Type Font List and Classification

Follow these steps to create a style chart for reference throughout this class.

FONT LIST: Follow these steps to create a font chart for reference throughout this class.

a. In a new InDesign file, create a text block and head your page in 24 point Helvetica type, centered, all caps: **GRAPHIC COMMUNICATIONS FONT CHART.**

b. Select a font, and using caps and lower case letters and 18 point flush left type, **type the name of the font, then type your name.**

c. Return, select a second font, and repeat the last step.

d. As you do this activity, be sure to include Times and Helvetica which are the most common fonts used on the Mac. Continue until you have used at least 20 fonts.

EXAMPLE:

GRAPHIC COMMUNICATIONS
FONT CHART

Times, Cheryl Rees

Apple Chancery, Cheryl Rees

Helvetica, Cheryl Rees

Braggadocio, Cheryl Rees

SORTED FONT LIST:

Now you will sort your font list by classification.

a. On a printout of your font list, in pen or pencil, identify all the fonts according to the six classifications in your notes (Roman, Sans-serif, etc). Get this approved by the instructor.

b. Open Font List file and save as **Font List Classification**. This will make a copy of the original file under a new name. All the changes you make will affect only the new file. The computer has closed the original file in the same condition it was in last time it was saved.

c. Change the heading on the page to **GRAPHIC COMMUNICATIONS FONT CLASSIFICATION CHART.**

d. At the top of the list, type the name of a type category in 18 pt. bold, Helevetica. Then using cut and paste, sort your fonts so that all the fonts that belong in that category are listed below the heading.

e. Type the name of a second category in 18 point bold and below it list all the fonts that fit that category. Continue until you have identified all your fonts.

f. If you have a category that has no fonts, list it and locate at least one font to put into it.

EXAMPLE:

GRAPHIC COMMUNICATIONS
FONT CLASSIFICATION CHART

ROMAN

Times, Cheryl Rees

SCRIPT OR CURSIVE

Apple Chancery, Cheryl Rees

SANS SERIF OR GOTHIC

Helvetica, Cheryl Rees

NOVELTY OR DECORATIVE

Braggadocio, Cheryl Rees