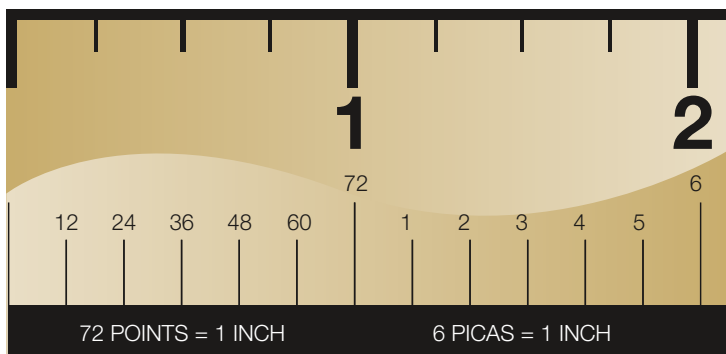
Betany Extra Bold

STYLES:

Variations in a typeface that create design variety while maintaining the visual character of the typeface. These include variations in the weight, width or posture. Styles include italic, bold, extra bold, condensed, extended.

FONT:

A particular size and style of a typeface.



THE POINT SYSTEM:

Graphic arts uses a measuring system based on points and picas.



POINT SIZE:

Typography is measured in points from the top of an ascender to the bottom of the descender. Since there are 72 points to an inch, 36-point type would be a half-inch tall.

Spaced out

Let's get to the point, literally. The readability of stories and captions is enhanced by maintaining a consistent point size and carefully considering the leading or the **T Y P O G R A P H I C S P A C I N G .**

TIPS ON TYPE

- Be consistent with the indentation of paragraphs. Generally speaking, 12-point, or one-pica, paragraph indents work well.
- For 10-point stories, avoid using a column width wider than about 24 picas.
- For 8-point captions, avoid using a column width narrower than eight picas. For a column this narrow, align left is suggested.

14 point with 15 point leading

AYT Foundation Roman

LEADING

Also called line spacing, this is the space between lines of text, measured in points from baseline to baseline. As the difference between the point size and the leading increases, so does the space between the lines.

14 point with 18 point leading

AYT Foundation Roman

Also called line spacing, this is the space between lines of text, measured in points from baseline to baseline. As the difference between the point size and the leading increases, so does the space between the lines.

14 point with 22 point leading

AYT Foundation Roman

LEADING

Also called line spacing, this is the space between lines of text, measured in points from baseline to baseline. As the difference between the point size and the leading increases, so does the space between the lines.

14 point with 30 point leading

AYT Foundation Roman

Also called line spacing, this is the space between lines of text, measured in points from baseline to baseline. As the difference between the point size and the leading increases, so does the space between the lines.

Ragged (is) right

Avoid a blocky look by resisting the urge to justify every story and caption.

Take a cue from the pros and try align left for longer stories. Align right and centered can also have impact if the designer skillfully considers

T Y P O G R A P H I C A L I G N M E N T .

TIPS ON TYPE

- Many beginning yearbook designers are compelled to use justified captions and stories. Follow the cue of professional designers and consider using align left.
- Some designers align captions to the edge of the photograph, using either align left or right depending on the caption position.
- When using align left or align right text, consider shutting off the hyphenation when using InDesign.
- Study professional magazines for inspiration on alternatives to using justified stories and captions.

ALIGN LEFT

AYT Foundation Roman

Type set flush left is considered the most readable and natural because spacing is consistent between the words and the reader's eye can easily find the beginning of each line. The reader appreciates the openness created by the space at the end of the lines, especially in longer stories.

ALIGN RIGHT

AYT Foundation Roman

The spacing between the words is consistent in flush right alignment also, but readability drops because the left side, where the reader expects to see a line start, is not even but ragged. Type that is aligned right has a distinctive look and could be a design choice for a small amount of text.

J U S T I F I E D

AYT Foundation Roman

When type is justified, it has a structured or blocky look with even edges on both the left and the right. Uneven spacing between words is especially noticeable in narrower columns of text.

CENTERED

AYT Foundation Roman

Balanced and formal, centered alignment is best used for a small amount of text. While symmetrical, the reader has to keep finding the line beginnings, which becomes tiring for larger text blocks.

Visual SPARKS

Opposing visual elements spark visual interest. If all typographic elements appear in the same typeface, size, color, alignment or capitalization pattern, boredom could result. Add energy to your design by

C R E A T I N G C O N T R A S T .

TIPS ON TYPE

- Consider using drop caps or inset quotes to provide reader-entry points into the text.
- When possible, use black for stories and captions. Color might be used for highlighting key words in the primary headline or drop cap.
- Match the font and technique for caption lead-ins with the headline presentation.
- Combining big and small establishes contrast by size. For effective contrast, size differences should be pronounced.

