



TYPESTYLE AND ORDERING GUIDE



Helpful Hints in Ordering Typing Elements

Using the complete range of typing elements that are available can increase the versatility and usefulness of your office typewriters. The effectiveness and impact of your typed communications will be greatly enhanced with the proper use of type styles. Ordering that appropriate type style is simplified with the helpful hints below.

1. Determine if your typewriter needs an 88 or 96 character element.

Typing elements are now available with 88 or 96 characters. Which version you select depends on the model of typewriter for which you are ordering.

DSG's 88 character elements are designed to fit only the following typewriters:

- IBM Selectric I and II
- Remington
- Silver Reed
- Xerox

DSG's 96 character elements are designed to fit only the following typewriters:

- IBM Electronic Models 50, 60 and 75
- IBM Selectric III

All 96 character elements can be identified by the yellow lettering on the cap. All 88 character elements have white lettering on the cap.

Please keep in mind that 88 and 96 character elements cannot be interchanged on the same machine. Typewriters are designed to take either an 88 or 96 character element, never both. Also, not all 96 character element machines access every character on the element. Some of these machines have only 92 or 94 character keyboards (see page 2 for more details). However, these alternate 92 and 94 character keyboards still require a 96 character element.

2. What keyboard does your typewriter have?

Most typewriters in the U.S. come equipped with the American Standard keyboard (#101) illustrated on page 3. However, there are other keyboards available, such as Latin American 002 and French Canadian 493. Because of the unique keyboard wiring features found on these alternate keyboards, it is best to use the elements designated specifically for them. (See pages 3 and 4 for additional information.)

3. Determine the pitch size you require.

Element pitch refers to how many typed characters fit in a one inch space. 10 pitch (Pica) elements type 10 characters to an inch; 12 pitch (Elite) elements type 12. In addition, there is a new pitch entitled proportional spacing, which varies the amount of characters per inch to provide a typeset appearance to typewritten materials. Proportional spaced elements can only be used on IBM Electronic Model 50 typewriters set on PS.

Pitch size is indicated on the typewriter and element by the following symbols:

- ▲ 10 Pitch
- △ 12 Pitch
- Proportional Spacing

Most newer typewriter models are dual pitched, in both 10 and 12 pitch elements can be used properly. In that instance, your pitch choice for how many characters you wish to appear on a line, is a matter of personal preference.

Older typewriters can be single pitched. In that instance, using the properly pitched element creates the best typed appearance. A 12 pitch element used on a 10 pitch machine creates too much spacing between characters. Likewise, a 10 pitch element used on a 12 pitch machine creates a crowded appearance.

4. What option code best suits your needs?

As illustrated on pages 3 and 4, every typewriter keyboard contains keys where different characters appear, depending on which element you order. The OPTION CODE of an element is the term used to denote which characters will appear on these special keyboard positions.

For example, American Standard Option Code A has ! over 1 and ¼ over ½. However, in American Standard Option Code B, ± over 1 and ° over ! appear in these positions. For a full explanation of what each option code contains, see pages 3 and 4.

5. Does point size matter to you?

Point size refers to the height of the typed characters. Each type style has a specific point size for its characters. Generally this point size is 10 or 12 points. There are type styles, such as Orator, that are as large as 14 points high. These type styles are best for typewritten material that need maximum impact (e.g., speeches, headlines, etc).

6. What type style do you prefer?

DSG has a wide variety of type styles from which to select. (See pages 5-10 for an illustration of what we offer.) After determining your answers to all of the points above, refer to the ordering chart on page 1, to select the type style that meets all of your other ordering qualifications.

The numbers that appear on the ordering chart are DSG's element part numbers. Refer to the number when placing your order. These part numbers are stamped on the lid of each element's plastic container, as well as embossed on the element itself, under the pump handle. To make your ordering easier, DSG's 88 character element part numbers are identical to the last three corresponding digits of the full IBM part number. For example, IBM P/N 1167143 is equivalent to DSG P/N 143. DSG's 96 character elements use the last four digits of the full IBM part number.

For additional information, contact your local dealer or:

Call DSG Direct — TOLL FREE (800) 523-1809

In Pennsylvania and outside the continental U.S.

Call (215) 592-9295

TWX 710-670-0509 DSGINTL PHA

International Elements

The chart below lists all of the 88 and 96 character elements DSG has available (9/1/81) for the IBM, Remington and Silver Reed international keyboards listed. Please remember that international typewriters are wired differently than U.S. typewriters, therefore international elements used on U.S. typewriters will not necessarily type the character corresponding to the key. A conversion chart would be necessary.

