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Screen-Sized PDFs in Serif Type: Template and Files

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This document style is intended for reading onscreen. It creates a two-page spread that fits on a single screen (of 1024 x 768 pixels), with type that remains readable at 75% magnification. It includes design and typographic settings to accommodate common text elements: headings, subtitles, extracts, etc. The font is **Palatino Linotype**, set single-spaced. The basic text size is 13-point. It is a *serif* font, which suggests a more traditional approach or style than *sans serif*. The overall design is “left aligned” – all titles, subtitles, headings, etc. are lined up on the left margin. Paragraphs are justified, for easier reading; titles, headings, references, captions, and endnotes are not justified.

For documents to be read in printed form, see the template for Printed Serif. It uses a smaller type size, which is very readable on paper and helps preserve the forests.

The two files attached to this documents are:

Screen Serif file.doc = a blank MS Word file with these page and type specifications already loaded. Enter (or paste) your text into this file and Save under a new name.

Screen Serif template.dot = an MS Word template; store and use this to create a new blank document. Templates are generally stored in a folder in Program Files > Microsoft Office > Templates

What follows are sample pages and specifications for the type, margins, settings, etc.

Lorem Ipsum [title]

Dolor Sit Amet, Consectetuer Adipiscing Elit

[subtitle]

Marcus T. Cicero, Senatus populusque Romani

[author]

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tristique at, gravida ultrices, lobortis vel,
turpis.ⁱ [Block text]

Heading 1

[Note: use First Text Paragraph style after a Heading]
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Heading 2

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Heading 3

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The Twentieth Century inherited the Remington Typewriter, a marvel of mechanical achievement, but bequeaths to its successor the improved PDF file. [Caption]

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Literature Cited

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Design Specifications

Page:

Size = 5.5 x 8.5 inches, 2 pages per sheet
Text Block = 3.9" x 6.7" (or 23.4 x 40.2 picas)
27 lines per page

Margins:

Top (to header) = .5"
Top (to text block) = .8"
Bottom (from footer/Page Number) = .5"
Bottom (from text block) = 1"
Left = .8"
Gutter = .8" (= .4" each side)
Right = .8"

Type:

Abstract: Type = Palatino Linotype, 12 point; alignment = Justified

Author: Type = Palatino Linotype, 13 point; alignment = Left; 12 points space after

Block Text: Type = Palatino Linotype, 13 point; alignment = Justified; left & right margins indent .25"; no paragraph indent. Suggest adding 1 blank line before and after.

Header – Author name –left aligned

Body Text: Type = Palatino Linotype, 13 point; alignment = Justified; first line indent = .25”

Caption: Type = Palatino Linotype italic, 12 point; alignment = Left; 12 points space after

Endnote Text: Type = Palatino Linotype, 12 point; alignment = Left; first line indent = .25” ; 6 points space after

First Text Paragraph: Type = Palatino Linotype, 13 point; alignment = Justified; no paragraph indent

Footer: not used in this design; see **Page Number**

Header: Type = Palatino Linotype, 10 point; alignment = Left (for odd pages), = Right (for even pages)

Heading 1: Type = Palatino Linotype bold, 18 point; alignment = Left; 18 points space before, 6 points space after

Heading 2: Type = Palatino Linotype, bold italic, 16 point; alignment = Left; 12 points space before, 6 points space after

Heading 3: Type = Palatino Linotype, bold, 13 point; alignment = Left; 12 points space before

Illustration: alignment = Left; 12 points space before, 6 points space after

Normal: Type = Palatino Linotype, 13 point; alignment = Left. *All other type specs depend on this style; changing it (to Times Roman, for example) will change all Palatino Linotype type to the new font.*

Header – Title – right aligned

Page Number: Type = Palatino Linotype, 10 point; alignment = Centered (bottom of page)

References/Bibliography: Type = Palatino Linotype, 12 point; alignment = Left; hanging indent = .25” ; 6 points space after

Subtitle: Type = Palatino Linotype, italic, 16 point; alignment = Left; 12 points space after

Title: Type = Palatino Linotype, 22 point; alignment = Left; 12 points space after

MS Word file settings:

File > Page Setup > Layout

Headers & footers: Different odd and even
Different first page

Format > Styles and Formatting

Show: Available styles

View > Zoom

Two pages

[in magnification window on Standard toolbar]

ⁱ Pellentesque nunc orci, faucibus in, venenatis at, facilisis vehicula, erat. Nulla facilisi. Fusce quis quam sit amet magna suscipit venenatis. Quisque hendrerit est et nisl. Sed a ligula. [Endnote text]

ⁱⁱ Aenean sed metus. Phasellus eleifend massa id odio. Ut scelerisque faucibus tellus. Maecenas sed erat eget massa luctus sagittis. Vestibulum ultrices imperdiet mauris. Cras malesuada sapien.