Typography guidelines

Introduction

Consistency and legibility are key components of an effective sign system. This section defines:

- type style
- type size
- letter spacing
- word spacing
- line spacing
- arrow specifications

and illustrates how these are applied to the typography on interior and exterior signs.

General

- the typography guidelines apply to directional and informational signs; they also can apply, in a more general way, to all signs on campus
- all type to be upper and lower case
- the standard colours for interior signs are black type on a white surface
- vinyl type can be:
  - Letrasign or equivalent
  - computer set and cut vinyl type (recommended)
- 25 mm, 38 mm and 76 mm sizes can be applied directly to walls or windows where hanging or mounted signs are inappropriate
- signs may be protected with a transparent acrylic face where vandalism is a significant problem
- for producing large quantities of one sign, screen printing may be more economical than vinyl type; it is crucial that the type is consistent in style and feel with vinyl lettered signs
- type size is specified in one of two ways:
  - cap-height
  - point size

the table on this page can be used to convert point size to cap-height or visa versa

type size conversion table for Helvetica Bold

convert to point size to cap-height or visa versa

cap-height (millimetres)	cap-height (inches)	point size
12.5	0.5	50
15	0.6	60
25	1.0	100
38	1.5	150
50	2.0	200
76	3.0	300

all measurements in millimetres (mm) except where noted

Definition of terms

ascender

This is the portion of letter that extends above the x-height. Some type faces have ascenders that are taller than the cap-height.

baseline

A baseline is an imaginary line on which the base of letters align (see below).

cap-height

is the height of a capital letter measured in millimetres. Cap-height is a convenient method of specifying type. A conversion table relating to standardized sizes is available on page 21.

descender

This refers to the portion of a letter that extends below the baseline.

font

A font is a variation within a type style. Example: **Helvetica 10pt. Bold**, *Helvetica 10 pt. Italic,*

kerning

is the adjustment or fine tuning of inter-letter spacing for reasons of legibility and aesthetics.

line spacing

This is the horizontal space between lines of text. In this document, line spacing is measured from baseline to baseline.

letter spacing

is the distance between individual letters. These guidelines establish a standard letter spacing designed to maximize legibility.

point size

is a common method for specifying type size. The point size of a letter is the distance from the top of the longest ascender to the bottom of the descender. The relationship of point size to x-height varies among type styles depending on the purpose for which the type style was designed. Helvetica, for example, appears larger than Times at the same point size because of comparably large x-height. Helvetica was designed with maximum legibility in mind and is an excellent type face for signs. Seventy two points equal one inch.

type style

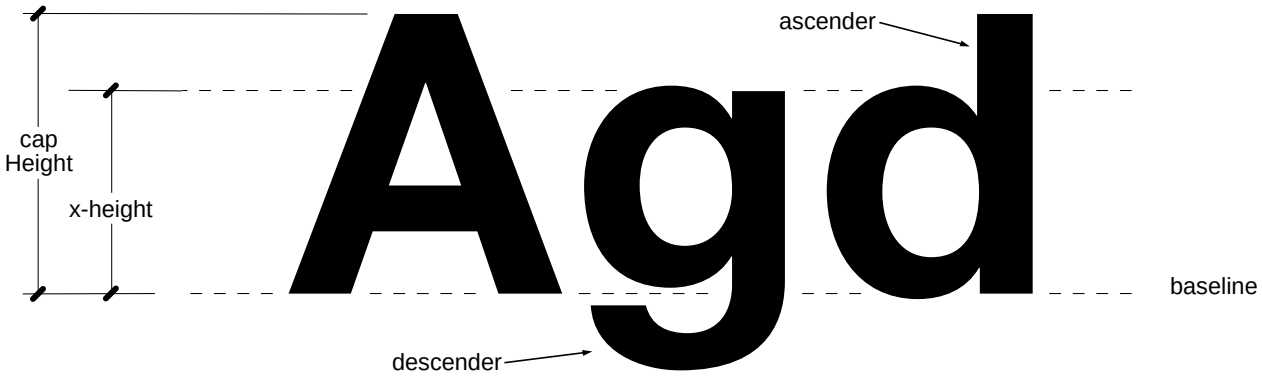
A type style is a group of several related fonts (ex. roman, bold, italic, bold italic) that offer a harmonious result when used together. Some popular type styles are: Times, Helvetica, Palatino, Univers etc.

type size

specifies the height of type in terms of cap-height or point-size

x-height

is a typographic measurement: the distance from the baseline to the top of the lower case “x”.



The above figure illustrates some of the typographic terms used throughout this section.

Type style

Helvetica Bold Roman is the type style used throughout the University of Alberta sign system. Since many versions of Helvetica exist, the illustration below indicates the weight and design desired. To be consistent with signs governed by the Sign Systems Guidelines, no other type style or font should be used unless otherwise approved by the Facilities Sign Systems Committee.

Helvetica Bold Roman

abcdefg ABCDEF
hijklmno GHIJKL
pqrstuv MNOPQ
wxyz RSTUV
12345 WXYZ
67890 ?!&;:,“ ’

all measurements in millimetres (mm) except where noted

Type size

Unless otherwise specified, type sizes in this document will be indicated by the height of a capital letter (ie. cap-height). Cap-height is best determined by choosing a capital with a flat top and bottom (such as an "E") and measuring its height. All measurements are in millimetres (mm). Five type sizes have been standardized as specified in the table below. See the type conversion table on page 2.1 to convert between point size and cap height.

Circumstances may arise where a a type size, other than the standard sizes, is required. Use the following formula to determine the appropriate type size*.

To calculate type size for a known maximum reading distance:

C = 2.74 M

To calculate maximum reading distance for a known type size:

M = C/2.74

M = maximum reading distance (metres)
C = cap-height (millimetres)

type size table

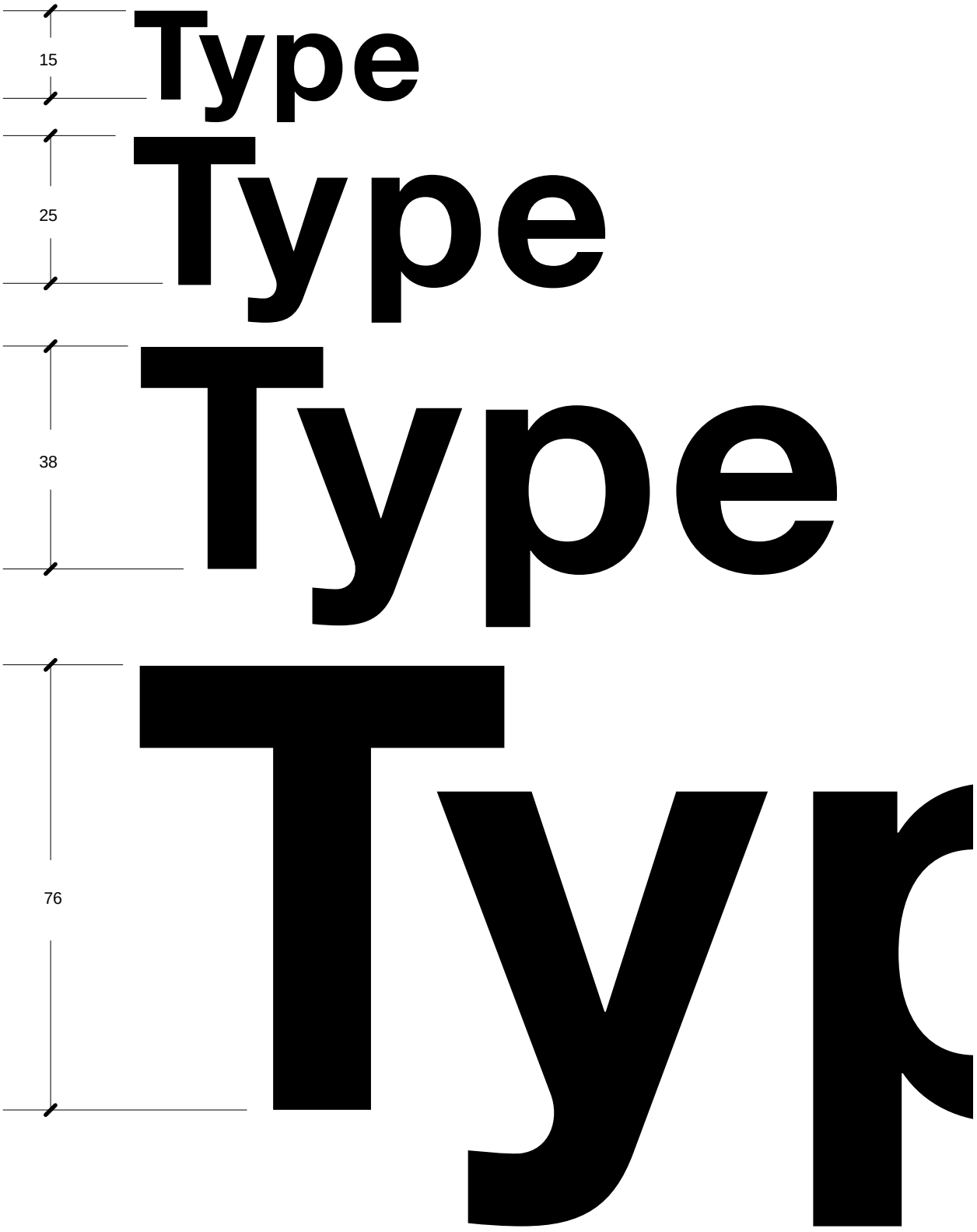
specific type sizes should only be used with certain sign sizes

sign size (see section 3)	**type size (cap-height)**	**max reading distance**
▮ 150 x 150 surface mounted	15 mm	5.5 metres
▮ secondary lines on hanging signs ▮ 300 x 300 surface mounted ▮ applied directly to surface or window	25 mm	9 metres
▮ all hanging signs ▮ 600 x 600 surface mounted ▮ applied directly to surface or window	38 mm	14 metres
▮ applied directly to surface or window	50 mm	18 metres
▮ 600 x 600 surface mounted ▮ custom sign sizes ▮ applied directly to surface or window	76 mm	27.5 metres

** In order to achieve success with these formulas, adherence to the typographic guidelines is required*

Type size (continued)

Illustrated are examples (actual size) of some of the standard type sizes.



all measurements in millimetres (mm) except where noted

Word spacing

Word space = 0.6 x cap-height

Letter spacing

Consistency and legibility of letter spacing are of key importance in designing signs. Although computer typesetting systems can never replace the aesthetic perception of the human eye, a standard is still
required which the system can accommodate. The ***letter spacing tables*** and samples provided on the following pages will aid in achieving the desired letter spacing. This standard has been designed to maximize legibility.

The following type samples illustrate the desired feel for all typography on signs specified in the Sign Systems Guidelines. It is expected that the sign fabricator will take note of the samples and provide accurate quality typesetting.

spacing example #1
directional signs

← Graphic Design and Illustration Services

spacing example #2
typical letter spacing

Typography

Letter spacing (continued)

spacing example #3
extreme kerning cases

Ty
Aw
Ax
pd
Ni
lb

spacing example #5
numbers

B103
405C

spacing example #4
room numbers

12345
67890

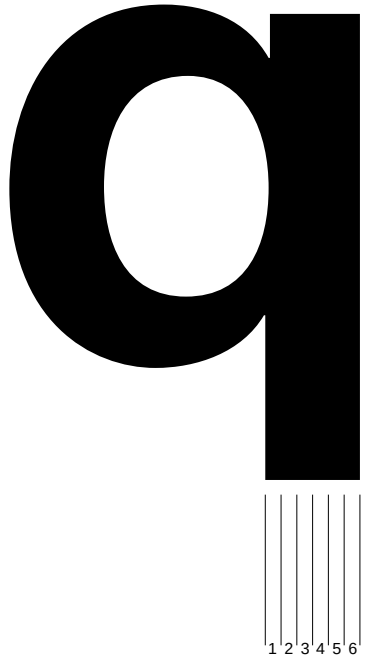
all measurements in millimetres (mm) except where noted

Letter spacing (continued)

The ***letter spacing unit*** used for the adjacent illustration is relative to the size of the type, therefore it applies to all type sizes.

One unit equals one sixth of the stroke thickness of a letter, as illustrated in the adjacent figure.

The ***letter spacing charts*** on page 2.9 can be used to determine the proper spacing between two characters in a word. To use this chart, find the left character in the left column of the table and the right character in the top column. The number at the crosspoint of these two characters is the spacing required in units.



6 units

spacing example #6
typical letter spacing

letter spacing

Letter spacing (continued)

Letter spacing table

alphabet		vwxy	ftz	acdegoqs	mnpru	bhijkl
T		-3	-2	-2	0	2
AKVWY		0	1	2	3	4
	krvwxy	1	2	2	4	4
	cftz	1	2	4	4	5
CLPXZ	beops	2	3	4	4	5
DFOQS	ahmnu	2	3	4	5	6
BEGR	dgijlq	3	4	4	5	6
HIJMNU		3	4	5	6	6

numbers		AVWYXJ 147	235	CGOQSZ .(period) 6980	BDEFHIK LMNPRU
T		0	2	1	1
AKVWY	7	1	2	1	1
.(period)	24	1	3	1	2
CLPXZ	5690	1	3	3	3
DFOQS		1	2	2	4
BEGR	38	2	3	4	5
HIJMNU	1	3	4	5	6

1 unit = 1/6 stroke thickness

all measurements in millimetres (mm) except where noted

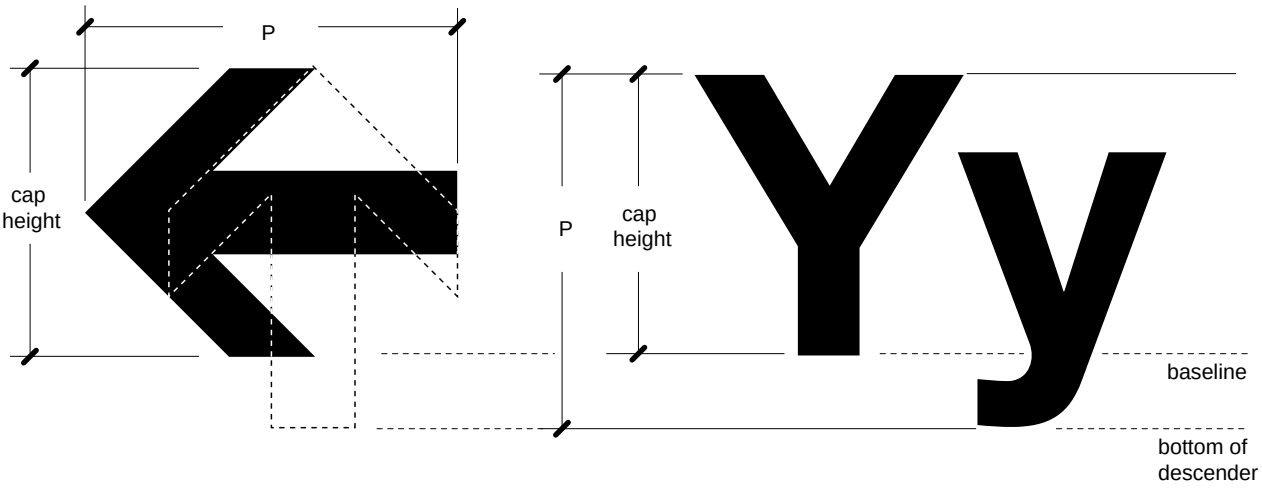
Arrow specifications

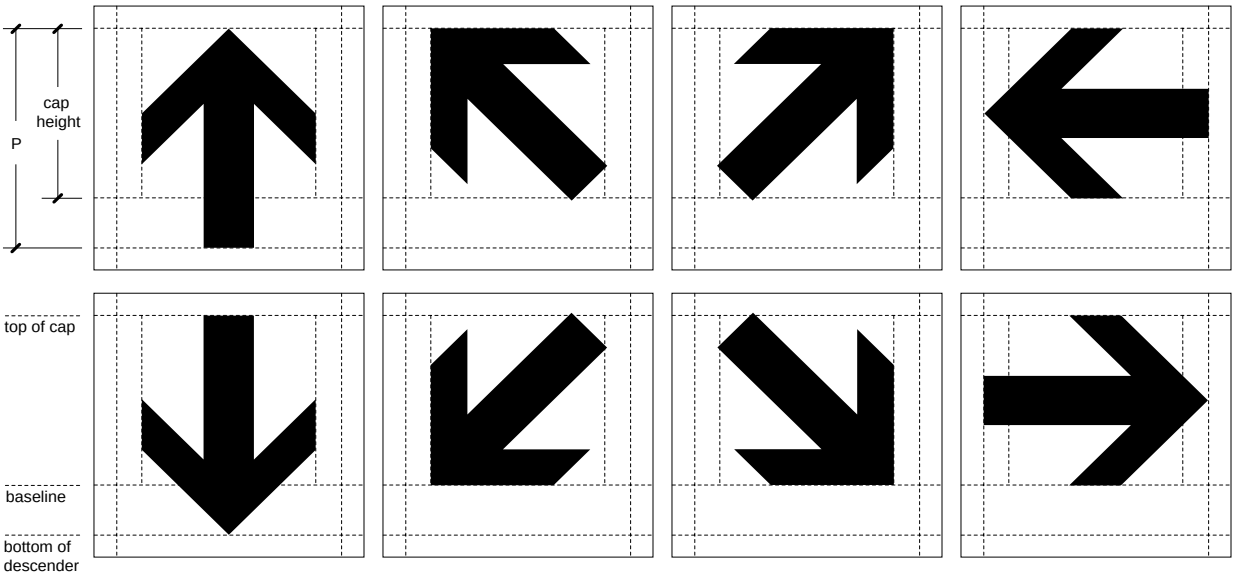
Arrow size corresponds directly to the size of type being used. The height of the horizontal arrow equals the cap–height. The width equals the distance from the top of the ascender to the bottom of the descender (see illustration below). These size guidelines apply to all arrow positions. **Arrow weight** should match the stroke weight of the type style.

Arrow with type

- the bottom of the horizontal arrow aligns with the baseline of the type
- the bottom of the vertical arrow aligns with the bottom of the type's descender
- the illustrations below show :

  1. the relationship of cap–height and point size (P) to the height and length of an arrow
  2. acceptable arrow positions





Line Spacing

The vertical distance between baselines of type is referred to as line spacing. Adequate line spacing contributes to the legibility and, like letter and word spacing, should be consistent.