VISUAL SPARKS

AYT Wired 90 Bold & Light

Using bold creates visual emphasis and **heavy-light contrast**.

visual sparks

AYT Foundation Sans Ultra Light & AYT Salut

Mixing typefaces from two different categories, such as serif and sans serif establishes **contrast by combination**.

visual *SPARKS*

AYT Foundation Roman Italic

Using all caps, or lowercase or even small caps establishes **contrast by capitalization**. While readers reject body copy in all caps or all lowercase, these capitalization techniques are powerful for a few key words in a headline.

VISUAL SPARKS

AYT Foundation Sans Black

Color-black contrast is powerful and effective when a key word or phrase in the primary headline is printed in color. Drop caps and caption lead-ins often echo the color from the headline.

DECORATIVE FONTS

AYT **Abyss**

AYT **Action**

AYT **Action Italic**

AYT Albert

AYT *Albert Italic*

AYT **Alibi**

AYT **Alibi Italic**

AYT **Amigo**

AYT **Amorie**

AYT **Angst**

AYT **Appetite**

AYT **Appetite Italic**

AYT **Aramar**

AYT **Aramar Bold**

AYT **Ashley**

AYT **Ashley Italic**

AYT **Austere**

AYT **Awkward**

AYT **Azucar Gothic**

AYT **Bad Habit**

AYT **Bad Habit Italic**

AYT **Banker Square**

AYT **Banker Square Bold**

AYT **Banker Square Condensed**

AYT **Banker Square Bold
Condensed**

AYT **Banker Square**

Extrabold

AYT **Banker Square Extrabold
Condensed**

AYT **Batavia**

AYT **Batavia Italic**

AYT **Best Seven**

AYT **Best Seven Italic**

AYT **Big Fiction**

AYT **Booster**

AYT **Breezy**

AYT **Bria**

AYT **Bria Italic**

AYT **Buzzhack One**

AYT **Cadenga**

AYT **Calm**

AYT **Cameron**

AYT **Campbell Cutout**

AYT **Campbell Cutout
Italic**

AYT **Canaan**

AYT **Canaan Italic**

AYT **Casual**

AYT **Centrum Light**

AYT **Centrum Medium**

AYT **Centrum Bold**

AYT **Centrum Medium Compressed Caps**

AYT **Centrum Stencil Medium**

AYT **Cheers Type**

AYT **Cheers Type Bold**

AYT **Cheers Type Italic**

AYT **Cheers Type Bold Italic**

AYT **Christina Print**

AYT **Clarence**

AYT **Clarence Italic**

DECORATIVE FONTS

AYT **CLOWNING WAY**

AYT *Clueless*

AYT *Compact*

AYT **CONEY**

AYT **CONEY HIGHLIGHT**

AYT **CONEY INLINE**

AYT *Constance*

AYT *Constance Bold*

AYT **Cooper Black**

AYT **Cooper Black Italic**

AYT **Cooper Black Condensed**

AYT **Cooper Black Stencil**

AYT COPPERPLATE

AYT **COPPERPLATE BOLD**

AYT COPPERPLATE CONDENSED

AYT **COPPERPLATE BOLD CONDENSED**

AYT **Corrosion**

AYT **Cruft Platz**

AYT *Curve*

AYT **Dancing Comfort**

AYT *Dancing Comfort Italic*

AYT **David**

AYT **David Bold**

AYT *David Italic*

AYT **David Bold Italic**

AYT DELIANO OUTLINE

AYT **DENISE**

AYT **DENISE BOLD**

AYT *DENISE ITALIC*

AYT **DENISE BOLD ITALIC**

AYT **Design**

AYT **Design Italic**

AYT Dessau Light

AYT Dessau Medium

AYT **Dessau Bold**

AYT **Dessau DemiBold**

AYT **Dessau Heavy**

AYT **EAGLE TYPE**

AYT *Earthquake*

AYT **Eddie**

AYT **Eddie Italic**

AYT **Elegance**

AYT **Elegance Bold**

AYT *Elegance Italic*

AYT **Elegance Bold Italic**

AYT *Elmore*

AYT **EMILEE**

AYT **EMPIRE**

AYT ENGRAVERS GOTHIC

AYT **ENGRAVERS GOTHIC BOLD**

AYT ENGRAVERS GOTHIC

EXTENDED

AYT **ENGRAVERS GOTHIC BOLD**

EXTENDED

AYT *Eric Brush*

AYT **Falcon**

AYT *Fast Pardon*

AYT **Fast Pardon Bold**

AYT *Fast Pardon Italic*

AYT **Fast Pardon Bold Italic**

DECORATIVE FONTS

AYT **Fatback**

AYT **Feltpoint**

AYT **Fette Engschrift**