Legend for International Chart

French Keyboard 983 provides as standard features, the following special characters:

§ é ç à ~ ^ ü ë

French Keyboard 452 provides as standard features, the following special characters:

£ ° é ù è ç à ù < µ

German Keyboard 982 provides as standard features, the following special characters:

§ ß ~ ü ö ä

German Keyboard 393 provides as standard features, the following special characters:

µ ß ~ ü ö ä 3 2 §

United Kingdom Keyboard 984 provides as standard features, the following special characters:

£ é ù è ç à ù < µ

United Kingdom Keyboard 473 provides as standard features, the following special characters:

£ ° é ù è ç à ù < 3 2

Japan Keyboard 698 provides as standard features, the following special characters: [] ¥ £ ¢

Pitch	Typestyle	French Keyboard 983	French Keyboard 452	German Keyboard 982	German Keyboard 393	United Kingdom Keyboard 984	United Kingdom Keyboard 473	Japan Keyboard 698
10/12	Ait Deutsch							
10	Bookface Academic					602**		
10	Courier 72	547	1547	507	1507	617**		
12	Courier 12	854	1554	514		594		
12	Courier 12 Italic	559		516				
10	Delegate	542		502	1502	582		
12	Diplomat 72					603**		
12	Dual Gothic	551				591		
12	Elite 72					583	860	
12	Letter Gothic	553	1553	513	1513	593		
12	Light Italic	552	1552	512		592		
10	OCR-B							
10/12	Olde English			530				
10	Orator	557	1557	517				
10	Presentor **				1529			
10	Pica 72	544		504		584		
12	Polygo Elite	561				601**		
12	Prestige Elite	545*	1545		1505	615**		
12	Script			506				
12	Script	548	1548	508				

NOTES:

* Available in alternate version P/N 575 where £ over \$ replaces 1 over &, and & replaces 0.

** This alternate version for keyboard 984 features + over 1 in place of + over =,) over 0 in place of) over ¼, and 1 over ¼ in place of ¼ over ¼, and ? over = in place of ¼ over ¼.

OCR Elements

Electronic Scanners are an important feature of many word processing centers found in today's offices. OCR elements play an integral role in the use of electronic scanners in that they produce typewritten material that can be read automatically by these scanners.

DSG offers a wide assortment of OCR elements in a variety of type styles. [For a representation of these type styles see page 9.]

Before selecting a type style, however, it is important to keep the following points in mind:

- Some OCR Elements have only Upper case characters, while the others have Upper and Lower case.
- Some elements contain a 10-key numeric pad on upper case positions which perform as a keypunch or adding machine simulator.
- OCR elements usually contain one, or more of the following punctuation symbols:

△ triangle † hook †† beam ■ blob † fork
 □ lozenge | vertical line ††† christmas tree †† chair

DSG Available OCR Elements

Type Style	Available Part Numbers
1428-OCR (for use with the IBM 1428 Scanner)	016†
915-OCR (for use with CDC 915 Scanner)	065†, 122†
ANSI-OCR-A (The official American National Standards Institute Character set)	056†, 091†, 108†
Printing and Publishing No. 1 (part of the ANSI-OCR-A family)	170†
Printing and Publishing No. 2 (for use with Compuscan 170 and Recognition Equipment, Inc. Scanner)	157†, 199†
Printing and Publishing No. 3 (for use with ECRM, Inc. Scanners)	173†
OCR-B (for use with the IBM 3886 Scanner and the Hendrix Scanner)	185†, 210†, 224†, 232†, 301†, 306†, 3075

NOTES:

†Element keyboard layout features "Keypunch Simulator/Upper Case."

†Element keyboard layout features "Upper Case/Upper Case."

†Element keyboard layout features "Upper Case/Lower Case."

†Element keyboard layout features "Foreign Symbols/Upper Case."

†A legal version of 210, which features † and † in place of † and †.

†An alternate legal version of 210, which features †, †, — in place of †, †, and †.

†A French Canadian version of the 210, 232 keyboard with é, ç, and è characters, and French accent marks.

Frequently Used Keyboards

Most typewriters in the U.S. utilize one of the keyboards shown on the following pages. Each keyboard version contains the full alphabet, numbers, and symbols shown in their respective illustration. Plus, some of the keyboards contain variable keys (numbered and shaded

in grey) which allow the typist to select those punctuation characters best suited to the work being typed. The combination of characters appearing on these variable keys is known as an option code.

88 Character Keyboards

American Standard 88 Character Keyboard (IBM 101 Keyboard)



	Variable Key 1	Variable Key 2
Option A	! 1	! 1
Option B	± 1	° !
Option C	[]	° !
Option D	± 1	! 1
Option R	! 1	™ ®

Legal 88 Character Keyboard (IBM 017, 177 Keyboards)



	Variable Key 1	Variable Key 2
Option E	° 1	! 1
Option F	° 1	[]
Option G	[]	° !

Please note that on all options **1** replaces @ above the 2, and **5** replaces c above the 6.

Latin American 88 Character Keyboard (IBM 002 Keyboard)



Option N

The punctuation characters that appear as standards in Option Code N are shown on the keys shaded in grey.