The ratio of line space to letter size is constant throughout the system. The table below provides values of line spacing for the standard type sizes. A formula is also provided to determine the line spacing for custom type sizes.

formula

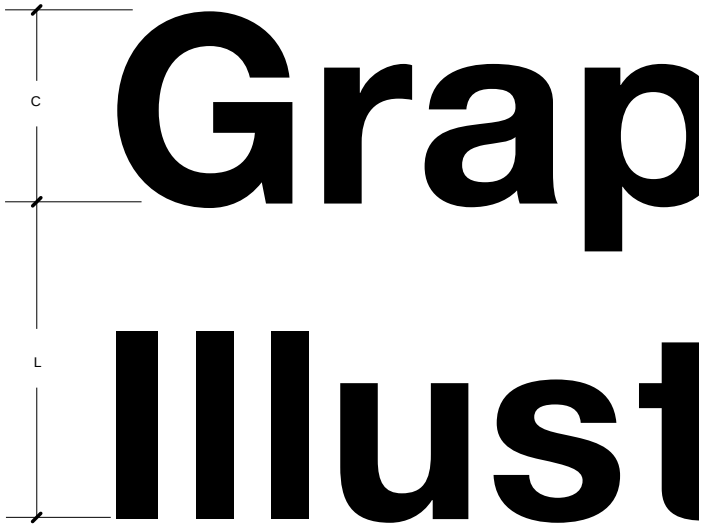
L = 1.68 C

L= line spacing
C= cap-height

line spacing table

use this table to determine line spacing for standard type sizes

cap-height (C) (mm)	line space (L) (mm)
15	25
25	42
38	64
50	84
76	128



all measurements in millimetres (mm) except where noted

Margin spacing

The margin spacing will vary with type size. The ***margin spacing table*** shown lists the standard type sizes and minimum margin spacing.

Sign layout should be determined by a qualified professional.

margin spacing table

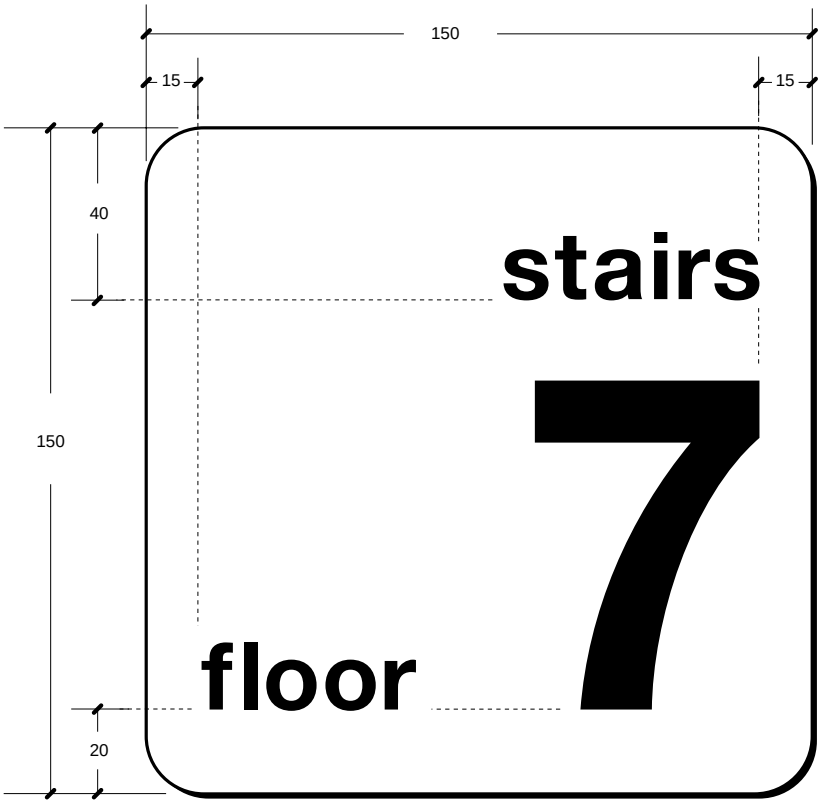
determine minimum margin size given the type size

type size (mm)	margins left, right, top (mm)	bottom margin (mm)
15	15	20
25	25	40
38	40	40
50	40	40
76	50	50

The following are examples of how type is applied to commonly used signs. These illustrations can be used as a guide to determine the sign layout.

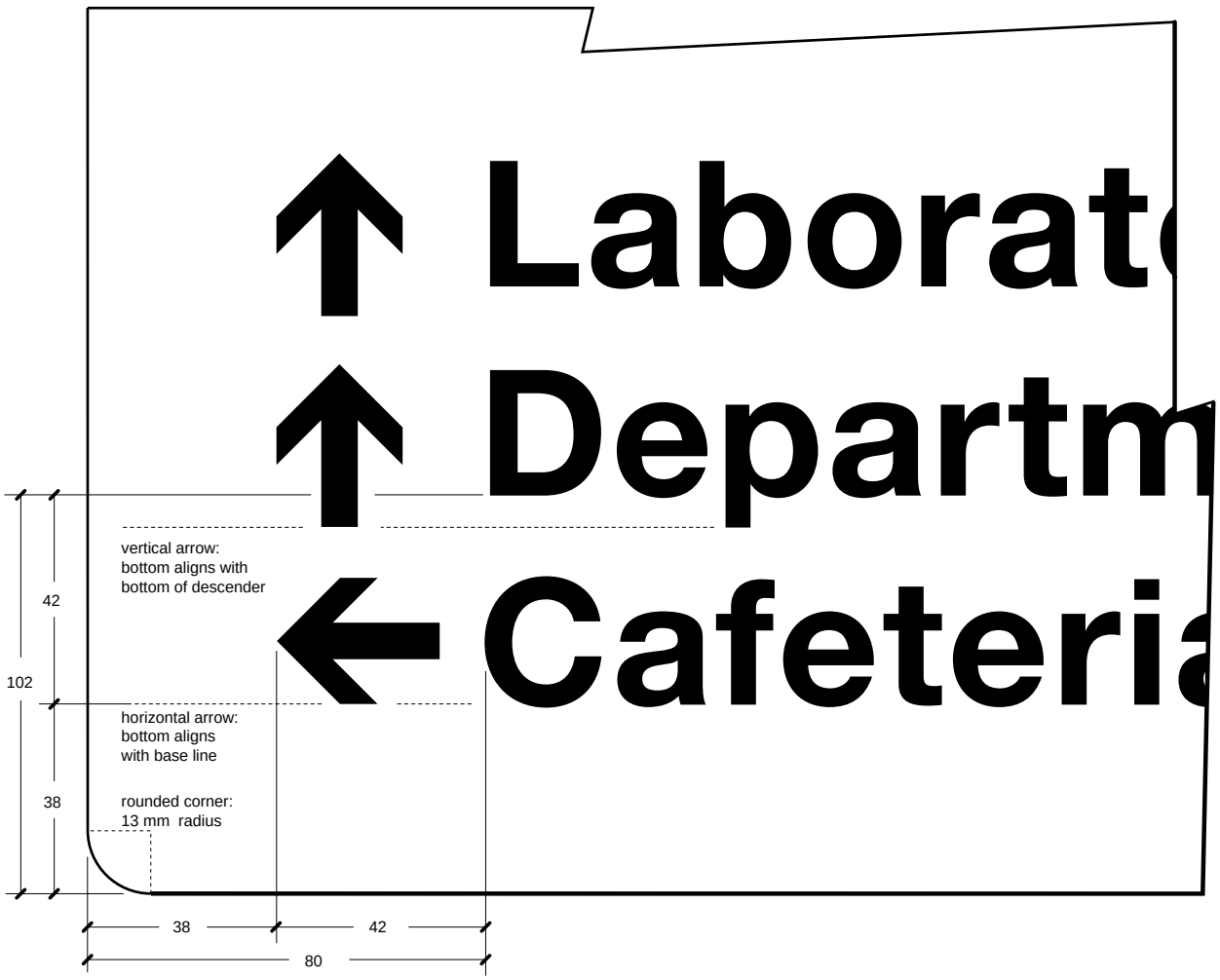
example 1

150 x150 wall surface mounted, identification sign



Margin spacing (continued)

example 2
suspended directional sign



all measurements in millimetres (mm) except where noted

Identification signs

Room identification

All doors in a building are marked or signed for identification and maintenance purposes.

Installation

Room signs are installed on the basis of location priority:

1. on the wall adjacent to the door swing opening
2. on the wall adjacent to the door hinges
3. on the door face

The method of fastening signs to the wall varies depending on the wall surface. Examples:

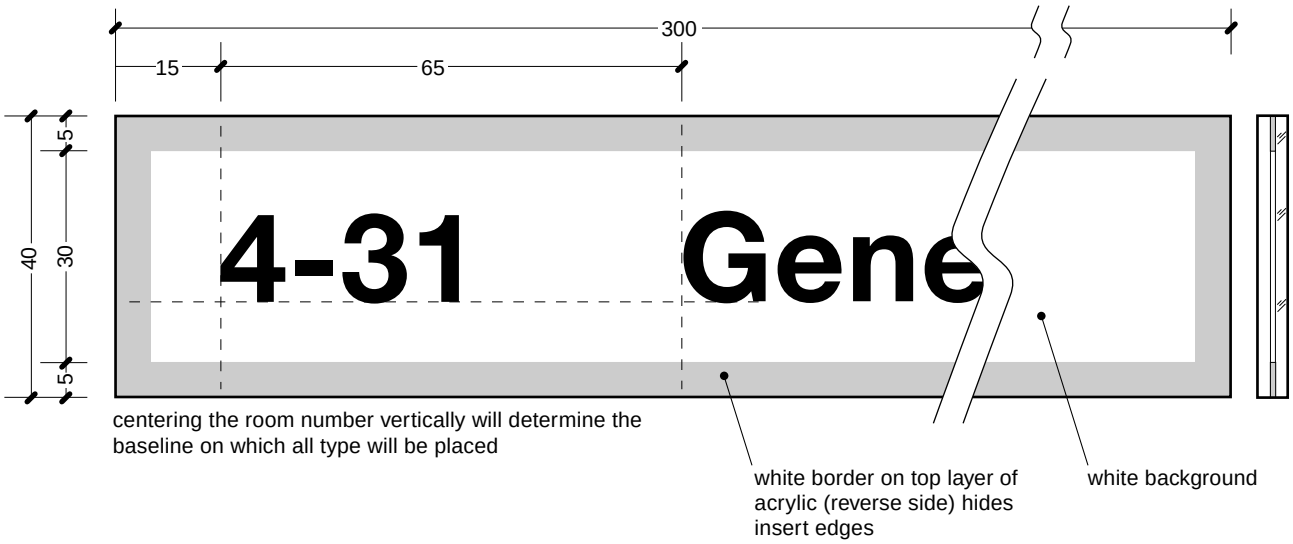
- smooth surfaces: double sided tape
- drywall and rough surfaces (i.e.brick): back plate attached with screws, sign applied with double sided tape.

Type is to be upper and lower case. Under no circumstances shall ALL CAPS be used.

Only initials and surnames are to be used. Titles such as Mr., Mrs., Dr. etc. are not permitted.

All typography shall strictly follow specifications outlined herein.

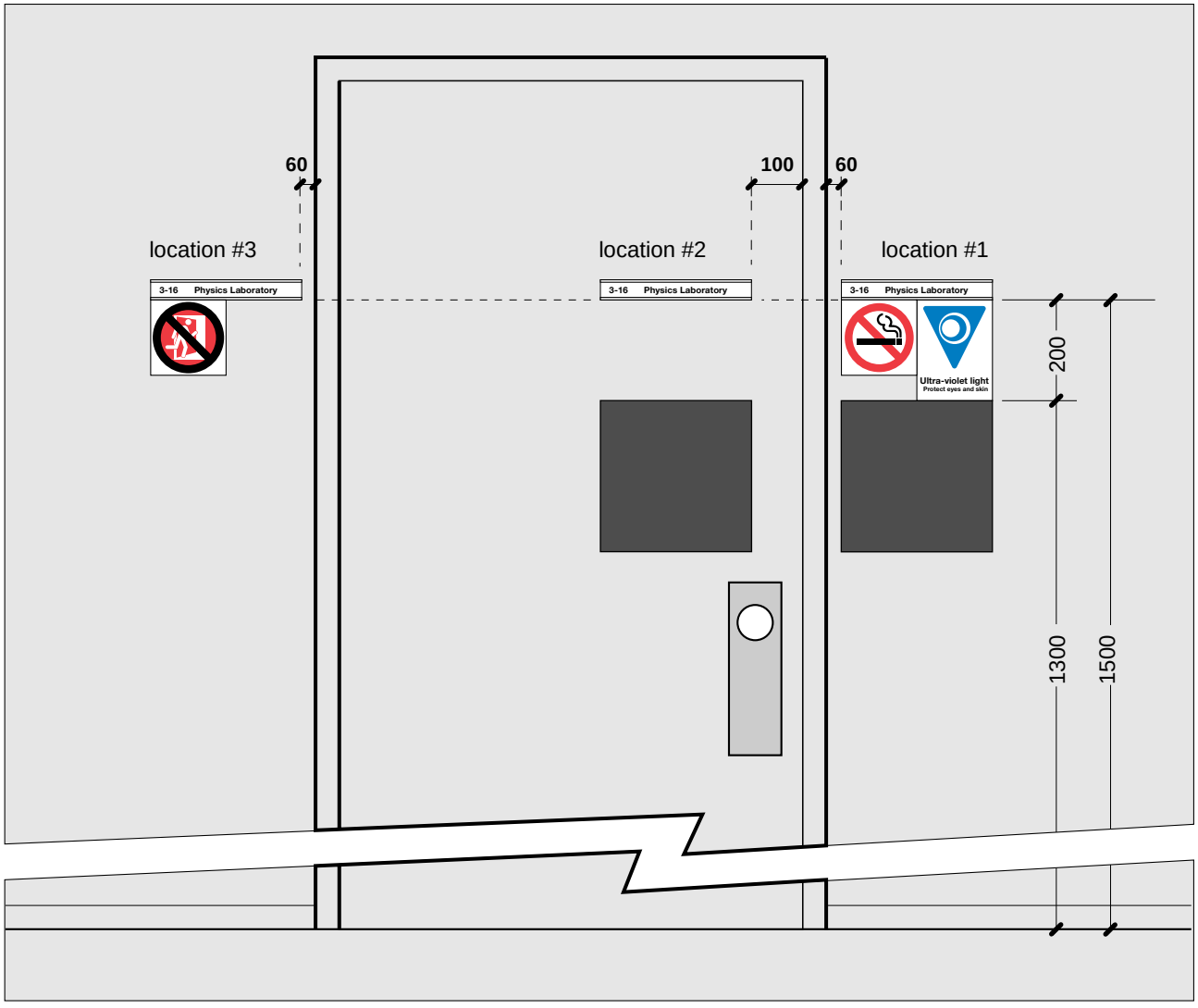
interior identification	sign number	sign
		room sign- single insert module



centering the room number vertically will determine the baseline on which all type will be placed

white border on top layer of acrylic (reverse side) hides insert edges

white background



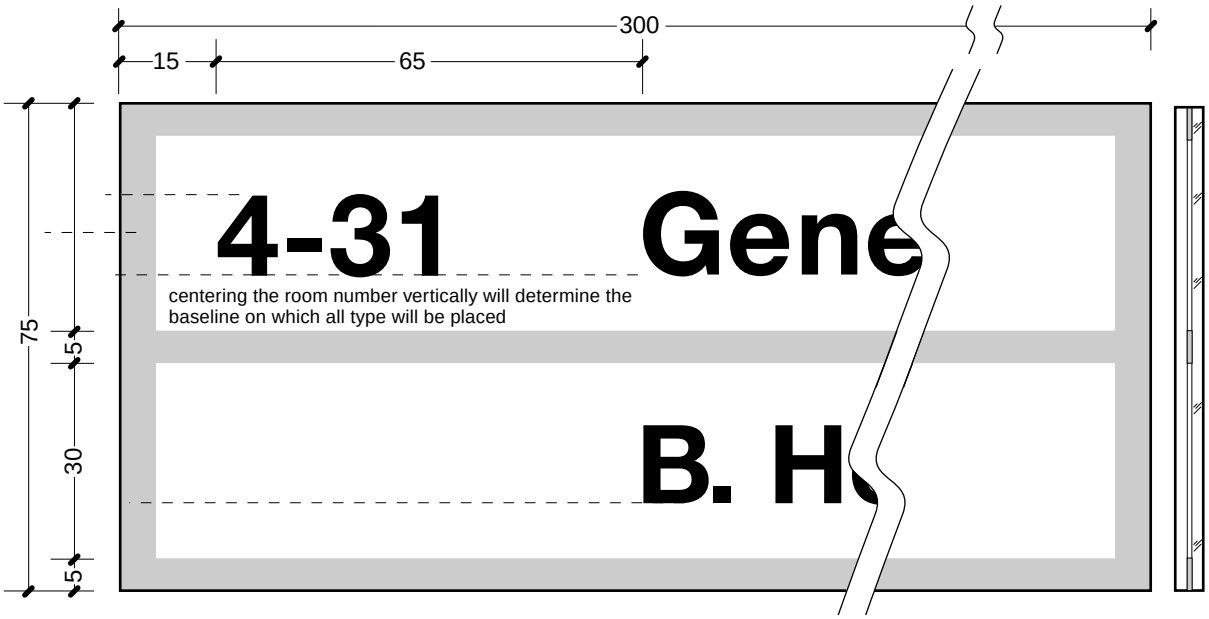
Note: possible position of room sign, tackboard and accompanying signs (ranked by preferred location); one location only per door