AYT **Fette Mittelschrift**

AYT **FEVER**

AYT **Firewalk**

AYT **Firewalk Bold**

AYT **Firewalk Italic**

AYT **Firewalk Bold Italic**

AYT **Frenzy**

AYT **Gary**

AYT **Genuine**

AYT **Genuine Italic**

AYT **GHOSTWRITER**

AYT **Good Name**

AYT **Good Name Bold**

AYT *Good Name Italic*

AYT **Good Name Bold Italic**

AYT **GRAND POINT**

AYT **Graphics Wide**

AYT **Graphics Wide Italic**

AYT **GRAY**

AYT **GRAY ITALIC**

AYT **Great**

AYT **Great Bold**

AYT **Hedgehog**

AYT **Hedgehog Bold**

AYT *Hedgehog Italic*

AYT **Hedgehog Bold Italic**

AYT *High Emotions*

AYT **High Goal**

AYT *Hilarious*

AYT **Hobo**

AYT **HUXLEY VERTICAL**

AYT **Ignite**

AYT **IMPORT TEXT**

AYT **IMPOSING**

AYT *IMPOSING ITALIC*

AYT **Jackson**

AYT **Jackson Bold**

AYT *Jackson Italic*

AYT **Jackson Bold Italic**

AYT **JADE**

AYT *JADE ITALIC*

AYT **James**

AYT **James Italic**

AYT **Jasper**

AYT *Jeremy Pointed*

AYT **Jeremy Pointed Bold**

AYT *Jeremy Pointed Italic*

AYT **Jeremy Pointed Bold Italic**

AYT **Jinx**

AYT *Johnson Text*

AYT **Johnson Text Bold**

AYT *Josh*

AYT **Josh Bold**

AYT **JOSIE**

AYT **Josie Square**

AYT *Kendric Curl*

AYT **Kindle**

DECORATIVE FONTS

AYT **Knockout**

AYT **Knockout Italic**

AYT Kurt

AYT **Kurt Bold**

AYT *Kurt Italic*

AYT **Kurt Bold Italic**

AYT **KYLE**

AYT LAMAR

AYT *Logic Disk*

AYT **MATTER OF FACT**

AYT **Mech Monoline**

AYT **MELTED TEXT**

AYT Miles

AYT **Miles Bold**

AYT *Miles Italic*

AYT **Miles Bold Italic**

AYT **Modern Art**

AYT **Modern Art Italic**

AYT **Moondog**

AYT **Moondog Italic**

AYT **Mystical**

AYT **Mystical Bold**

AYT **Mystical Italic**

AYT **Mystical Bold Italic**

AYT **NAPPING**

AYT **NAPPING ITALIC**

AYT Numbscull

AYT *Numbscull Italic*

AYT **Oblique**

AYT **Old Typewriter**

AYT **Olde Wall**

AYT *Olive Oil*

AYT **Olive Oil Bold**

AYT *Olive Oil Italic*

AYT **Olive Oil Bold Italic**

AYT Oodles

AYT *Oodles Italic*

AYT **Open Classic**

AYT OPENFACE

AYT PALLADIO TITLING CAPS

AYT **PATHFINDER**

AYT **Desky**

AYT **Platinum Blonde**

AYT *Platinum Blonde Outline*

AYT **Rachel New**

AYT **Rachel New Italic**

AYT **Real Brush**

AYT **Real Brush Italic**

AYT **REAL VIRTUE**

AYT **REAL VIRTUE ITALIC**

AYT **Recessed**

AYT **Regal**

AYT **Relaxed**

AYT **Relaxed Italic**

AYT **Repel**

AYT *Repel Italic*

AYT **Return to Earth**

AYT **Return to Earth Bold**

AYT *Return to Earth Italic*

AYT **Return to Earth**

Bold Italic

DECORATIVE FONTS

AYT *RIGID*

AYT **Rippulation**

AYT **Roughcut**

AYT **Rovertex**

AYT **Rundschrift**

AYT **Salut**

AYT *Serene*

AYT **Severe**

AYT ***Severe Italic***

AYT *Sham Cutout*

AYT **SHARP**

AYT *SHARP TYPE*

AYT *Sharpie Print*

AYT **Sheared**

AYT **Sidewalk Cracked**

AYT *Sleepwalker*

AYT *Sleepwalker Bold*

AYT *SNOOZE*

AYT **Speakingstyle**

AYT **SPRINT**

AYT **SQUASH**

AYT *Steeplechaser*

AYT **Strike**

AYT **Style Brand**

AYT ***Style Brand Italic***

AYT **Stylish**

AYT **Sundown**

AYT *Sundown Italic*

AYT **Supertype**

AYT **Sweet Time**

AYT *Swipe*

AYT **Swish Works**

AYT *Tarnished*

AYT *The Hawk*

AYT *The Hawk Italic*

AYT **THE WALL**

AYT ***THE WALL ITALIC***

AYT *Thumbprint*

AYT **Tick Tock**

AYT **Tremolo**

AYT **Trendy**

AYT **Trunko**

AYT *Tyler*

AYT *Tyler Italic*

AYT ***Typemaker***

AYT **Ultimate**

AYT **Victorian**

AYT **Vision Thick**

AYT **Wired 90**

AYT **Wired 90 Bold**

