



PM PHOTO & COMPUTER SERVICES

Typing Tips for HOME & office

Basic typewriter rules **to be forgotten.**

For those of you who still use a typewriter for something other than a boat anchor, you may use this sheet to line the bottom of your bird cage, these tips just don't apply. For the rest of us who have and use a computer for letters, submitting articles, newsletters, etc., here are a few suggestions you may want to consider.

Rule 1: One space after a comma, two spaces after a period.

Typewriters used mono-spaced letters. The letter 'i' took up as much space as the letter 'm'. Computer fonts are for the most part proportional. (mono-spaced fonts are available). So forget the 2 space rule after the period, it's now a **single space after all punctuation.**

Rule 2: Use all caps or underscore to emphasize a word, phrase or paragraph. (Underscore all caps to really get your point across).

That's all we had, but not any more! When we read, we not only look at the spelling of the words, but at the shape. For example look at these words;

the and look home age

Now look at the shape of the same words as all caps;

THE AND LOOK HOME AGE

Add an underscore and not only do the words all have the same shape, but it makes the letters run together.

ADD AN UNDERSCORE AND NOT ONLY DO THE WORDS ALL HAVE THE SAME SHAPE, BUT IT MAKES THE LETTERS RUN TOGETHER.

With computers, to emphasize a word or phrase we can use **bold** or **bold italics** or just *italics*. If that's not enough, you can increase the **point size of the letters**, or **change the font**, or even add **color**. If you really want to use a string of all caps, then try using lower case caps — THIS IS AN EXAMPLE OF LOWER CASE CAPS.

There are times that all caps are OK, for example in headlines, or an ad where something is **FREE**.

Rule 3: Using the double-hyphen as a dash

Hyphens are used to separate words like 'double-hyphen' or to join words that are split between to lines. The double-hyphen '--' was used because typewriters didn't have a dash. Computers have both the 'n-dash' and the 'm-dash'. The following are the 3 next to each other, hyphen, n-dash and m-dash. - - —

Most fonts have extended characters that are not shown on the keyboard. To create an n-dash hold down the Alt key and type 0150 on the numeric keypad. The m-dash is created by holding down the Alt key and typing 0151 on the numeric keypad. **You cannot use the numbers on the top row of keys.**

Rule 4: Using 3 periods instead of a real ellipsis

This one is not a big deal, but you may as well do it right. Here are 3 periods ... here is an ellipsis ... Notice that the spacing is a little different. The ellipsis is created by holding down the Alt key and typing 0133 on the numeric keypad.