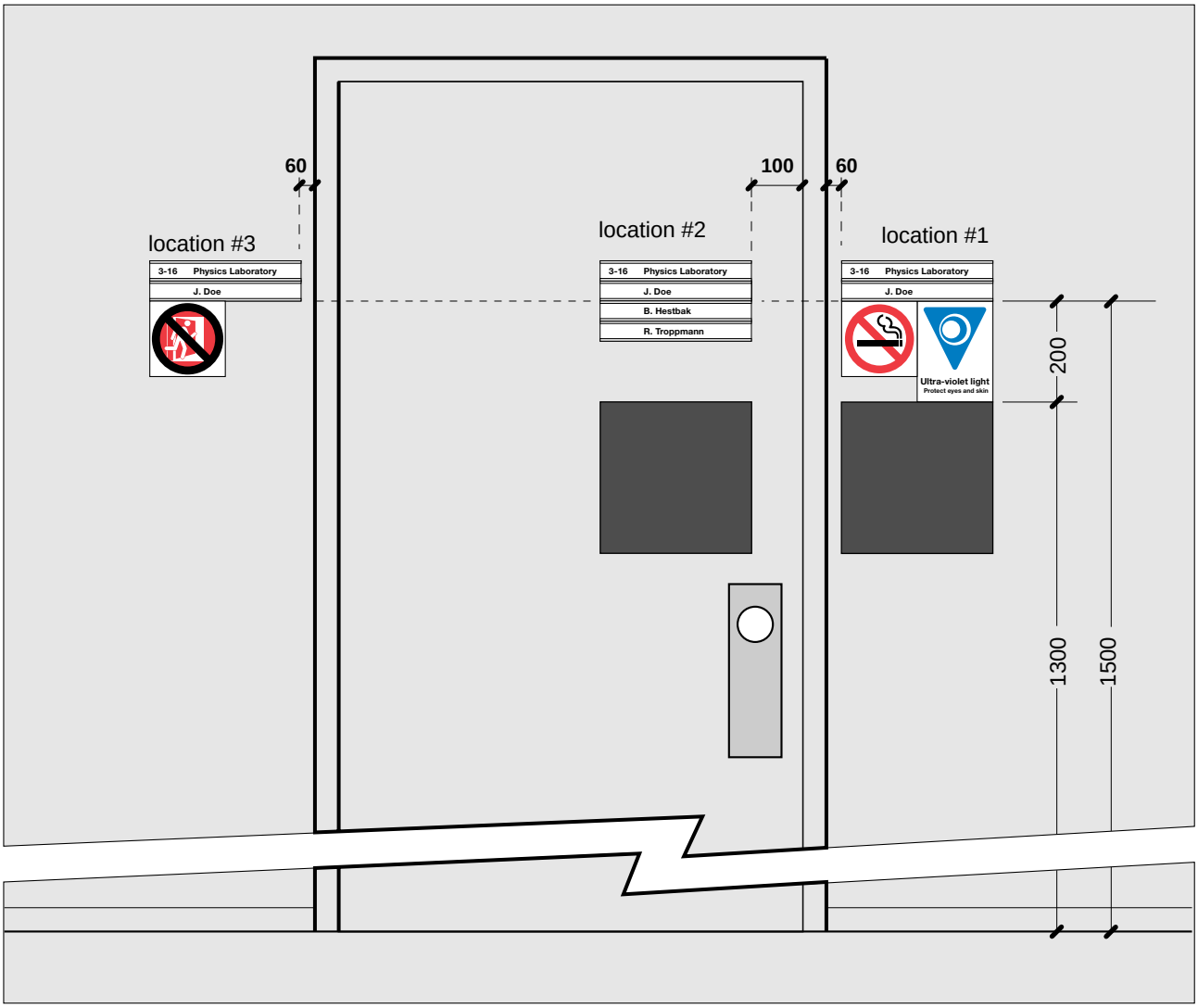
all measurements are in millimetres (mm) except where noted

interior identification	sign number	sign
		room sign - single insert module

sign type	**specification reference**	room sign
function		identifies a room by displaying one or all of the following: 1. room number 2. room use 3. room occupants
description	**general**	plexiglass holder into which signs can be inserted one end sealed, the other end open to allow insertion of material
	size	40 mm x 300 mm
	materials	holder: semi–matte cast acrylic, scratch resistant insert: see page 3.7
	colour/finish	back layer: opaque white front layer: transparent with white border
copy	**method**	type on transparent film (see inserts, page 3.7, for further details)
	size	50 pt Helvetica Bold
	general	all type is set flush left, upper and lower case under no circumstances shall type be set as ALL CAPS Helvetica Condensed may be used for long names using computer condensed versions of Helvetica is prohibited for extremely long names, the type size may be reduced
location	**general**	mounted onto backplate or surface with double sided tape
	position	see diagram on page 3.3
	installation	Physical Plant

interior identification	sign number	sign
		room sign - double insert module





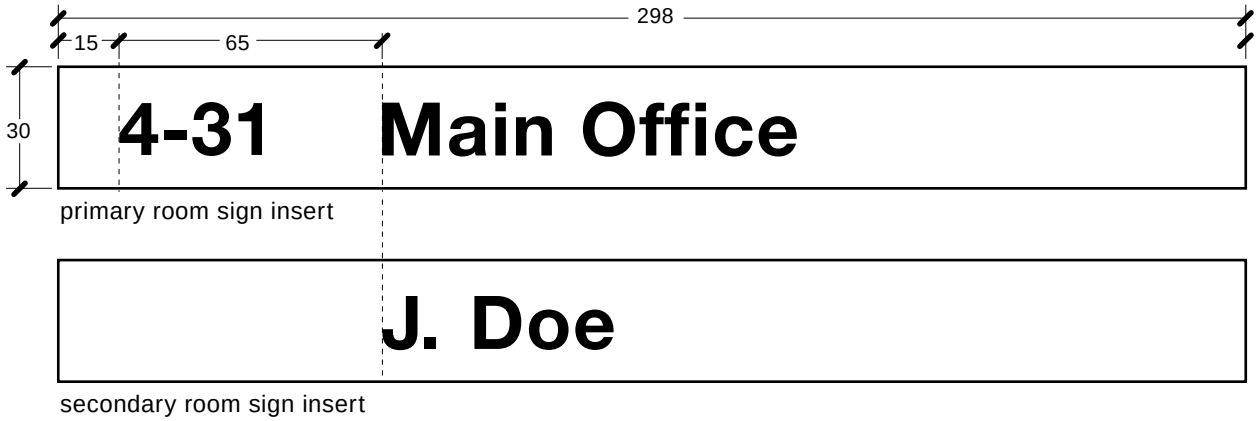
Note: possible position of room sign, tackboard and accompanying signs (ranked by preferred location); one location only per door

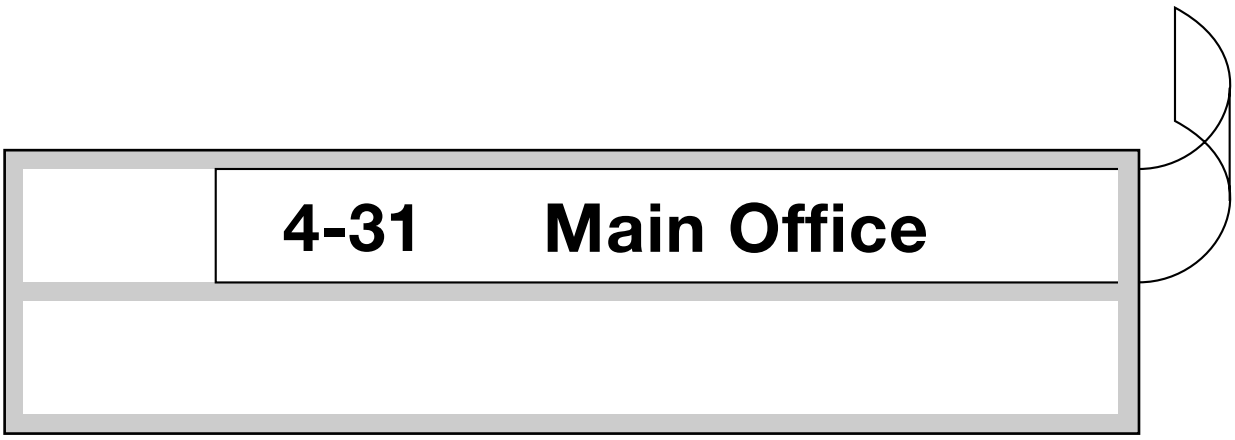
all measurements are in millimetres (mm) except where noted

interior identification	sign number	sign
		room sign - double insert module

sign type	**specification reference**	room sign
function		identifies a room by displaying one or all of the following: 1. room number 2. room use 3. room occupants
description	**general**	plexiglass holder into which signs can be inserted one end sealed, the other end open to allow insertion of material
	size	40 mm x 300 mm
	materials	holder: semi-matte cast acrylic insert: see page 3.7
	colour/finish	back layer: opaque white front layer: transparent with white border
copy	**method**	type on transparent film (see inserts, page 3.7, for further details)
	size	50 pt Helvetica Bold
	general	all type is set flush left, upper and lower case under no circumstances shall type be set as ALL CAPS using computer condensed versions of Helvetica is prohibited for extremely long names, the type size may be reduced
location	**general**	mounted onto backplate or surface with double sided tape
	position	see diagram on page 3.5
	installation	Physical Plant

interior identification	sign number	sign
		room sign inserts



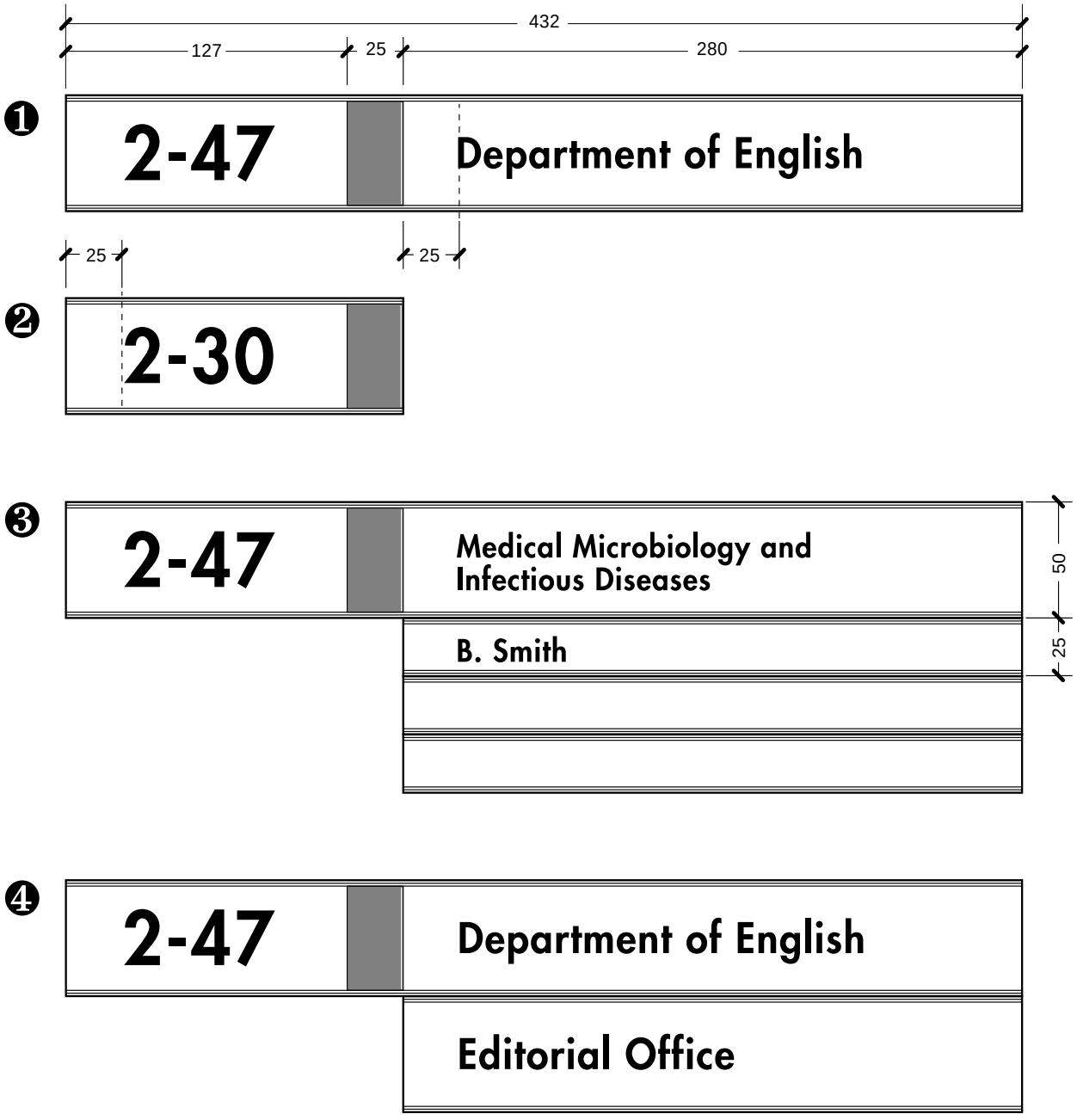


all measurements are in millimetres (mm) except where noted

interior identification	sign number	sign
		room sign inserts

sign type	**specification reference**	interior identification room sign
function		an insert contains the room sign copy the use of inserts into a window sign (as described on pages 3.3 to 3.6) has these advantages: - quality typesetting - variety of materials and methods acceptable - ease of updating - low cost of updating
description	**size**	30 mm x 298 mm
	materials	option 1: computer typeset, output to high resolution imagesetter onto clear film option 2: vinyl adhesive type applied to clear film option 3: transparency from high resolution laser prints (enhanced 300 dpi or better)
	colour/finish	black type transparent background
copy	**method**	computer typeset, materials optional
	size	50 point Helvetica Bold, upper and lower case
	general	fabrication by a qualified professional all type is to be set flush left, upper and lower case Helvetica Condensed can be used to accommodate long names under no circumstances shall type be set as ALL CAPS using computer condensed versions of Helvetica is prohibited for extremely long names, the type size may be reduced
location	**general**	inserts into room signs (see pp. 3.3 to 3.6)
	position	position 1620 mm from top of sign to floor
	fabrication and installation	Physical Plant

interior identification	sign number	sign
		room sign - plastic, engraved



all measurements are in millimetres (mm) except where noted

interior identification	sign number	sign
		room sign - plastic, engraved

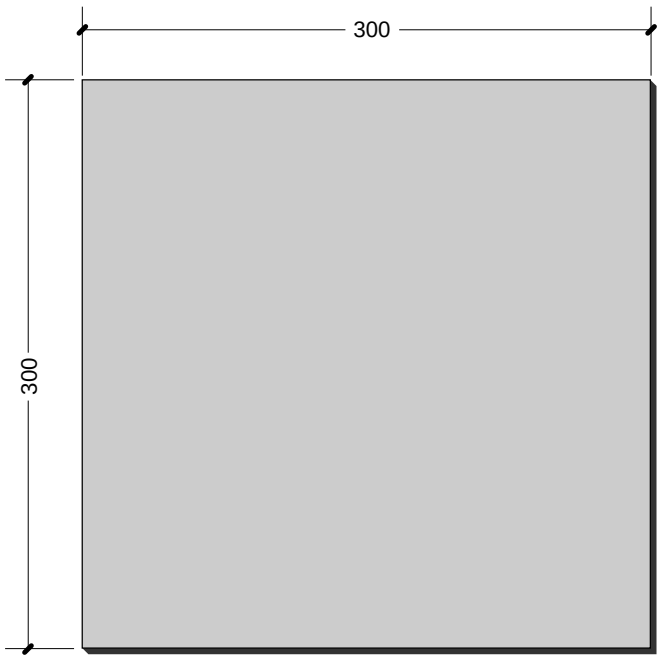
sign type	**specification reference**	room sign - engraved plastic plates inserted into suface mounted plastic extrusion
function		identifies a room by displaying one or all of the following: 1. Room number 2. Room use 3. Room occupants Several types of room signs exist on campus: window insert (see page 3.3), plastic engraved, metal-embossed and hand painted. The window insert system is the most recent version of room signs and is being implemented in all new and upgrade building projects. The majority of University buildings use plastic engraved room signs ∂ 50 mm room number and name ∑ 50 mm room number only ∏ 50 mm room number and name with additional 25 mm name plates π 50 mm room number and name with additional 50 mm name plates
description	**size**	50 mm x 432 mm
	materials	custom made plastic extrusion holder plastic engraved PVC sign plates
	colour/finish	black letters on white background black extrusion holder 25 mm color chip to match existing scheme
copy	**method**	engraved sign plates
	size	see illustration (indicated as cap-height): ∂ Number: 22 mm Name: 13 mm ∑ Number: 22 mm ∏ Number: 22 mm Name: 10 mm π Number: 22 mm Name: 13 mm
	style	Futura Medium
	general	all copy to be set flush left, upper and lower case under no circumstances shall ALL CAPS be used initials and surnames only copy begins 25 mm from edge of plate
location	**general**	extrusion holder mounted to wall with screws or double sided tape plates slide into holder and are held in place with double sided tape
	position	tape1620 mm from top of sign to floor, tackboards mounted below
	fabrication and installation	Physical Plant

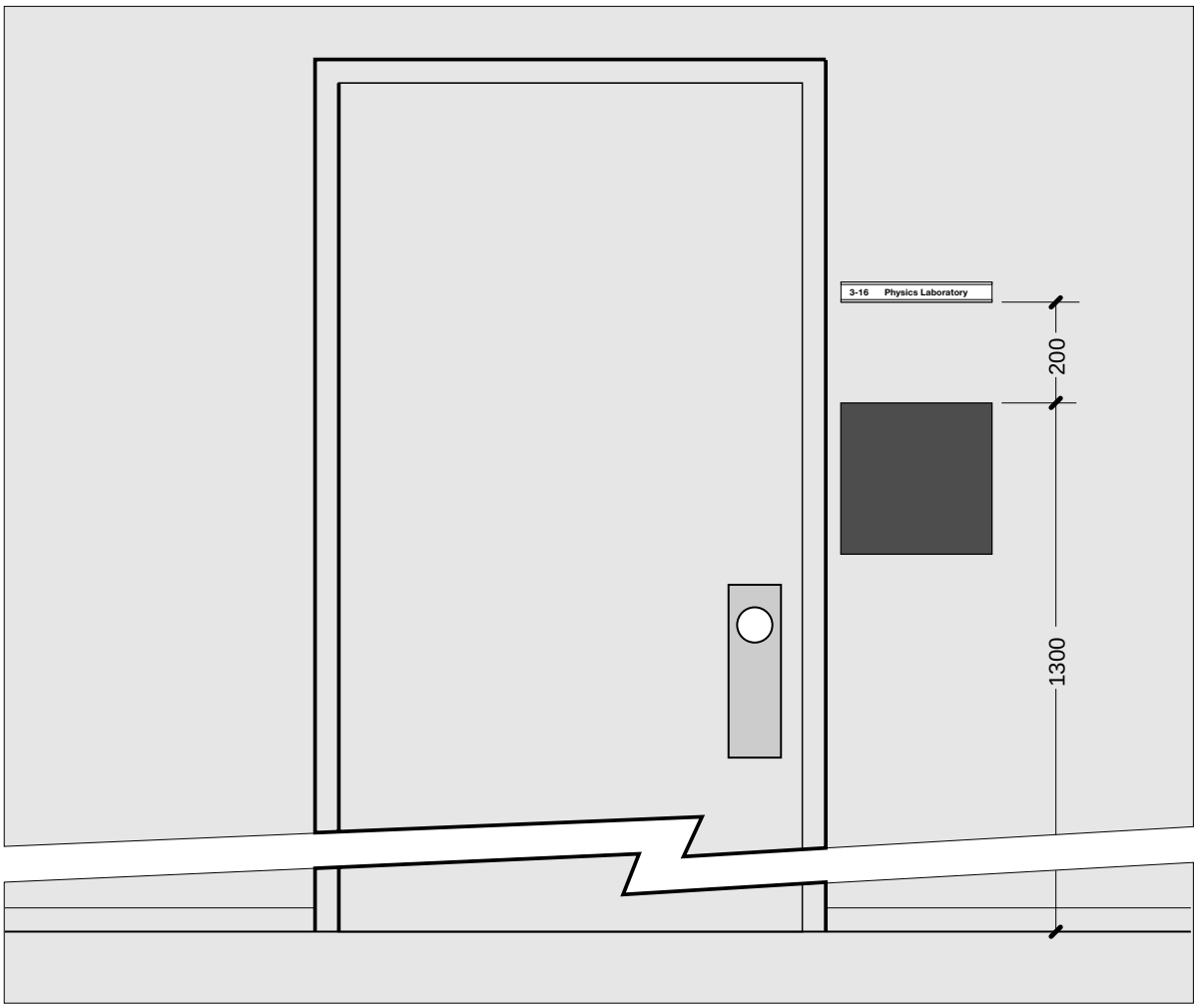
interior identification

sign number

sign

room sign tack boards





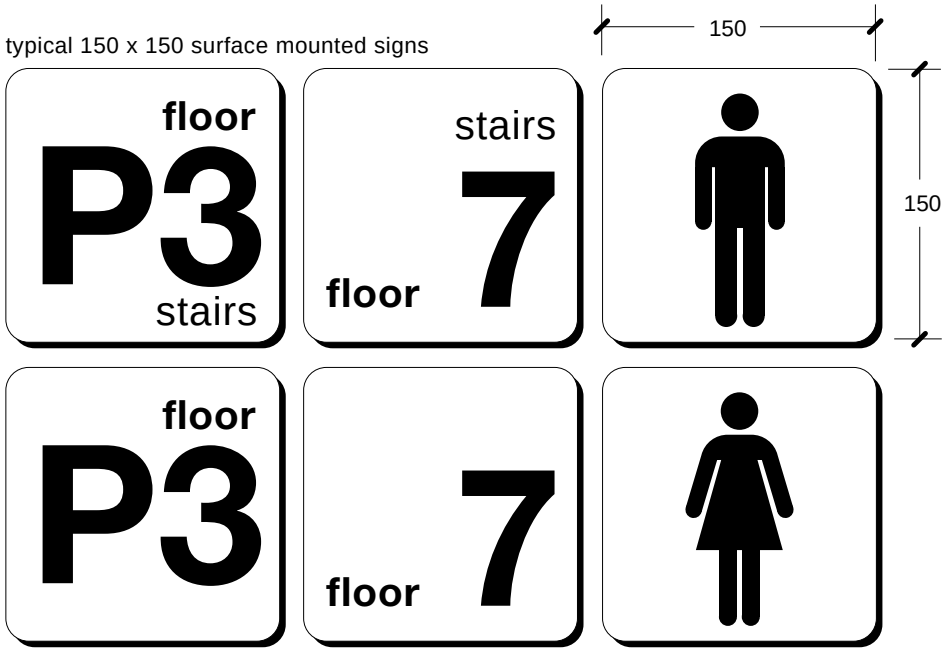
all measurements are in millimetres (mm) except where noted