AYT **Yellowjacket**

SANS SERIF BODY FONTS

AYT Avalon

AYT **Avalon Bold**

AYT *Avalon Italic*

AYT **Avalon Bold Italic**

AYT Avalon Book Condensed

AYT **Avalon Bold Condensed**

AYT **Avalon Demi**

AYT **Avalon Demi Italic**

AYT **Avalon Demi Condensed**

AYT Avalon Extra Light

AYT *Avalon Extra Light Italic*

AYT **Avalon Medium**

AYT **Avalon Medium Italic**

AYT **Avalon Medium Condensed**

AYT Chantilly

AYT **Chantilly Bold**

AYT *Chantilly Italic*

AYT **Chantilly Bold Italic**

AYT Chantilly Condensed

AYT **Chantilly Heavy**

AYT **Chantilly Heavy Italic**

AYT Chantilly Light

AYT *Chantilly Light Italic*

AYT **Chantilly Medium**

AYT **Chantilly Medium Italic**

AYT **Chantilly UltraBold**

AYT **Chantilly Ultra Bold Condensed**

AYT Ebony

AYT **Ebony Bold**

AYT *Ebony Italic*

AYT **Ebony Bold Italic**

AYT Ennis Book

AYT Ennis Light

AYT Ennis Medium

AYT **Ennis Bold**

AYT **Ennis DemiBold**

AYT **Ennis Ultra**

AYT Foundation Sans

AYT **Foundation Sans Bold**

AYT *Foundation Sans Italic*

AYT **Foundation Sans Bold Italic**

AYT Foundation Sans Ultra Light

AYT *Foundation Sans Ultra Light Italic*

AYT Foundation Sans Light

AYT *Foundation Sans Light Italic*

AYT **Foundation Sans Black**

AYT **Foundation Sans Black
Italic**

AYT Foundation Sans Extended

AYT Foundation Sans Light Extended

AYT **Foundation Sans Bold
Extended**

AYT **Foundation Sans Black
Extended**

AYT Foundation Sans Condensed

AYT *Foundation Sans Condensed Italic*

AYT **Foundation Sans Bold Condensed**

AYT **Foundation Sans Bold Condensed Italic**

AYT Foundation Sans Light Condensed

AYT *Foundation Sans Light Condensed Italic*

AYT **Foundation Sans Black Condensed**

SANS SERIF BODY FONTS

- AYT **Foundation Sans Black Condensed Italic**
- AYT Foundation Sans Outline
- AYT Foundation Sans Outline Extended
- AYT Franklin Gothic Book
- AYT *Franklin Gothic Book Italic*
- AYT Franklin Gothic Condensed
- AYT *Franklin Gothic Condensed Italic*
- AYT **Franklin Gothic Medium**
- AYT **Franklin Gothic Medium Italic**
- AYT Franklin Gothic Medium Condensed
- AYT *Franklin Gothic Medium Condensed Italic*
- AYT **Franklin Gothic Demi**
- AYT **Franklin Gothic Demi Italic**
- AYT **Franklin Gothic Demi Condensed**
- AYT **Franklin Gothic Demi Condensed Italic**
- AYT **Franklin Gothic Heavy**
- AYT **Franklin Gothic Heavy Italic**
- AYT Function
- AYT **Function Bold**
- AYT *Function Italic*
- AYT **Function Bold Italic**
- AYT **Function Demi**
- AYT **Function Demi Italic**
- AYT **Function Extra Bold**
- AYT **Function Extra Bold Italic**
- AYT **Function Extra Bold Condensed**
- AYT **Function Extra Bold Condensed Italic**
- AYT Function Light
- AYT *Function Light Italic*
- AYT Function Light Condensed
- AYT *Function Light Condensed Italic*
- AYT **Function Medium**
- AYT **Function Medium Italic**
- AYT **Function Medium Condensed**
- AYT *Function Medium Condensed Italic*
- AYT Goudy Sans
- AYT **Goudy Sans Bold**
- AYT *Goudy Sans Italic*
- AYT **Goudy Sans Bold Italic**
- AYT Grotesk
- AYT **Grotesk Bold**
- AYT *Grotesk Italic*
- AYT **Grotesk Bold Italic**
- AYT Grotesk Light
- AYT *Grotesk Light Italic*
- AYT **Grotesk Medium**
- AYT Grotesk Light Condensed
- AYT **Grotesk Bold Condensed**
- AYT Koch Geometric
- AYT **Koch Geometric Bold**
- AYT Koch Geometric Medium
- AYT **Koch Geometric DemiBold**
- AYT **Koch Geometric Ultra**
- AYT Letter Gothic
- AYT Letter Gothic Bold