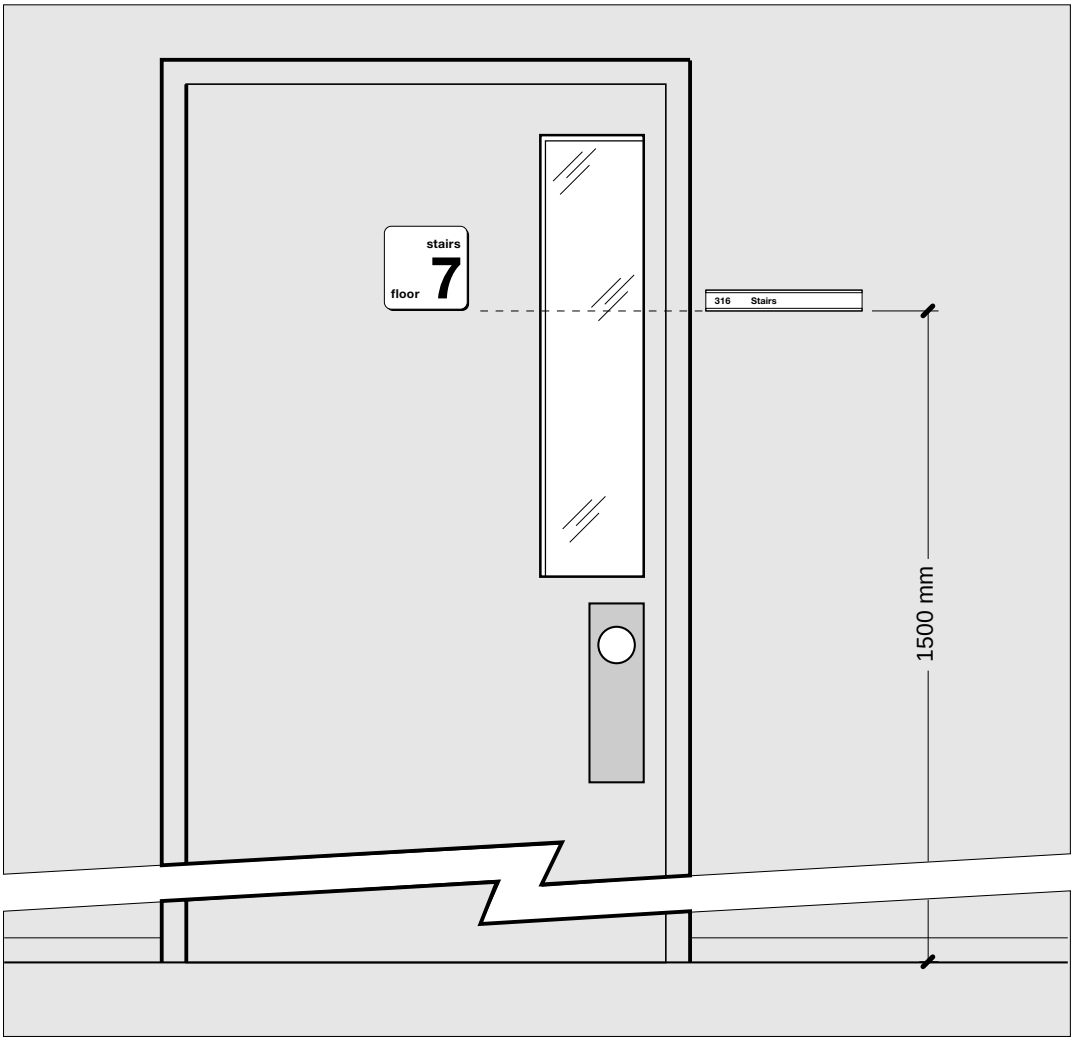
interior identification	sign number	sign
		room sign tack boards

sign type	**specification reference**	interior identification room sign
function		to provide room occupant with space to post and receive messages without marring door surfaces with tape and other adhesives
description	**size**	75 mm x 300 mm
	materials	base: 5 mm natural cork mounted on 5 mm hardwood fabric covering: Victor Woolens, E-84 Series
	colour/finish	fabric covered colour may vary depending on building interior self-edged
location	**general**	mounted to surface using double sided tape
	position	see diagram on page 3.11 position varies depending on accompanying signs
	installation	Physical Plant

interior identification	sign number	sign
		150 x 150 surface mounted

typical 150 x 150 surface mounted signs





all measurements are in millimetres (mm) except where noted

interior identification	sign number	sign
		150 x 150 surface mounted

sign type	**specification reference**	interior surface mounted identification sign
function		identifies a room or type of space
description	**size**	150 mm x 150 mm
	materials	6 mm white opaque acrylic panel with 15 mm radius corners. adhesive vinyl type
	colour/finish	sign and type should have a matte finish white sign black type
copy	**method**	vinyl lettering with adhesive back
	size	15 mm Helvetica Bold, upper and lower case
	graphics	male, female and handicapped pictograms
	general	see Typography guidelines for detailed type specifications fabrication by a qualified professional
location	**general**	mounted to surface or backplate with double sided tape
	position	see diagram on page 3.13
	installation	Physical Plant

Directional signs

Installation

Directional signs can be implemented in two ways:

- suspended
  - one type size used
  - standard sizes established
- surface mounted
  - sign layout at the discretion of the sign designer
  - type size optional (see standardized type sizes in typography guidelines)
  - standard sign sizes established

Sequence of entries

The following sequence determines the rank of the entries on a directional sign from bottom to top of the sign:

1. left or right arrows (longest line first)
2. diagonal arrows (longest line first)
3. ahead arrows (longest line first)

All left arrows are to be placed on the left side of board and all right arrow lines on the right side.

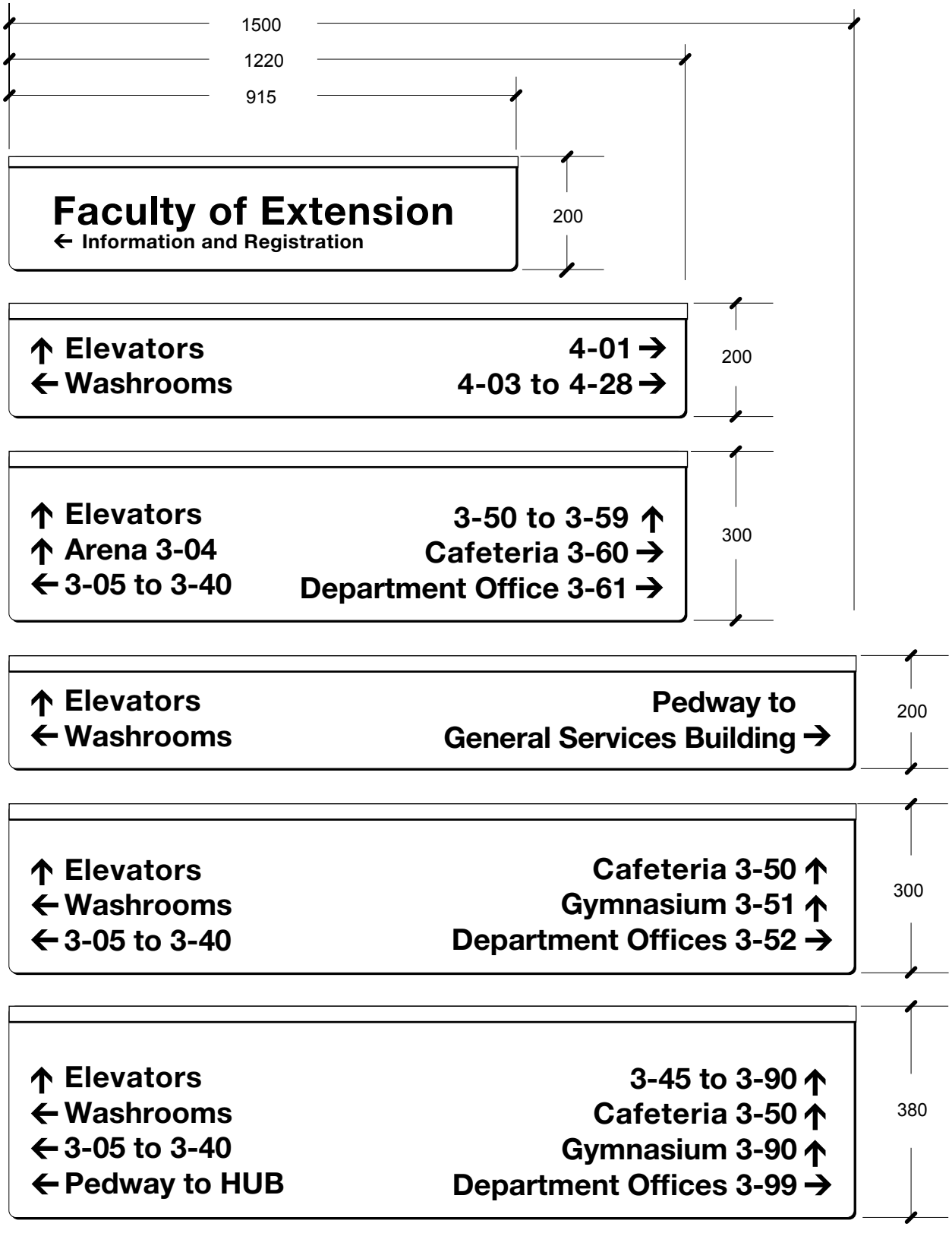
Ahead arrows are placed on the side that the eventual direction of travel will be, with one exception; if only one direction (left or right) is indicated, all ahead entries are to be stacked on that side, space permitting.

number of line entries for suspended directional signs

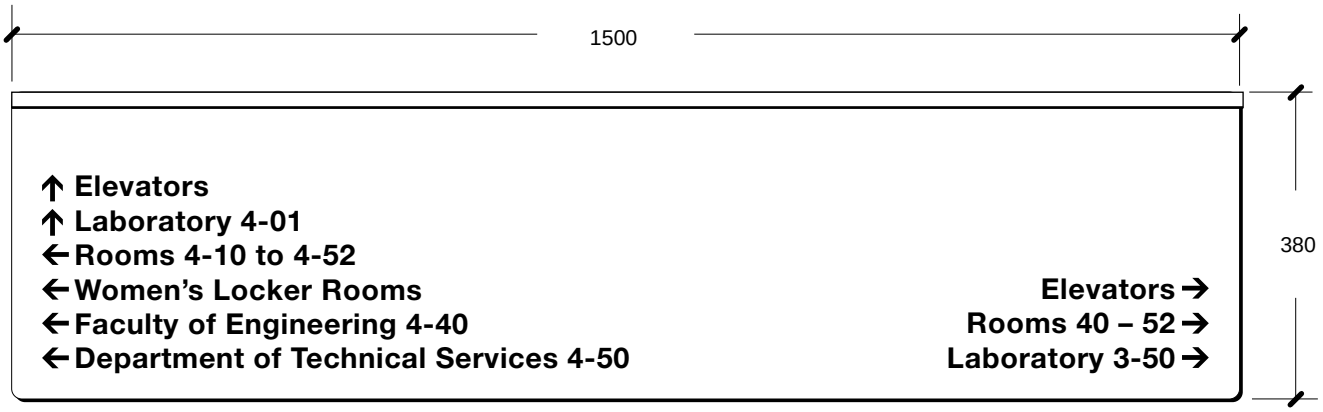
sign size will determine how many lines can be stacked on one side

sign size (mm)	number of lines
200 x 915	1 – 2 lines
200 x 1200	1 – 2 lines
300 x 1200	3 – 5 lines
200 x 1500	1 – 2 lines
300 x 1500	3 – 5 lines
380 x 1500	5 – 6 lines

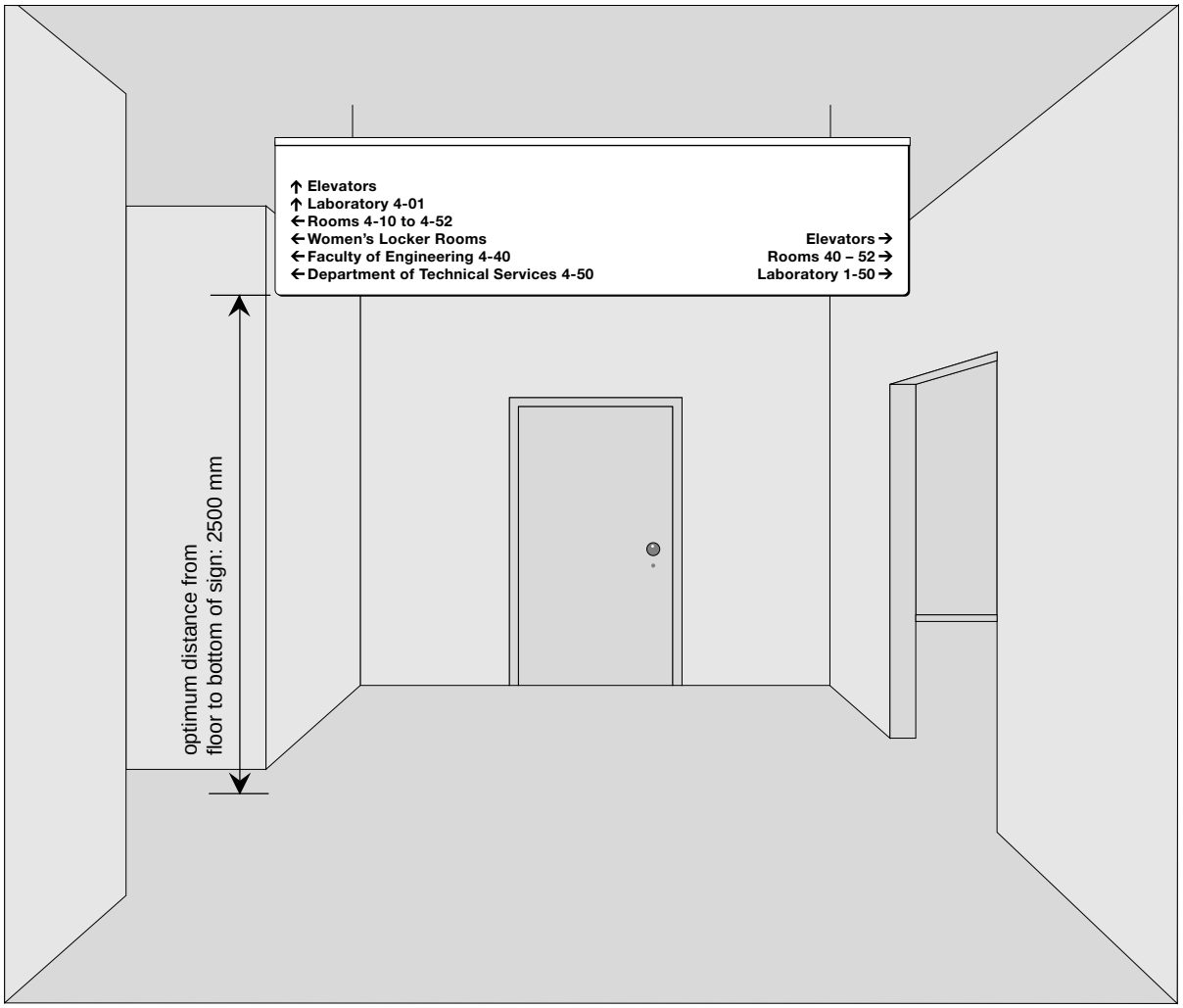
Suspended signs



interior directional	sign number	sign
		380 x 1500 suspended



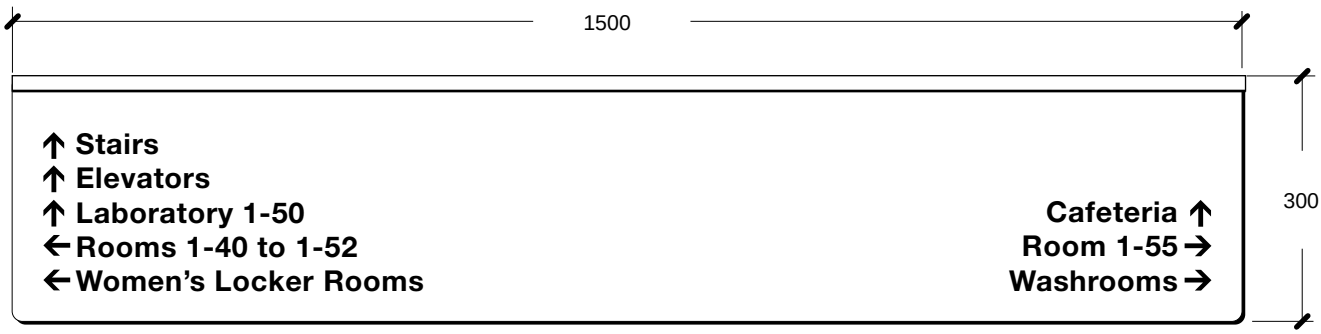
typical suspended directional sign



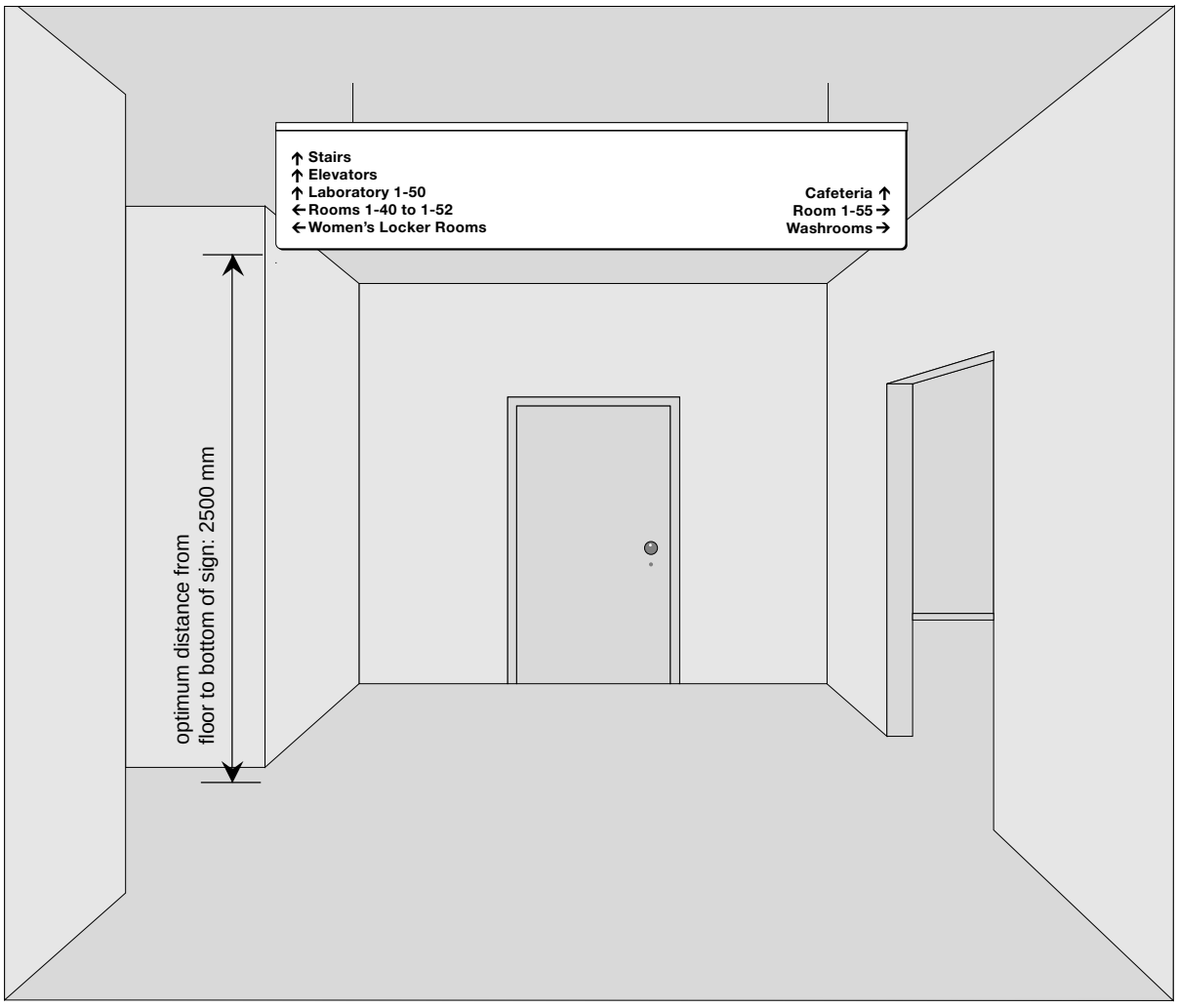
all measurements are in millimetres (mm) except where noted

interior directional	sign number	sign 380 x 1500 suspended
sign type	**specification reference**	interior suspended directional sign
function		located at critical points in a building to guide visitors, students, staff, and delivery personnel to locations within a building intended for first–time and infrequent users
description	**size**	380 mm x 1500 mm
	materials	10 mm white opaque panel bottom corners feature 15 mm radius corners vinyl type (adhesive back) aluminum mounting channel on top edge of each sign
	colour/finish	sign and type should have a matte finish white panel black lettering
copy	**method**	vinyl lettering with adhesive back
	size	25 mm Helvetica Bold, upper and lower case
	graphics	arrow: 25 mm
	general	see Typography guidelines for detailed type specifications fabrication by a qualified professional
location	**general**	suspended from ceiling with 12 gauge wire
	position	the optimum mounting is 100 mm from the ceiling considering a minimum of 2500 mm from the floor to the bottom of the sign
	installation	Physical Plant

interior directional	sign number	sign
		300 x 1500 suspended



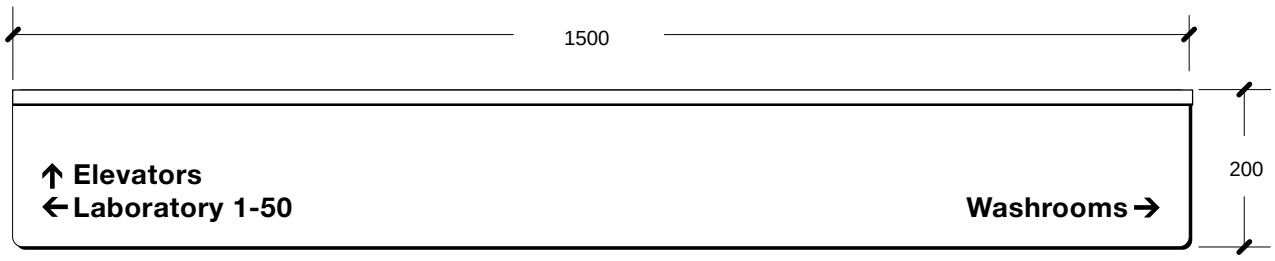
typical suspended directional sign



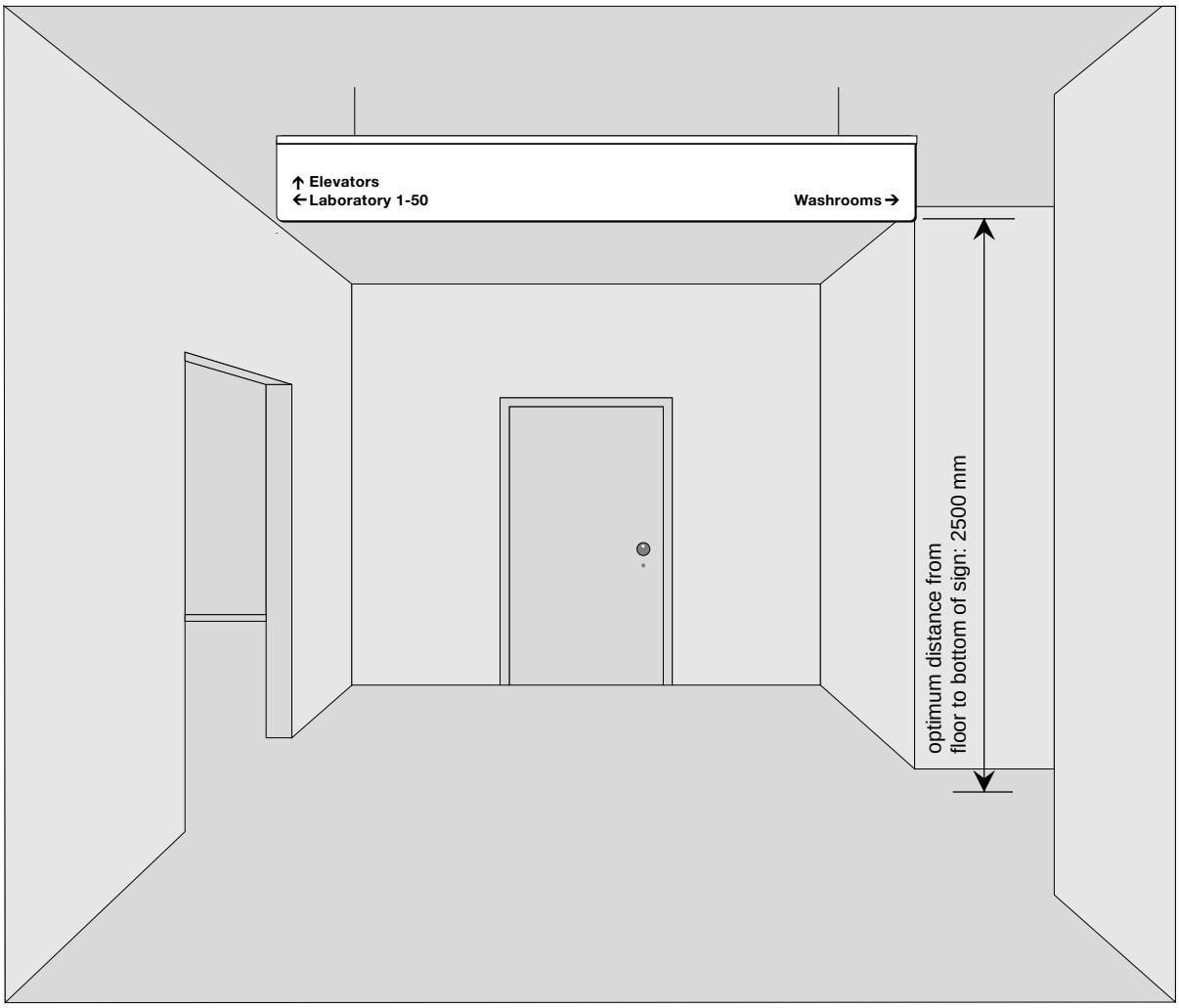
all measurements are in millimetres (mm) except where noted

interior directional	sign number	sign 300 x 1500 suspended
sign type	**specification reference**	interior suspended directional sign
function		located at critical points in a building to guide visitors, students, staff, and delivery personnel to locations within a building intended for first–time and infrequent users
description	**size**	300 mm x 1500 mm
	materials	10 mm white opaque panel bottom corners feature 15 mm radius corners vinyl type (adhesive back) aluminum mounting channel on top edge of each sign
	colour/finish	sign and type should have a matte finish white panel black lettering
copy	**method**	vinyl lettering with adhesive back
	size	25 mm Helvetica Bold, upper and lower case
	graphics	arrow: 25 mm
	general	see Typography guidelines for detailed type specifications fabrication by a qualified professional
location	**general**	suspended from ceiling with 12 gauge wire
	position	the optimum mounting is 100 mm from the ceiling considering a minimum of 2500 mm from the floor to the bottom of the sign
	installation	Physical Plant

interior directional	sign number	sign
		200 x 1500 suspended



typical suspended directional sign

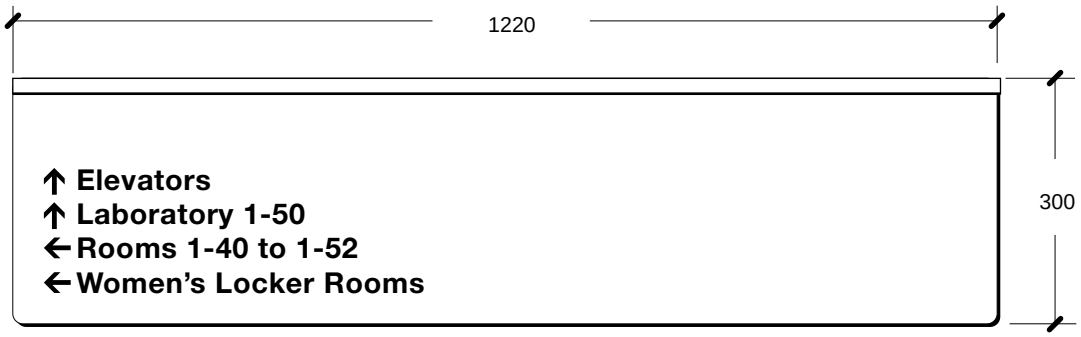


all measurements are in millimetres (mm) except where noted

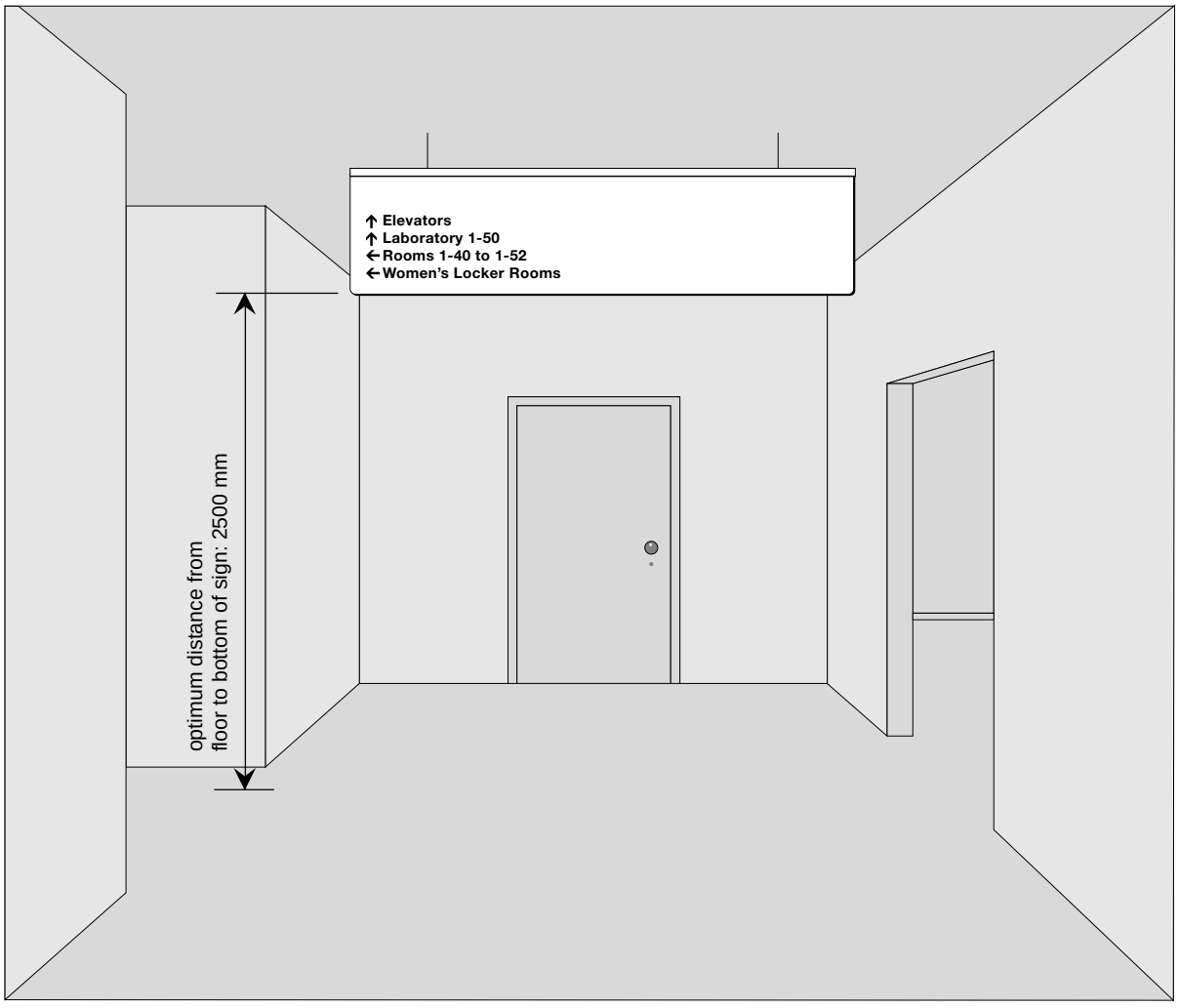
interior directional	sign number	sign
		200 x 1500 suspended

sign type	**specification reference**	interior suspended directional sign
function		located at critical points in a building to guide visitors, students, staff, and delivery personnel to locations within a building intended for first–time and infrequent users
description	**size**	200 mm x 1500 mm
	materials	10 mm white opaque panel bottom corners feature 15 mm radius corners vinyl type (adhesive back) aluminum mounting channel on top edge of each sign
	colour/finish	sign and type should have a matte finish white panel black lettering
copy	**method**	vinyl lettering with adhesive back
	size	25 mm Helvetica Bold, upper and lower case
	graphics	arrow: 25 mm
	general	see Typography guidelines for detailed type specifications fabrication by a qualified professional
location	**general**	suspended from ceiling with 12 gauge wire
	position	the optimum mounting is 100 mm from the ceiling considering a minimum of 2500 mm from the floor to the bottom of the sign
	installation	Physical Plant

interior directional	sign number	sign
		300 x 1220 suspended



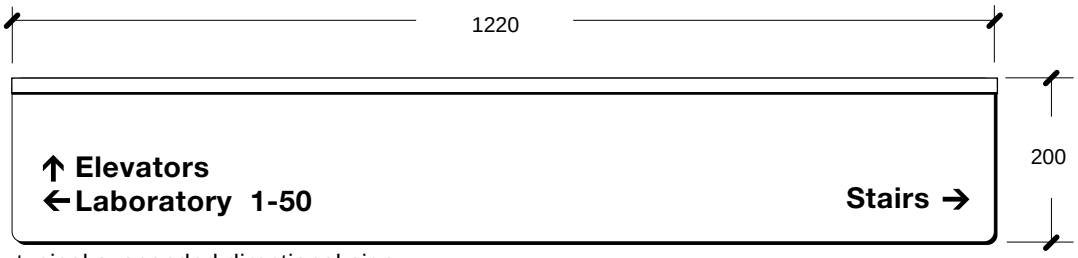
typical suspended directional sign



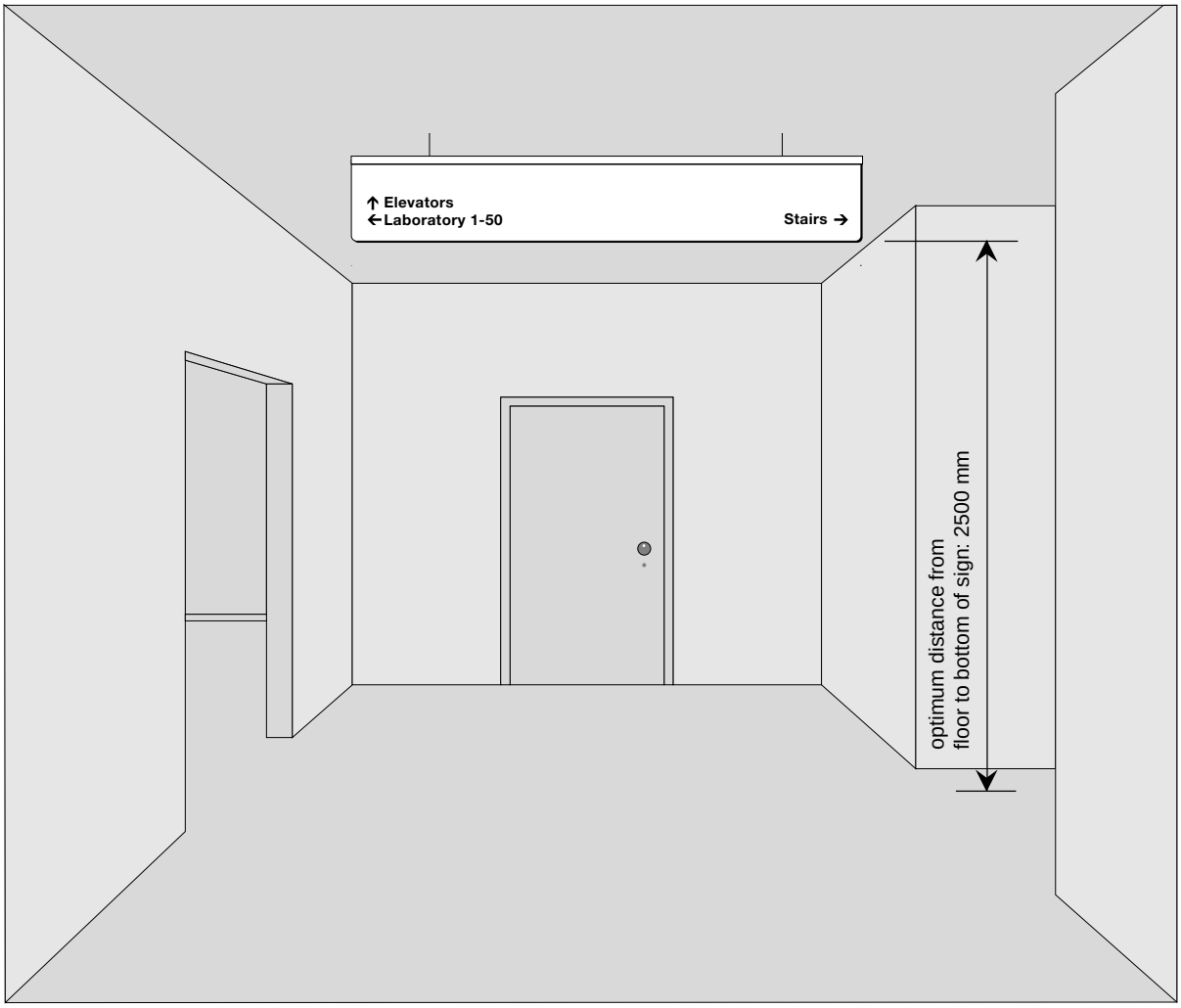
all measurements are in millimetres (mm) except where noted