SANS SERIF BODY FONTS

AYT *Letter Gothic Italic*

AYT *Letter Gothic Bold
Italic*

AYT **Letter Gothic Extra
Bold**

AYT Maximo

AYT **Maximo Bold**

AYT *Maximo Italic*

AYT *Maximo Bold Italic*

AYT MicroSquare

AYT **MicroSquare Bold**

AYT **MicroSquare DemiBold**

AYT **MicroSquare ExtraBold**

AYT MicroSquare Extended

AYT **MicroSquare
Extended Bold**

AYT News Gothic Book

AYT **News Gothic Bold**

AYT **News Gothic DemiBold**

AYT News Gothic Light

AYT News Gothic Medium

AYT Opus

AYT **Opus Bold**

AYT *Opus Italic*

AYT *Opus Bold Italic*

AYT Sans

AYT **Sans Bold**

AYT Sans Condensed

AYT Sans Light Condensed

AYT **Sans Black Condensed**

AYT Sans Extended

AYT **Sans Compressed**

AYT **Sans Extra Compressed**

AYT **Sans Ultra Compressed**

AYT Struktur

AYT **Struktur Bold**

AYT *Struktur Italic*

AYT **Struktur Bold Italic**

AYT **Struktur Heavy**

AYT Urbano

AYT **Urbano Bold**

AYT *Urbano Italic*

AYT **Urbano Bold Italic**

AYT Urbano Light

AYT *Urbano Light Italic*

AYT Urbano Light Condensed

AYT *Urbano Light Condensed Italic*

AYT **Urbano Condensed**

AYT *Urbano Condensed Italic*

AYT **Urbano Bold Condensed**

AYT **Urbano Bold Condensed Italic**

AYT **Urbano Extra Bold Condensed**

AYT **Urbano Extra Bold Condensed Italic**

AYT **Urbano Black**

AYT **Urbano Black Italic**

SERIF BODY FONTS

AYT Basel

AYT **Basel Bold**

AYT *Basel Italic*

AYT ***Basel Bold Italic***

AYT Baskerville

AYT **Baskerville Bold**

AYT *Baskerville Italic*

AYT ***Baskerville Bold Italic***

AYT Bergamo

AYT **Bergamo Bold**

AYT *Bergamo Italic*

AYT ***Bergamo Bold Italic***

AYT **Bergamo Extra Bold**

AYT ***Bergamo Extra Bold Italic***

AYT Bergamo Semibold

AYT *Bergamo Semibold Italic*

AYT Betany Light

AYT Betany Medium

AYT **Betany Bold**

AYT **Betany Bold Condensed**

AYT **Betany Extra Bold**

AYT **BETANY COMPRESSED CAPS**

AYT Bodoni

AYT **Bodoni Bold**

AYT *Bodoni Italic*

AYT ***Bodoni Bold Italic***

AYT **Bodoni Black**

AYT ***Bodoni Black Italic***

AYT Bodoni Semibold

AYT *Bodoni Semibold Italic*

AYT Caslon

AYT **Caslon Bold**

AYT *Caslon Italic*

AYT ***Caslon Bold Italic***

AYT **Caslon Black**

AYT ***Caslon Black Italic***

AYT Century Old Style

AYT **Century Old Style Bold**

AYT *Century Old Style Italic*

AYT Cheltenham

AYT **Cheltenham Bold**

AYT *Cheltenham Italic*

AYT ***Cheltenham Bold Italic***

AYT Cheltenham Light

AYT *Cheltenham Light Italic*

AYT Cheltenham Book Condensed

AYT *Cheltenham Book Condensed Italic*

AYT Cheltenham Light Condensed

AYT *Cheltenham Light Condensed Italic*

AYT **Cheltenham Bold Condensed**

AYT ***Cheltenham Bold Condensed Italic***

AYT Clearface

AYT **Clearface Bold**

AYT *Clearface Italic*

AYT ***Clearface Bold Italic***

AYT **Clearface Black**

AYT ***Clearface Black Italic***

AYT Clearface Medium

AYT *Clearface Medium Italic*

SERIF BODY FONTS

AYT **Egyptienne**

AYT *Egyptienne Extra Light*

AYT *Egyptienne Light*

AYT **Egyptienne Medium**

AYT **Egyptienne Bold**

AYT **English Serif**

AYT **English Serif Bold**

AYT *English Serif Italic*

AYT **English Serif Bold Italic**

AYT **English Serif Medium**

AYT *English Serif Medium Italic*

AYT **Foundation Roman**

AYT **Foundation Roman Bold**

AYT *Foundation Roman Italic*

AYT **Foundation Roman Bold Italic**

AYT **Garamond Classic**

AYT **Garamond Classic Bold**

AYT *Garamond Classic Italic*

AYT **Garamond Classic Bold Italic**