interior directional	sign number	sign 300 x 1220 suspended
sign type	**specification reference**	interior suspended directional sign
function		located at critical points in a building to guide visitors, students, staff, and delivery personnel to locations within a building intended for first–time and infrequent users
description	**size**	300 mm x 1220 mm
	materials	10 mm white opaque panel bottom corners feature 15 mm radius corners vinyl type (adhesive back) aluminum mounting channel on top edge of each sign
	colour/finish	sign and type should have a matte finish white panel black lettering
copy	**method**	vinyl lettering with adhesive back
	size	25 mm Helvetica Bold, upper and lower case
	graphics	arrow: 25 mm
	general	see Typography guidelines for detailed type specifications fabrication by a qualified professional
location	**general**	suspended from ceiling with 12 gauge wire
	position	the optimum mounting is 100 mm from the ceiling considering a minimum of 2500 mm from the floor to the bottom of the sign
	installation	Physical Plant

interior directional	sign number	sign
		200 x 1220 suspended



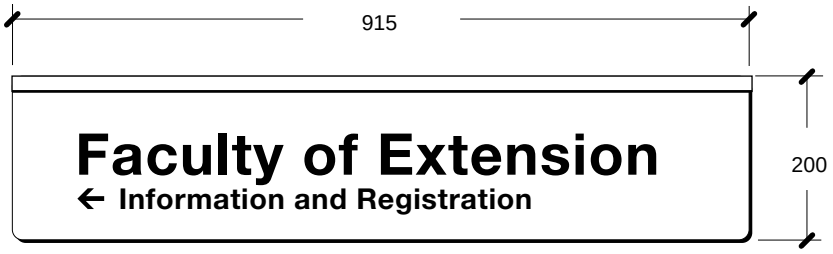
typical suspended directional sign



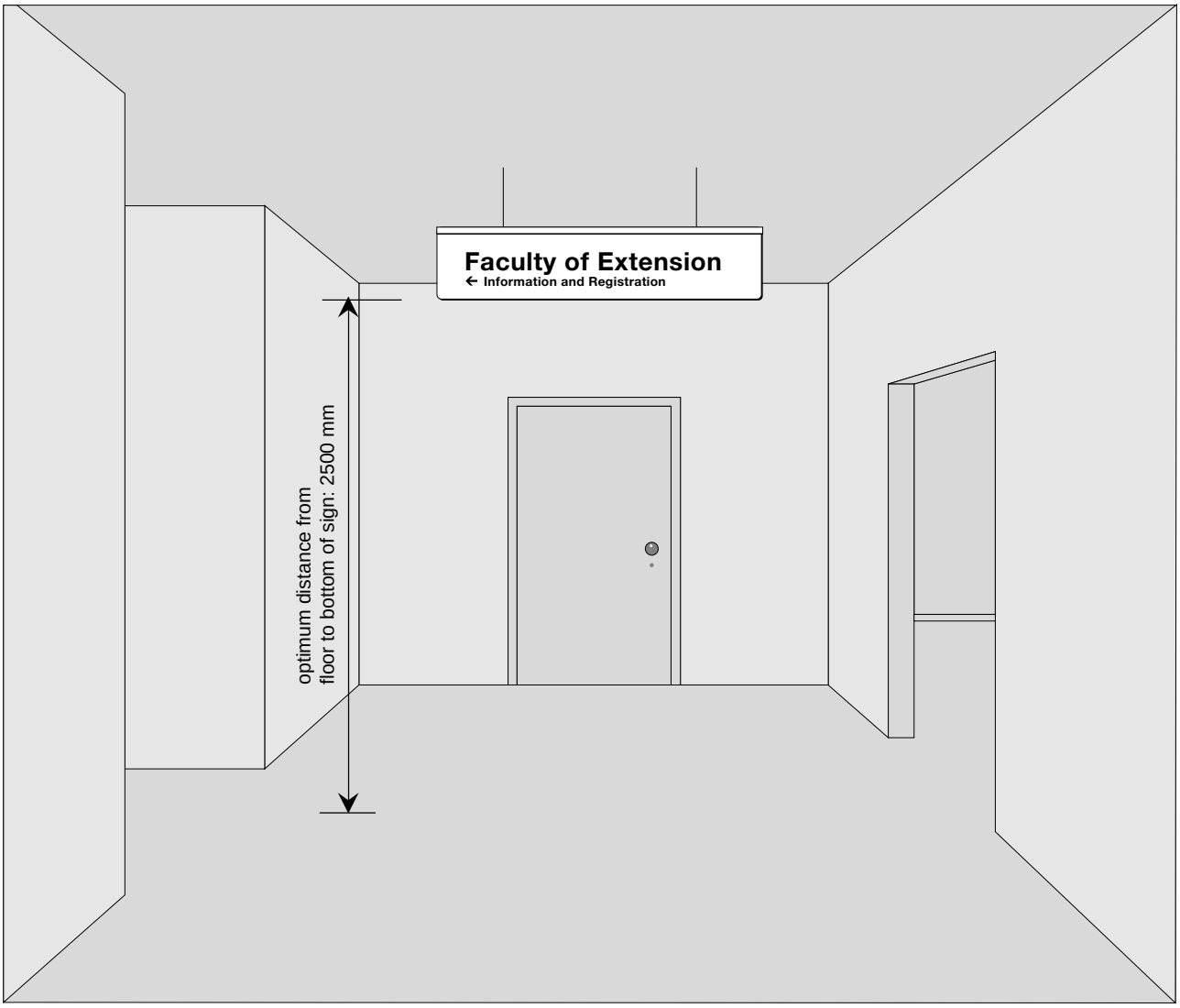
all measurements are in millimetres (mm) except where noted

interior directional	sign number	sign 200 x 1220 suspended
sign type	**specification reference**	interior suspended directional sign
function		located at critical points in a building to guide visitors, students, staff, and delivery personnel to locations within a building intended for first–time and infrequent users
description	**size**	200 mm x 1220 mm
	materials	10 mm white opaque panel bottom corners feature 15 mm radius corners vinyl type (adhesive back) aluminum mounting channel on top edge of each sign
	colour/finish	sign and type should have a matte finish white panel black lettering
copy	**method**	vinyl lettering with adhesive back
	size	25 mm Helvetica Bold, upper and lower case
	graphics	arrow: 25 mm
	general	see Typography guidelines for detailed type specifications fabrication by a qualified professional
location	**general**	suspended from ceiling with 12 gauge wire
	position	the optimum mounting is 100 mm from the ceiling considering a minimum of 2500 mm from the floor to the bottom of the sign
	installation	Physical Plant

interior directional	sign number	sign
		200 x 915 suspended



this sign may be suspended or surface mounted and can utilize various type sizes (as illustrated here) and layouts to suit a given signage problem

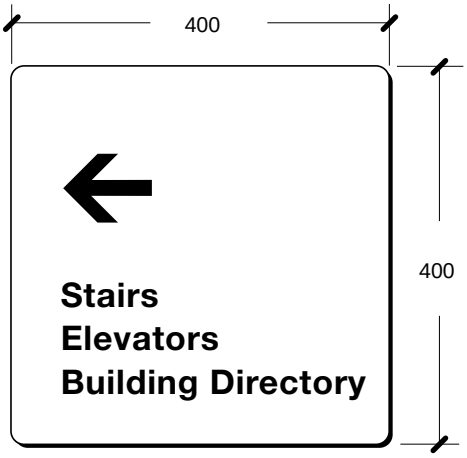


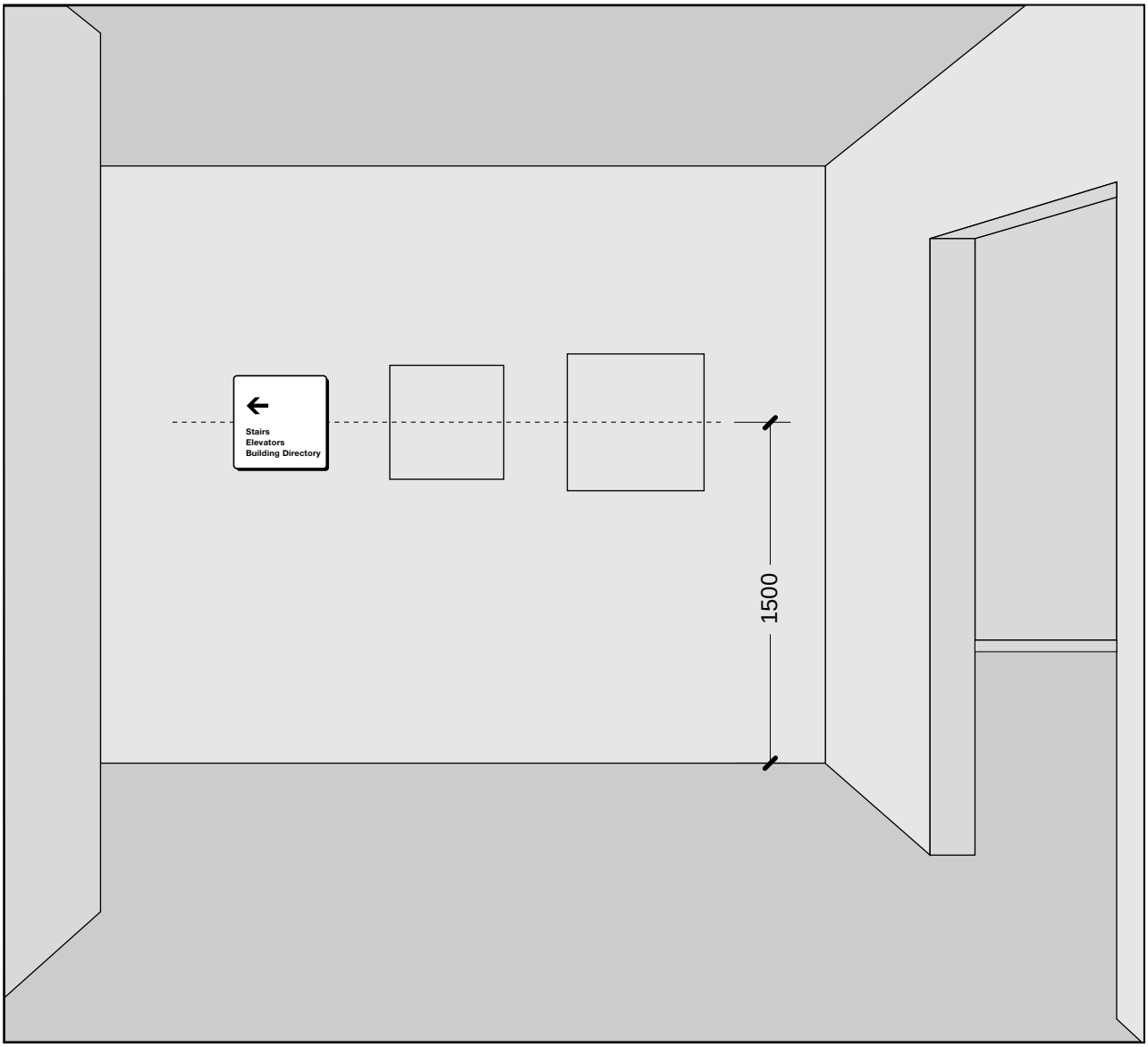
all measurements are in millimetres (mm) except where noted

interior directional	sign number	sign
		200 x 915 suspended

sign type	**specification reference**	interior suspended directional sign
function		located at critical points in a building to guide visitors, students, staff, and delivery personnel to locations within a building intended for first–time and infrequent users
description	**size**	200 mm x 915 mm
	materials	10 mm white opaque panel bottom corners feature 15 mm radius corners vinyl type (adhesive back) aluminum mounting channel on top edge of each sign
	colour/finish	sign and type should have a matte finish white panel black lettering
copy	**method**	vinyl lettering with adhesive back
	size	25 mm Helvetica Bold, upper and lower case
	graphics	arrow: 25 mm
	general	see Typography guidelines for detailed type specifications fabrication by a qualified professional
location	**general**	suspended from ceiling with 12 gauge wire
	position	the optimum mounting is 100 mm from the ceiling considering a minimum of 2500 mm from the floor to the bottom of the sign
	installation	Physical Plant

interior directional	sign number	sign
		400 x 400 surface mounted



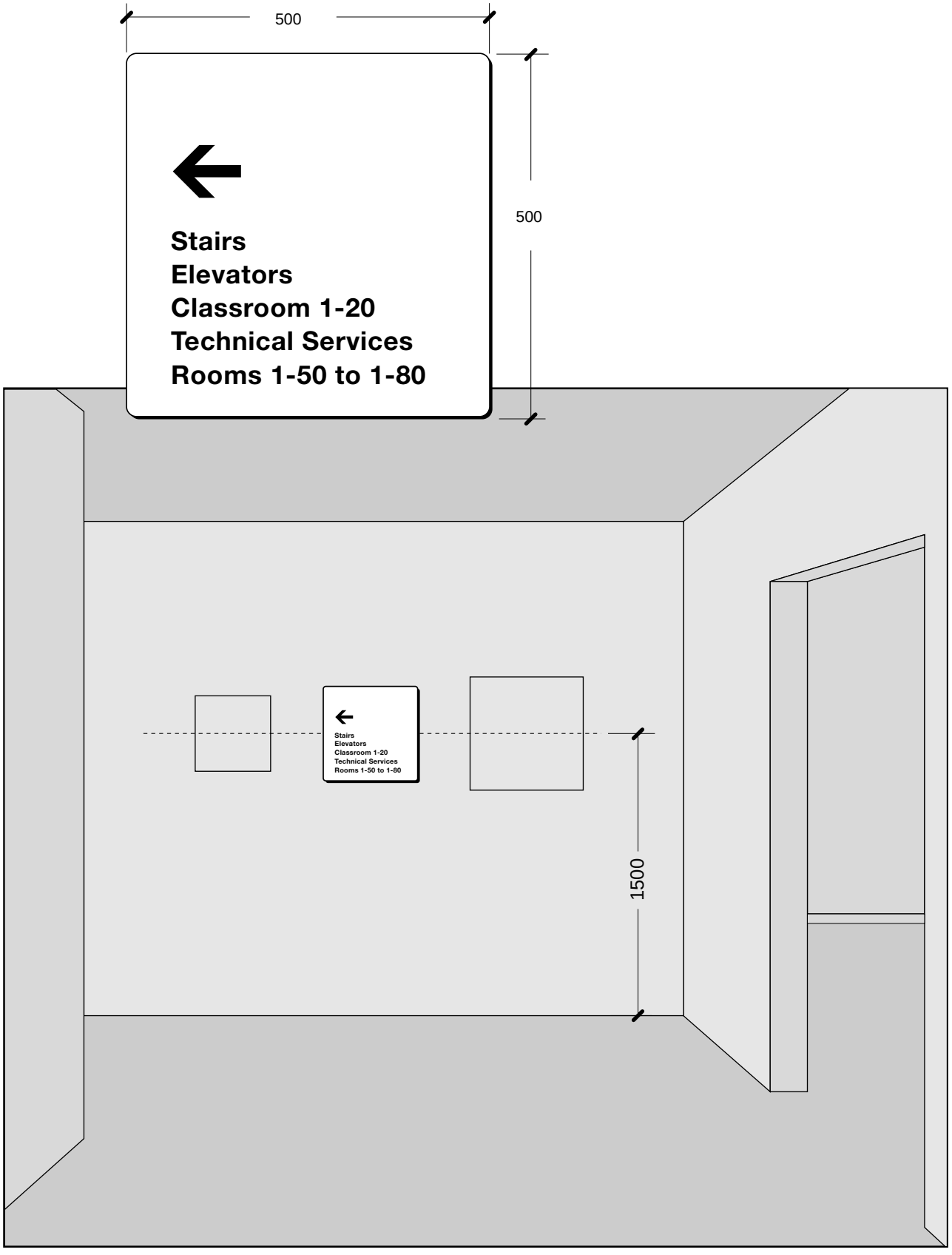


all measurements are in millimetres (mm) except where noted

interior directional	sign number	sign
		400 x 400 surface mounted

sign type	**specification reference**	interior surface mounted directional sign
function		located at critical points in a building to guide visitors, students, staff, and delivery personnel to locations within layout is flexible to suit situation design to be done by a qualified professional intended for first–time and infrequent users
description	**size**	400 mm x 400 mm
	materials	6 mm white opaque panel with 15 mm radius corners adhesive vinyl type
	colour/finish	sign and type should have a matte finish white sign black type
copy	**method**	vinyl lettering with adhesive back
	size	Helvetica Bold, upper and lower case
	graphics	
	general	see Typography guidelines for detailed type specifications fabrication by a qualified professional
location	**general**	mounted to surface or backplate with double sided tape
	position	position: 1500 mm from centre of sign to floor
	installation	Physical Plant