AYT **Garamond Classic Heavy**

AYT **Garamond Modern Book Condensed**

AYT **Garamond Modern**

Condensed Bold

AYT *Garamond Modern*

Condensed Italic

AYT **Garamond Modern Condensed**

Bold Italic

AYT **Garamond Modern Light Condensed**

AYT *Garamond Modern Light*

Condensed Italic

AYT **Garamond Modern Ultra Condensed**

AYT **Garamond Modern Ultra**

Condensed Italic

AYT **Goudy Oldstyle**

AYT **Goudy Oldstyle Bold**

AYT *Goudy Oldstyle Italic*

AYT **Goudy Oldstyle Extra Bold**

AYT **Impresa**

AYT **Impresa Bold**

AYT *Impresa Italic*

AYT **Litho Antique Light**

AYT *Litho Antique Light Italic*

AYT **Litho Antique Medium**

AYT *Litho Antique Medium Italic*

AYT **Litho Antique DemiBold**

AYT **Litho Antique DemiBold Italic**

AYT **Litho Antique ExtraBold**

AYT **Litho Antique Condensed**

AYT **Lynn**

AYT **Lynn Bold**

AYT *Lynn Italic*

AYT **Lynn Bold Italic**

AYT **Marseille**

AYT **Marseille Bold**

AYT *Marseille Italic*

AYT **Marseille Bold Italic**

AYT **Missouri**

AYT **Missouri Bold**

AYT *Missouri Light*

AYT **Missouri Heavy**

SERIF BODY FONTS



- AYT **Modern 216**
- AYT **Modern 216 Bold**
- AYT *Modern 216 Italic*
- AYT **Modern 216 Bold Italic**
- AYT New Baskerville
- AYT **New Baskerville Bold**
- AYT *New Baskerville Italic*
- AYT **New Baskerville Bold Italic**
- AYT New Baskerville Semibold
- AYT *New Baskerville Semibold Italic*
- AYT Palladio
- AYT **Palladio Bold**
- AYT *Palladio Italic*
- AYT **Palladio Bold Italic**
- AYT **Palladio Medium**
- AYT *Palladio Medium Italic*
- AYT Rockingham Light
- AYT *Rockingham Light Italic*
- AYT **Rockingham Medium**
- AYT *Rockingham Medium Italic*
- AYT **Rockingham DemiBold**
- AYT **Rockingham DemiBold Italic**
- AYT **Rockingham ExtraBold**
- AYT **Rockingham Condensed**
- AYT Square Serif
- AYT **Square Serif Bold**
- AYT *Square Serif Italic*
- AYT **Square Serif Bold Italic**
- AYT *Square Serif Light*
- AYT *Square Serif Light Italic*
- AYT **Square Serif Medium**
- AYT **Square Serif Medium Italic**
- AYT **Square Serif Demi**
- AYT **Square Serif Demi Italic**
- AYT Sunset Light
- AYT *Sunset Light Italic*
- AYT **Sunset Medium**
- AYT **Sunset Medium Italic**
- AYT **Sunset Bold**
- AYT **Sunset Bold Italic**
- AYT **Sunset Demi**
- AYT **Sunset Demi Italic**
- AYT Typewriter
- AYT **Typewriter Bold**
- AYT *Typewriter Italic*
- AYT **Typewriter Bold Italic**
- AYT **Typewriter Condensed**
- AYT **Typewriter Bold Condensed**

SCRIPT FONTS

AYT *Abigail*
AYT *Arizona*
AYT *Basic Class*
AYT *Bedford*
AYT *Benjamin*
AYT *Betsy*
AYT **Brave**
AYT *Calypso Script*
AYT *Catherine*
AYT *Cecil*
AYT *Chelsea*
 AYT *Chelsea Bold*
AYT *Connie Three Dee*
AYT *Cowgirl*
 AYT *Cowgirl Bold*
AYT *Cursive Hand*
AYT *Daisy*
AYT *Danny*
AYT **Darnell**
 AYT *Darnell Italic*
AYT *Deanna Script*
AYT *Duque*
AYT *Felix Script*
 AYT *Felix Script Bold*
AYT *Florence Script*
AYT **Footloose**
AYT *Giulio*
 AYT **Giulio Bold**
AYT *Handschrift Cursive*

AYT *Henry*
AYT **Hudson**
AYT *Kendall Script*
AYT *Letter Perfect*
AYT *Luke*
AYT *Malacca*
AYT *Melville*
AYT *Nicole*
 AYT *Nicole Bold*
AYT *Poppy*
AYT *Rachel*
AYT *Renatta Hand Drawn*
AYT *Ricky*
AYT *Sha Sha*
AYT *Stern Hand*
AYT *Type Upright*

ORNAMENTAL FONTS

AYT Dingbats One ❖❖■*⊗⊗↕↔
AYT Dingbats Two ④⑨▲⑦②①→→
 AYT Symbol Διγβατο
 AYT Symbol Sans Διγβατο

SPECIAL CHARACTERS | PC

Select and hold the “Alt” key and type in the numeric code to create these characters.

‘	Alt 0145	Left single quote
’	Alt 0146	Right single quote
“	Alt 0147	Left double quote
”	Alt 0148	Right double quote
–	Alt 0150	En dash
—	Alt 0151	Em dash
™	Alt 0153	Trademark
¡	Alt 0161	Inverted exclamation
¢	Alt 0162	Cent
£	Alt 0163	Pound sterling
¤	Alt 0164	Currency
¥	Alt 0165	Yen
‡	Alt 0166	Broken vertical bar
§	Alt 0167	Section sign
¨	Alt 0168	Umlaut (dieresis)
©	Alt 0169	Copyright
^a	Alt 0170	Feminine ordinal
«	Alt 0171	Left guillemet
®	Alt 0174	Registered trademark
ˉ	Alt 0175	Macron
°	Alt 0176	Degree sign
±	Alt 0177	Plus or minus
¹	Alt 0185	Superscript 1
²	Alt 0178	Superscript 2
³	Alt 0179	Superscript 3
´	Alt 0180	Acute accent
μ	Alt 0181	Mu or micro
¶	Alt 0182	Paragraph (pilcrow)
•	Alt 0183	Middle dot / Small Bullet
¸	Alt 0184	Cedilla mark
º	Alt 0186	Masculine ordinal
»	Alt 0187	Right guillemet
¼	Alt 0188	One quarter

½	Alt 0189	One half
¾	Alt 0190	Three quarters
¿	Alt 0191	Inverted question mark
À	Alt 0192	A grave
Á	Alt 0193	A acute
Â	Alt 0194	A circumflex
Ã	Alt 0195	A tilde
Ä	Alt 0196	A umlaut
Å	Alt 0197	A ring
Æ	Alt 0198	AE ligature
Ç	Alt 0199	C cedilla
È	Alt 0200	E grave
É	Alt 0201	E acute
Ê	Alt 0202	E circumflex
Ë	Alt 0203	E umlaut
Ì	Alt 0204	I grave
Í	Alt 0205	I acute
Î	Alt 0206	I circumflex
Ï	Alt 0207	I umlaut
Ð	Alt 0208	Capital eth
Ñ	Alt 0209	N tilde
Ò	Alt 0210	O grave
Ó	Alt 0211	O acute
Ô	Alt 0212	O circumflex
Õ	Alt 0213	O tilde
Ö	Alt 0214	O umlaut
×	Alt 0215	Multiply sign
Ø	Alt 0216	O slash
Ù	Alt 0217	U grave
Ú	Alt 0218	U acute
Û	Alt 0219	U circumflex
Ü	Alt 0220	U umlaut
Þ	Alt 0222	Capital thorn

ß	Alt 0223	Esszet
à	Alt 0224	a grave
á	Alt 0225	a acute
â	Alt 0226	a circumflex
ã	Alt 0227	a tilde
ä	Alt 0228	a umlaut
å	Alt 0229	a ring
æ	Alt 0230	ae ligature
ç	Alt 0231	c cedilla
è	Alt 0232	e grave
é	Alt 0233	e acute
ê	Alt 0234	e circumflex
ë	Alt 0235	e umlaut
ì	Alt 0236	i grave
í	Alt 0237	i acute
î	Alt 0238	i circumflex
ï	Alt 0239	i umlaut
ð	Alt 0240	Small eth
ñ	Alt 0241	n tilde
ò	Alt 0242	o grave
ó	Alt 0243	o acute
ô	Alt 0244	o circumflex
õ	Alt 0245	o tilde
ö	Alt 0246	o umlaut
÷	Alt 0247	Division sign
ø	Alt 0248	o slash
ù	Alt 0249	u grave
ú	Alt 0250	u acute
û	Alt 0251	u circumflex
ü	Alt 0252	u umlaut
ý	Alt 0253	y acute
þ	Alt 0254	Lower case thorn
ÿ	Alt 0255	y umlaut

SPECIAL CHARACTERS | MAC

Use the MAC keyboard commands below to create these characters.