interior directional	sign number	sign
		500 x 500 surface mounted

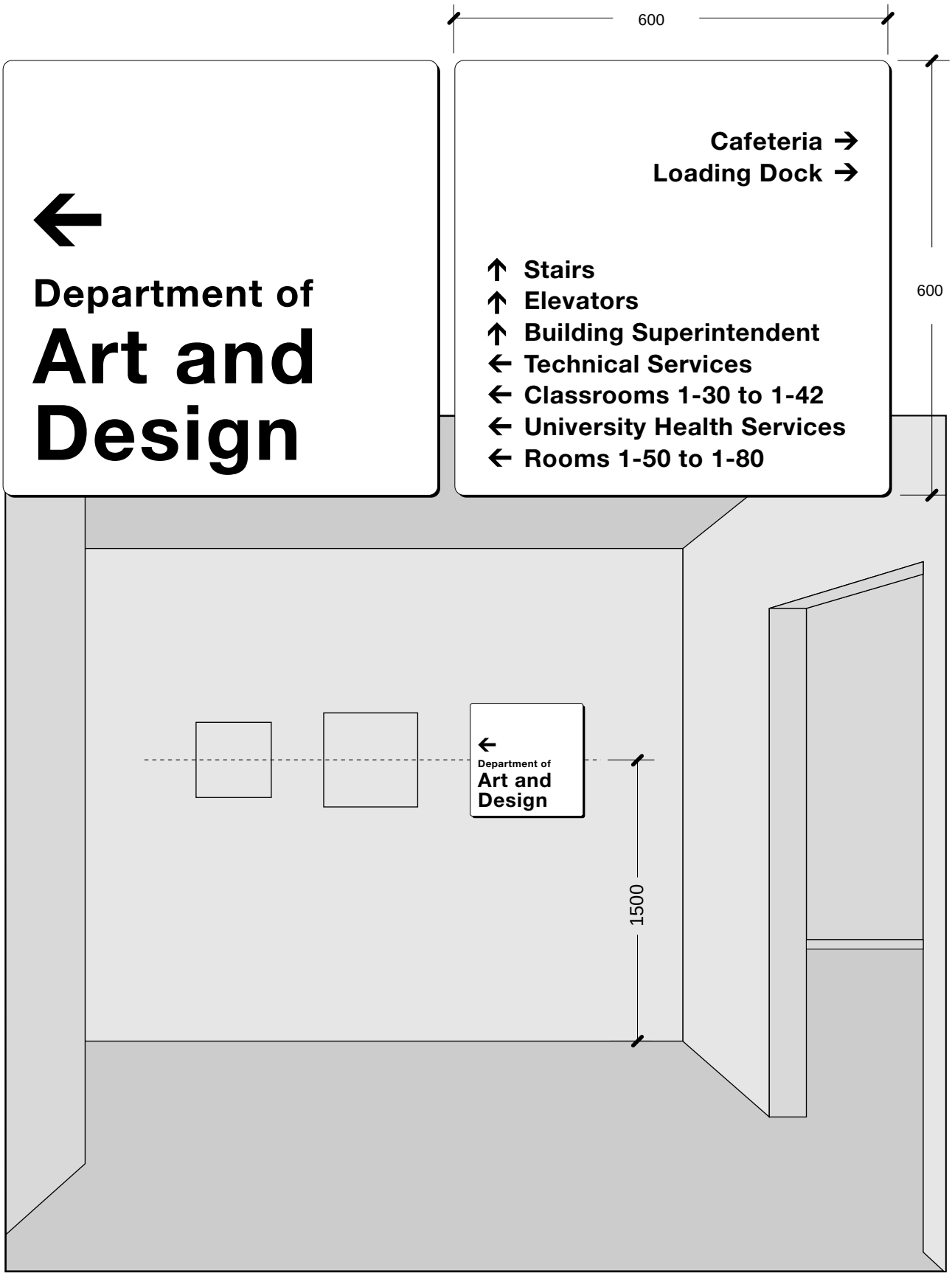


all measurements are in millimetres (mm) except where noted

interior directional	sign number	sign: 500 x 500 surface mounted

sign type	**specification reference**	interior surface mounted directional sign
function		located at critical points in a building to guide visitors, students, staff, and delivery personnel to locations within layout is flexible to suit situation design to be done by a qualified professional intended for first–time and infrequent users
description	**size**	500 mm x 500 mm
	materials	6 mm white opaque panel with 15 mm radius corners (holes drilled for mounting as required) adhesive vinyl type
	colour/finish	sign and type should have a matte finish white sign black type
copy	**method**	vinyl lettering with adhesive back
	size	15 mm Helvetica Bold, upper and lower case
	graphics	
	general	see Typography guidelines for detailed type specifications fabrication by a qualified professional
location	**general**	mounted to surface or backplate with double sided tape
	position	position: 1500 mm from centre of sign to floor
	installation	Physical Plant

interior directional	sign number	sign
		600 x 600 surface mounted



all measurements are in millimetres (mm) except where noted

interior directional	sign number	sign 600 x 600 surface mounted
sign type	**specification reference**	interior surface mounted directional sign
function		located at critical points in a building to guide visitors, students, staff, and delivery personnel to locations within layout is flexible to suit situation design to be done by a qualified professional intended for first–time and infrequent users
description	**size**	600 mm x 600 mm
	materials	6 mm white opaque panel with 15 mm radius corners adhesive vinyl type
	colour/finish	sign and type should have a matte (non-reflective) finish white sign black type
copy	**method**	vinyl lettering with adhesive back
	size	Helvetica Bold, upper and lower case
	graphics	arrow
	general	see Typography guidelines for detailed type specifications fabrication by a qualified professional
location	**general**	mounted to surface or backplate with double sided tape
	position	position: 1500 mm from centre of sign to floor
	installation	Physical Plant

Informational signs

Directories

Directories assist first–time or infrequent users with department, room and staff locations.

There are two types of directories:

1. Building directories are located at major entrances. If necessary, directional signs are installed at minor building entrances directing the user to the building directory. These directories contain the following information:

- name of building
- floor levels
- faculty/department locations
- special areas
- staff names

It is preferred that staff names do not appear on building directories but rather on individual floor directories.

Changes to directories are charged to the department requesting the update.

2. Floor directories are located at major entrances on specific floor levels. These directories list information pertaining to that level or Department only. Floor/ Department directories contain the following:

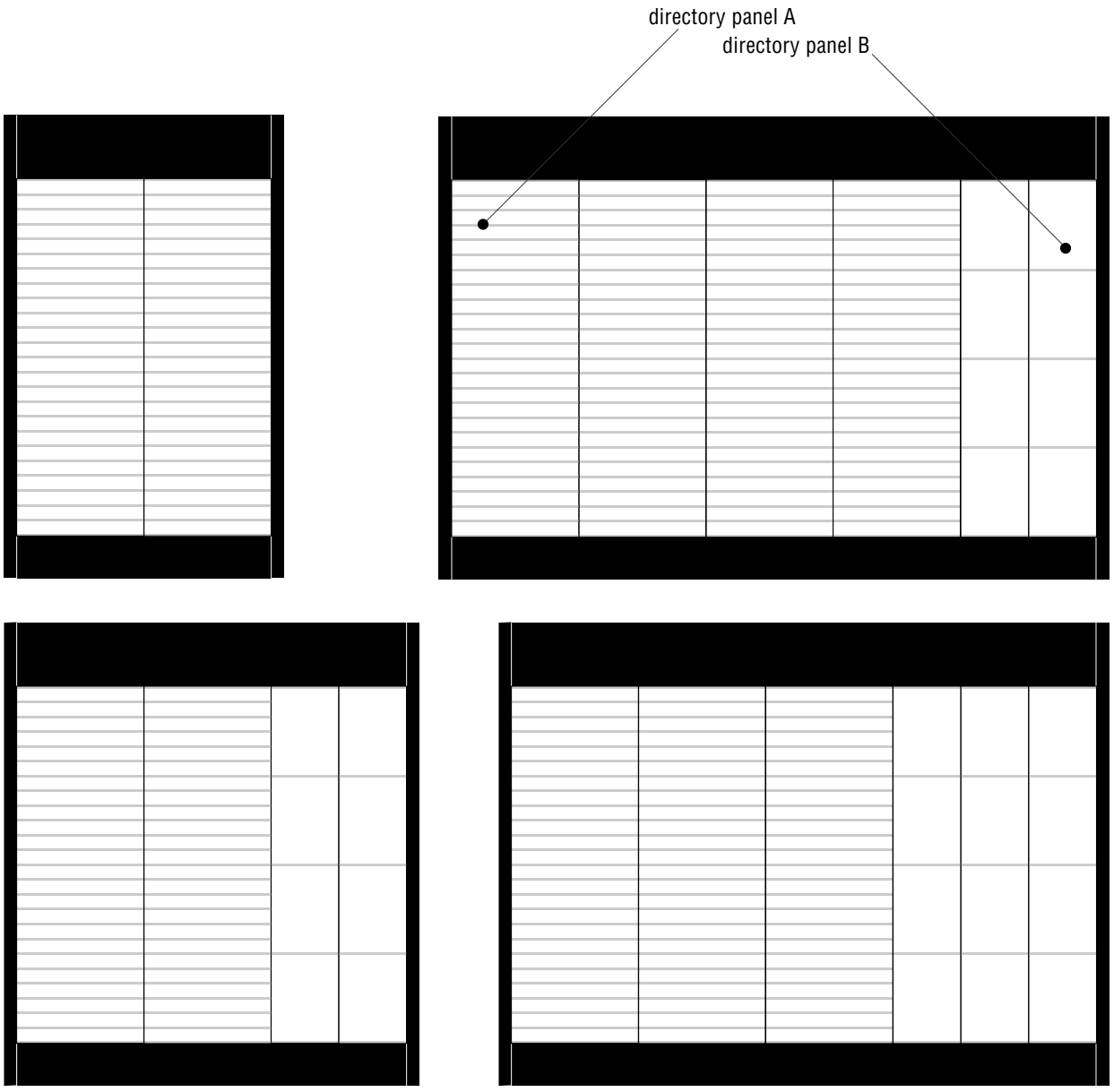
- department / faculty name
- floor level
- department / faculty locations
- special areas
- staff names

Changes to directories are charged to the department requesting the update.

all measurements in millimeters (mm) except where noted

Basic directory components

Directories secure two sizes of modular, transparent panels in place (see below). These panels house lettered inserts. The directories are manufactured such that the panels can slide out and be updated as needed. As illustrated below, the amount of panels required determines the dimensions of the directory.

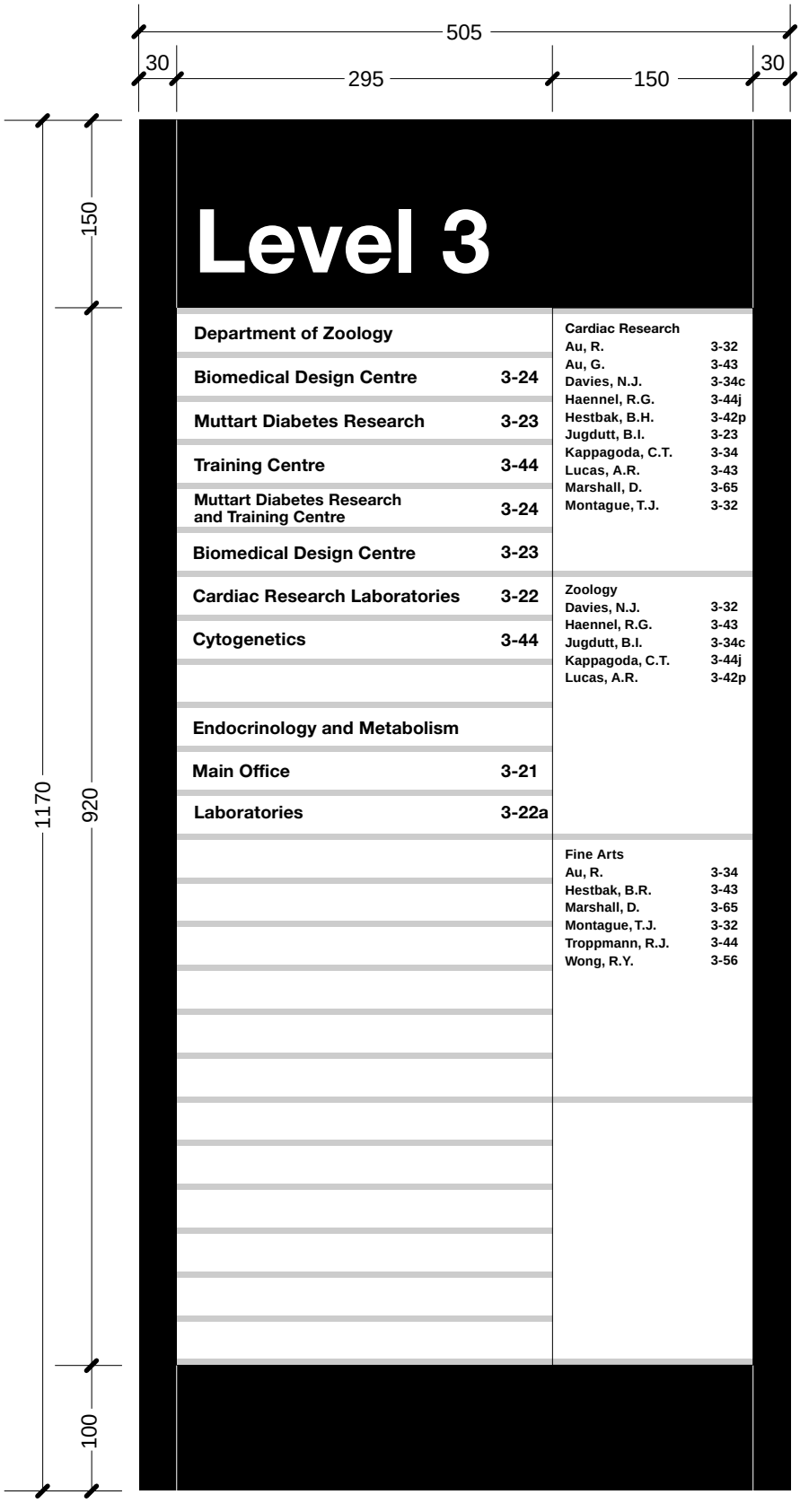


interior
informational

sign number

sign

building or floor directory



all measurements are in millimetres (mm) except where noted

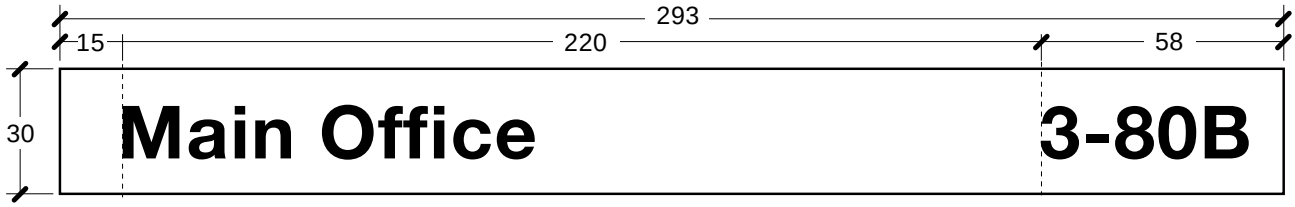
interior informational	sign number	sign building or floor directory
sign type	**specification reference**	interior surface mounted informational
function		a directory assists infrequent users with department, room and staff locations intended for first–time or infrequent users a directory houses prefabricated acrylic panels (see pages 5.2 & 5.3) access to panels is achieved by removing side piece and sliding it out
description	**size**	refer to drawing on page 5.3
	materials	wood housing finished with matte black laminate or coordinated with interior design specifications
	colour/finish	black matte finish
copy	**method**	vinyl adhesive lettering
	size	76 mm Helvetica Bold, white, upper and lower case
	graphics	
	general	fabrication by a qualified professional
location	**general**	surface mounted
	position	2000 mm from top of directory to floor
	installation and construction	Physical Plant

interior
informational

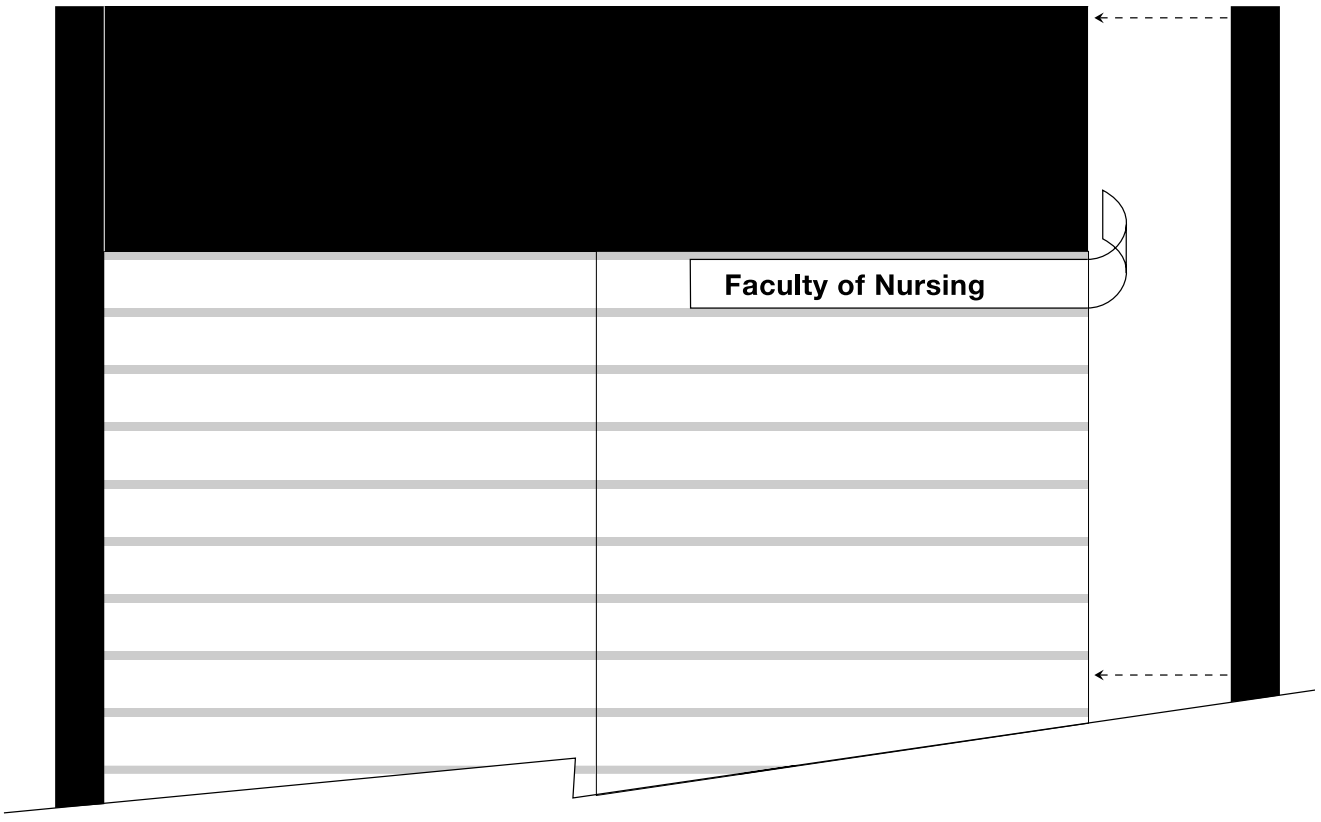
sign number

sign

directory insert A



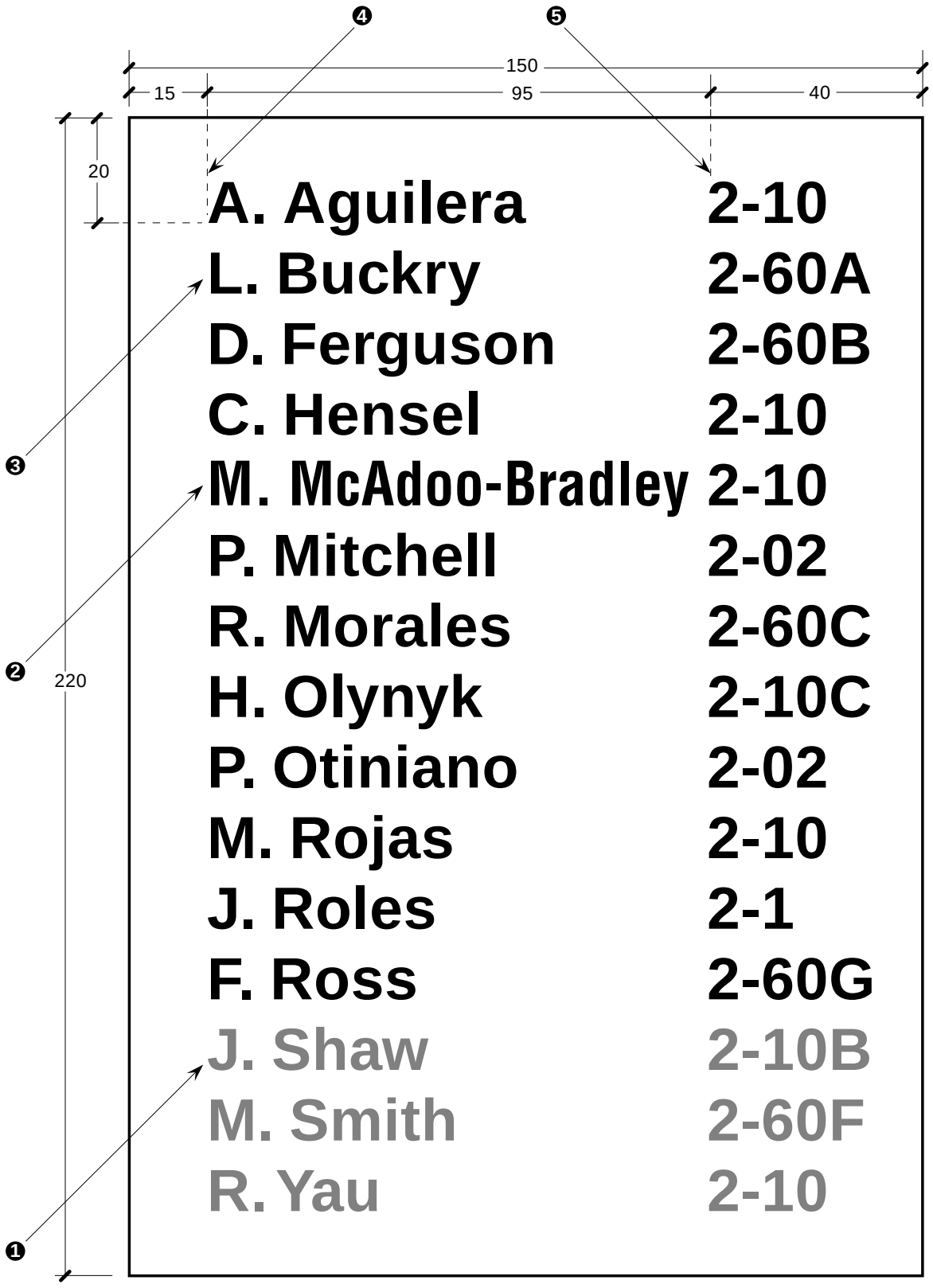
typical directory insert



all measurements are in millimetres (mm) except where noted

interior informational	sign number	sign: directory insert A
sign type	**specification reference**	interior directory insert sign
function		contains the information to be displayed in the directory panels the use of inserts into a window sign-directory has these advantages: - quality typesetting - variety of materials and methods acceptable - ease of updating - low cost of updating
description	**size**	30 mm x 293 mm
	materials	option 1: computer typeset, output to high resolution typesetter onto clear film (this is the preferred method) option 2: vinyl adhesive type applied to clear film option 3: high resolution laser prints (min 600 dpi)
	colour/finish	black type category headers can be white type on a black background
copy	**method**	computer typeset, materials optional
	size	50 point Helvetica Bold, upper and lower case
	general	fabrication by a qualified professional avoid materials that discolour with age
location	**general**	inserted into prefabricated panels housed by directory
	position	departments and names are listed alphabetically
	fabrication and installation	Physical Plant

interior informational	sign number	sign
		directory insert B

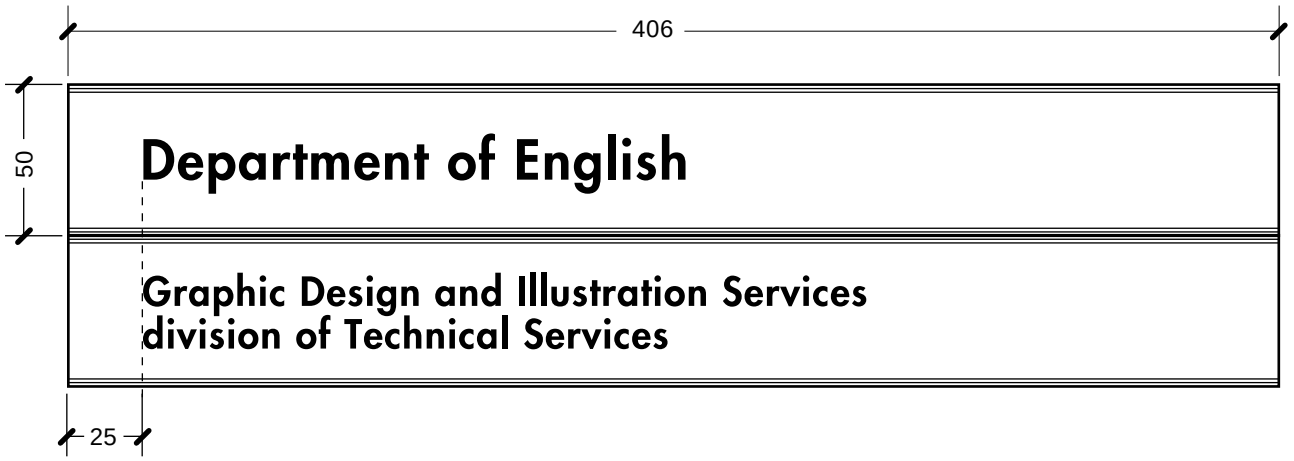


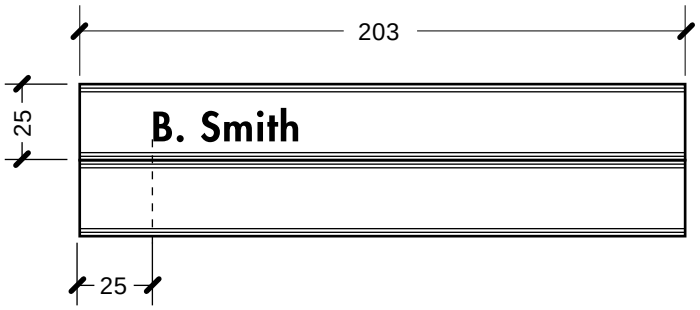
all measurements are in millimetres (mm) except where noted

interior informational	sign number	sign directory insert B

sign type	**specification reference**	interior surface mounted informational
function		contains the names and locations of individuals to be displayed in the directory the use of inserts into a window sign-directory has these advantages: - quality typesetting - variety of materials and methods acceptable - ease of updating - low cost of updating
description	**size**	150 mm (w) x 220 mm (h)
	materials	option 1: computer typeset, output to high resolution imagesetter onto clear film option 2: vinyl adhesive type applied to clear film option 3: high quality laser prints (*enhanced* 300 dpi or better)
	colour/finish	black type transparent background
copy	**method**	computer typeset, materials optional
	general (refer to drawing)	❶ insert B can hold a maximum of 15 names; it is preferable that initially the insert is typeset with 12 names to allow for future additions ❷ in cases where a line is too long to fit, the Helvetica Bold may be subsituted with the typeface Helvetica Condensed Bold; using a computer condensed version of Helvetica Bold gives unacceptable results ❸ the typeface used is 32 pt. Helvetica Bold with 6 points of leading (32/38) ❹ type starts (flush left) 15 mm from left edge of insert and the baseline of the first line is 20 mm from the top edge ❺ room numbers start (flush left) 110 mm from the left edge of the insert
location	**general**	inserted into prefabricated panels housed by directory
	installation	Physical Plant

interior informational	sign number	sign engraved directory plates



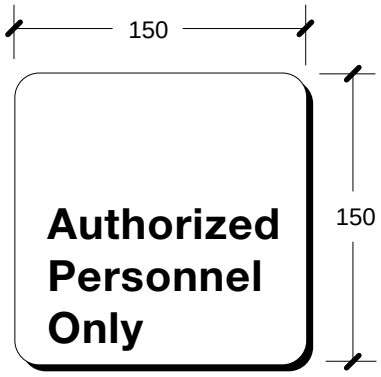


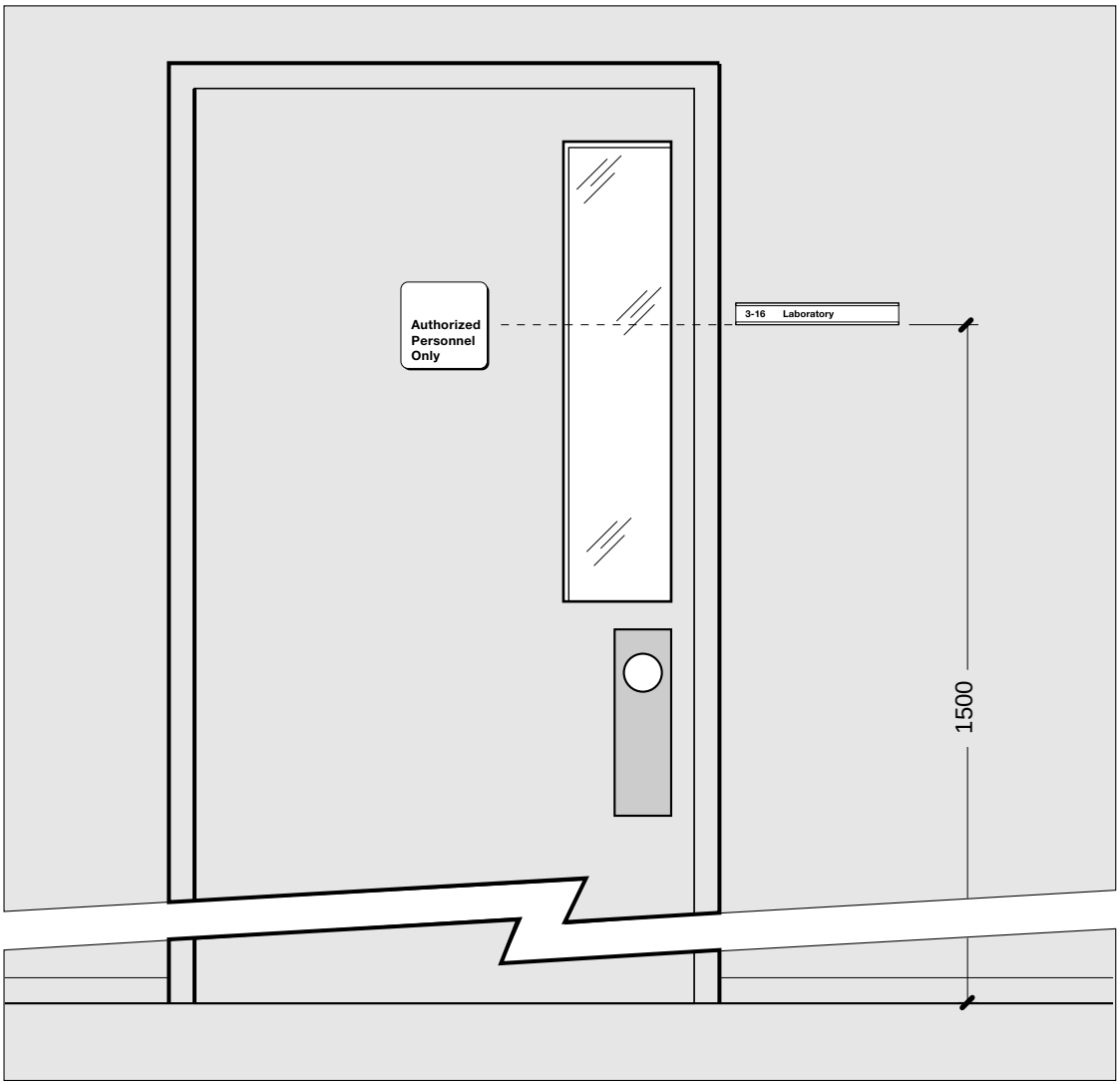
all measurements are in millimetres (mm) except where noted

interior informational	sign number	sign: engraved directory plates

sign type	**specification reference**	engraved plastic plate inserted into building/floor directories
function		contains the information regarding the names and locations of staff and departments as of 1991, new directories are constructed as described earlier in this section; however, the majority of directories on campus utilize plastic engraved plates as described here
description	**size**	department listing: 406 mm (w) x 50 mm (h) staff listing: 203 mm (w) x 25 mm (h)
	materials	plastic engraved sign plates custom made plastic (extrusion) holder
	colour/finish	black type white background black holder plates can be highlighted by using a different color (ex: white type, blue backgound)
copy	**method**	engraved plates
	size	department plates: 1 line 13 mm (cap-height) 2 to 3 lines 10 mm (cap-height) staff plates: 13 mm (cap-height)
	general	all copy to be set flush left, upper and lower case under no circumstances shall ALL CAPS be used initials and surnames only (Mr., Mrs., Dr., etc. not allowed) copy begins 25 mm from edge of plate
location	**general**	inserted into directory extrusion
	installation	Physical Plant

interior informational	sign number	sign
		150 x 150 surface mounted

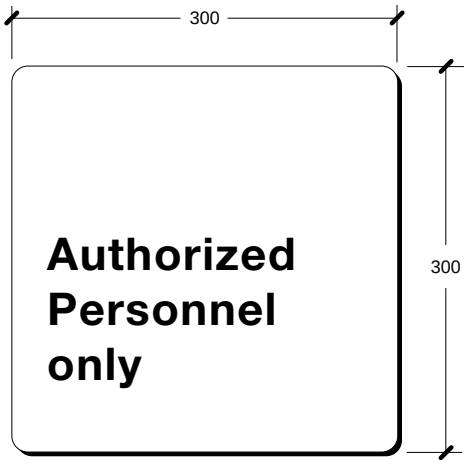


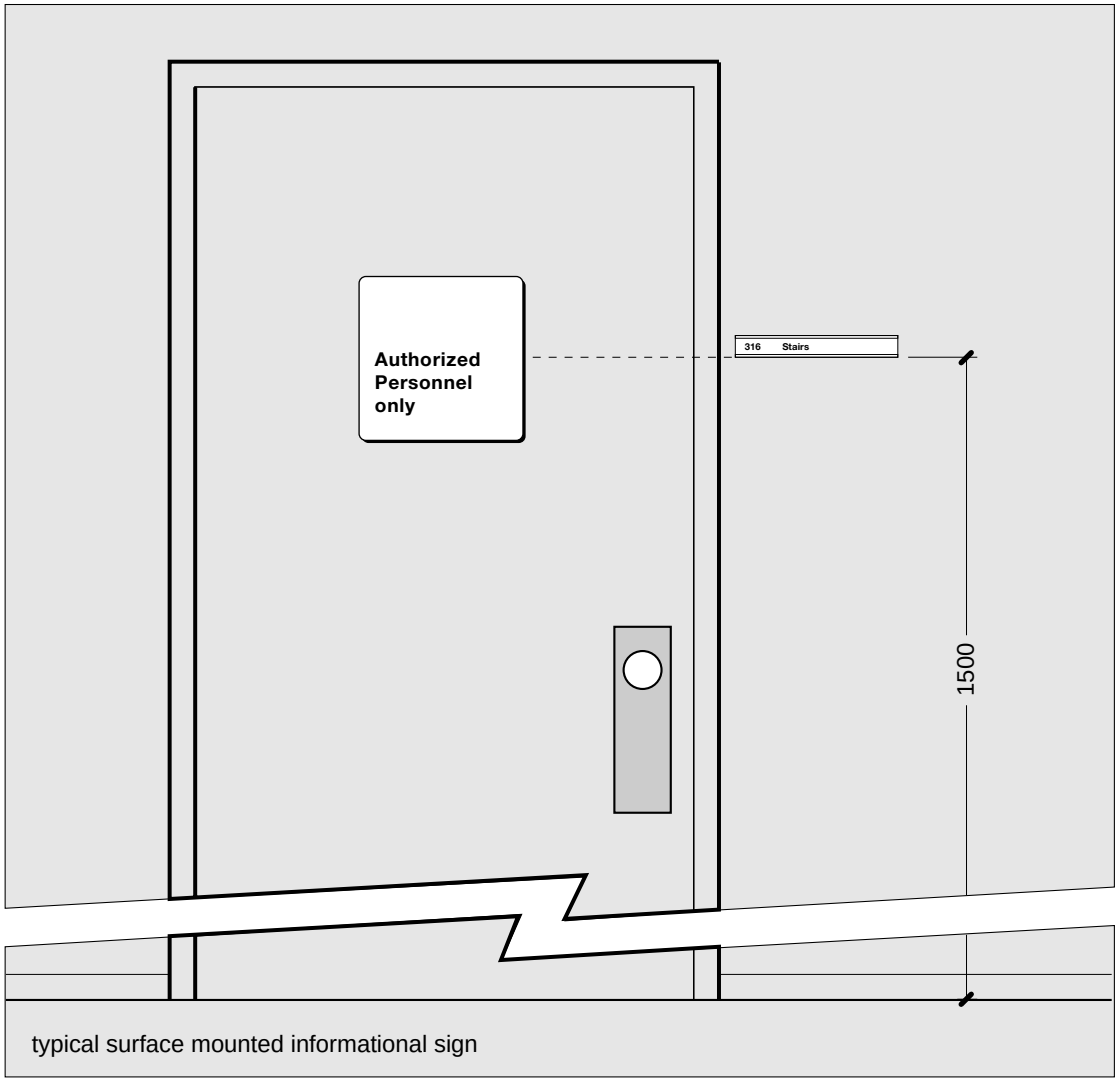


all measurements are in millimetres (mm) except where noted

interior informational	sign number	sign 150 x 150 surface mounted
sign type	**specification reference**	interior surface mounted informational sign
function		operational / procedural information layout is flexible to suit situation design to be done by a qualified professional
description	**size**	150 mm x 150 mm
	materials	6 mm white opaque panel with 15 mm radius corners. adhesive vinyl type
	colour/finish	sign and type should have a matte finish white sign black type
copy	**method**	vinyl lettering with adhesive back
	size	15 mm Helvetica Bold, upper and lower case
	graphics	
	general	see Typography guidelines for detailed type specifications fabrication by a qualified professional
location	**general**	mounted to surface or backplate with double sided tape
	position	position 1500 mm from centre of sign to floor
	installation	Physical Plant

interior informational	sign number	sign
		300 x 300 surface mounted





typical surface mounted informational sign

all measurements are in millimetres (mm) except where noted

interior informational	sign number	sign 300 x 300 surface mounted
sign type	**specification reference**	interior surface mounted informational sign
function		operational / procedural information layout is flexible to suit situation design to be done by a qualified professional
description	**size**	300 mm x 300 mm
	materials	6 mm white opaque panel with 15 mm radius corners (holes drilled for mounting as required) adhesive vinyl type
	colour/finish	sign and type should have a matte finish white sign black type
copy	**method**	vinyl lettering with adhesive back
	size	38 mm Helvetica Bold, upper and lower case
	general	see Typography guidelines for detailed type specifications fabrication by a qualified professional
location	**general**	surface mounted with double sided tape
	position	position 1500 mm from centre of sign to floor
	installation	Physical Plant