'	<i>Left single quote</i>	option }	À	<i>A grave</i>	option ` then shift A	á	<i>a acute</i>	option E then A
'	<i>Right single quote</i>	shift option }	Á	<i>A acute</i>	shift option Y	â	<i>a circumflex</i>	option I then A
“	<i>Left double quote</i>	option {	Â	<i>A circumflex</i>	shift option M	ã	<i>a tilde</i>	option N then A
”	<i>Right double quote</i>	shift option {	Ã	<i>A tilde</i>	option N then shift A	ä	<i>a umlaut</i>	option U then A
–	<i>En dash</i>	option -	Ä	<i>A umlaut</i>	option U then shift A	å	<i>a ring</i>	option A
—	<i>Em dash</i>	shift option -	Å	<i>A ring</i>	shift option A	æ	<i>ae ligature</i>	option “
™	<i>Trademark</i>	option 2	Æ	<i>AE ligature</i>	shift option “	ç	<i>c cedilla</i>	option C
¡	<i>Inverted exclamation</i>	option 1	Ç	<i>C cedilla</i>	shift option C	è	<i>e grave</i>	option ` then E
¢	<i>Cent</i>	option 4	È	<i>E grave</i>	option ` then shift E	é	<i>e acute</i>	option E then E
£	<i>Pound sterling</i>	option 3	É	<i>E acute</i>	option E then shift E	ê	<i>e circumflex</i>	option I then E
¥	<i>Yen</i>	option Y	Ê	<i>E circumflex</i>	option I then shift E	ë	<i>e umlaut</i>	option U then E
§	<i>Section sign</i>	option 6	Ë	<i>E umlaut</i>	option U then shift E	ì	<i>i grave</i>	option ` then I
¨	<i>Umlaut (dieresis)</i>	shift option U	Ì	<i>I grave</i>	option ` then shift I	í	<i>i acute</i>	option E then I
©	<i>Copyright</i>	option G	Í	<i>I acute</i>	shift option S	î	<i>i circumflex</i>	option I then I
^a	<i>Feminine ordinal</i>	option 9	Î	<i>I circumflex</i>	shift option D	ï	<i>i umlaut</i>	option U then I
«	<i>Left guillemet</i>	option \	Ï	<i>I umlaut</i>	shift option F	ñ	<i>n tilde</i>	option N then N
®	<i>Registered trademark</i>	option R	Ñ	<i>N tilde</i>	option N then shift N	ò	<i>o grave</i>	option ` then O
ˉ	<i>Macron</i>	shift option <	Ò	<i>O grave</i>	shift option L	ó	<i>o acute</i>	option E then O
°	<i>Degree sign</i>	shift option 8	Ó	<i>O acute</i>	shift option H	ô	<i>o circumflex</i>	option I then O
±	<i>Plus or minus</i>	shift option +	Ô	<i>O circumflex</i>	shift option J	õ	<i>o tilde</i>	option N then O
μ	<i>Mu or micro</i>	option M	Õ	<i>O tilde</i>	option N then shift O	ö	<i>o umlaut</i>	option U then O
¶	<i>Paragraph (pilcrow)</i>	option 7	Ö	<i>O umlaut</i>	option U then shift O	÷	<i>Division sign</i>	option ?
•	<i>Dot / Small Bullet</i>	shift option 9	Ø	<i>O slash</i>	shift option O	ø	<i>o slash</i>	option O
¸	<i>Cedilla mark</i>	shift option Z	Ù	<i>U grave</i>	option ` then shift U	ù	<i>u grave</i>	option ` then U
º	<i>Masculine ordinal</i>	option 0 (zero)	Ú	<i>U acute</i>	option E then shift U	ú	<i>u acute</i>	option E then U
»	<i>Right guillemet</i>	shift option \	Û	<i>U circumflex</i>	option I then shift U	û	<i>u circumflex</i>	option I then U
¿	<i>Inverted question mark</i>	shift option ?	Ü	<i>U umlaut</i>	option U then shift U	ü	<i>u umlaut</i>	option U then U
			ß	<i>Esszet</i>	option S	ý	<i>y acute</i>	option E then Y
			à	<i>a grave</i>	option ` then A	ÿ	<i>y umlaut</i>	option U then Y

SHORTCUTS | PC

ALL ELEMENTS

Select all	Ctrl A (it helps to click one element first)
Deselect all	Ctrl D
Cut	Ctrl X
Copy	Ctrl C
Paste	Ctrl V
Select multiple elements	Shift-mouse click
Save	Shift Ctrl S
Group elements	Ctrl G
Ungroup elements	Shift Ctrl G
Lock/unlock	Shift Ctrl L
Fit page	Ctrl 0
Zoom in 1%	+
Zoom in 10%	Ctrl +
Zoom out 1%	-
Zoom out 10%	Ctrl -
Toggle thru shapes	0 (not zero)
Right click in ruler	Add or delete guides

TEXT ONLY

Decrease text size by 2 points	Shift Ctrl <
Increase text size by 2 points	Shift Ctrl >
Justify left	Ctrl L
Justify right	Ctrl R
Force justify	Ctrl J
Bold	Ctrl B
Italics	Ctrl I
Underline	Ctrl U
Find and replace	Ctrl F

You can also bold, italicize and underline text by right clicking on the text block. If you want to change the whole text block, just click on the box and do the shortcut. If you want to change just part of the text, highlight the text you want to change and apply the shortcut.

Shortcut functionality may vary by browser.

Browser recommendation in order of preference:
Firefox, Chrome, Safari, Explorer

SHORTCUTS | MAC

ALL ELEMENTS

Select all	Cmd A (it helps to click one element first)
Deselect all	Cmd D
Cut	Cmd X
Copy	Cmd C
Paste	Cmd V
Select multiple elements	Shift-mouse click
Save	Shift Cmd S
Group elements	Cmd G
Ungroup elements	Shift Cmd G
Lock/unlock	Shift Cmd L
Fit page	Cmd 0
Zoom in 1%	+
Zoom in 10%	Cmd +
Zoom out 1%	-
Zoom out 10%	Cmd -
Toggle thru shapes	0 (not zero)
Right click in ruler	Add or delete guides

TEXT ONLY

Decrease text size by 2 points	Shift Cmd <
Increase text size by 2 points	Shift Cmd >
Justify left	Cmd L
Justify right	Cmd R
Force justify	Cmd J
Bold	Cmd B
Italics	Cmd I
Underline	Cmd U
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Firefox, Chrome, Safari, Explorer

Additional questions?

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