Please note: Many newer single element typewriters feature "dual impression" striking velocity on their keyboards. This means that some keys, generally small punctuation marks, have a lighter strike ("low velocity"). When using a Latin American element on an American keyboard typewriter, the **Ñ** will not print as darkly as other characters, because it appears on a "low velocity" key. The **Ñ** does print properly on Latin American keyboard typewriters.

French Canadian 88 Character Keyboard (IBM 492, 493 Keyboards)



	Variable Key 1	Variable Key 2
Option M	* ç	® #
Option P	± 1	* ç
Option Q	* ç	+ =

Please note: French Canadian typewriters are programmed differently than American ones. When using a French Canadian element on an American keyboard typewriter, four of the keys reverse positions: the colon, semi-colon key reverses with the circumflex, accent grave key, and the ¼, ½ key reverses with the @, # key.

Frequently Used Keyboards

Tri-lingual 88 Character Keyboard (IBM 074-Keyboard)

Specialty characters that appear as standards on this keyboard are shown on the keys shaded in grey.



Accounting 88 Character Keyboard (IBM 172 Keyboard)

Option S The punctuation characters that appear as standards in Option S are shown on the keys shaded in grey.



96 Character Keyboards*

American Standard and Legal 96 Keyboards



	Variable Key 1	Variable Key 2
American Standard		
Legal		

Latin American 96 Character Keyboard (IBM 196 Keyboard)



The specialty characters available as standards on this keyboard are shown on the keys shaded in grey.

Please Note: This configuration of characters only appears on the IBM Latin American 196 Keyboard. When using a Latin American element on a U.S. keyboard, the specialty characters shown at left will appear in different positions, depending on the element and keyboard.

French Canadian 96 Character Keyboard (IBM 447 Keyboard)



The specialty characters available as standards on this keyboard are shown on the keys shaded in grey.

Please Note: This particular configuration only appears on the IBM French Canadian 447 Keyboard. When using a French Canadian element on a U.S. keyboard, the specialty characters shown at left will appear in different positions, depending on the element and keyboard.

NOTES:

*The 96 Character keyboard is found on IBM's Electronic Models 50, 60 and 75, and Selectric III typewriters. The keyboard is actually available in three versions:

- the 96 character version which accesses every key
- the 94 character version which does not include

- the 92 character version which does not include

and

10 Pitch Correspondence Type Styles

ADVOCATE

12 point

The Advocate type style features an easy reading, open-spaced serif design. It is well suited to all correspondence needs.

ABCDEFGHIJKLMNOPQRSTUVWXYZ !@#%&'()*¹/₂[³¶
abcdefghijklmnopqrstuvwxyz 1234567890¹/₂]2\$

BOOKFACE ACADEMIC 72

10 point

The Bookface Academic type style features a large, bold serif design that is excellent for executive correspondence, and offset reproduction.

ABCDEFGHIJKLMNOPQRSTUVWXYZ !@#%&'()*¹/₂[³¶
abcdefghijklmnopqrstuvwxyz 1234567890¹/₂]2\$

COURIER 72

10 point

The Courier 72 type style is a square-serif design in the PICA family. It finds wide use in general correspondence, and offset reproduction.

ABCDEFGHIJKLMNOPQRSTUVWXYZ !@#%&'()*¹/₂[³¶
abcdefghijklmnopqrstuvwxyz 1234567890¹/₂]2\$

DELEGATE

12 point

Delegate's weighted appearance conveys the feeling of printed material. Therefore, it is recommended for text copy and similar jobs.

ABCDEFGHIJKLMNOPQRSTUVWXYZ !@#%&'()*¹/₂[³¶
abcdefghijklmnopqrstuvwxyz 1234567890¹/₂]2\$

MANIFOLD

10 point

THE MANIFOLD TYPE STYLE FEATURES CAPITAL LETTERS IN BOTH UPPER AND LOWER CASE POSITIONS. THIS SPECIAL FEATURE MAKES IT IDEAL FOR BILLING AND FORMS PREPARATION.

ABCDEFGHIJKLMNOPQRSTUVWXYZ !@#%&'()*¹/₂[³¶
1234567890¹/₂]2\$

ORATOR

14 point

ORATOR'S LARGE, SANS-SERIF CHARACTERS PROVIDE IMPACT TO TYPEWRITTEN MATERIAL. IT IS BEST USED IN SPEECHES AND DISPLAY MATERIAL TO DEMAND ATTENTION.

ABCDEFGHIJKLMNOPQRSTUVWXYZ !@#%&'()*¹/₂[³¶
ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890¹/₂]2\$

ORATOR LANGUAGE ARTS

14 point

The Orator Language Arts type style features the impact of Orator, plus offers upper and lower case characters and the symbols needed for phonetic applications.

ABCDEFGHIJKLMNOPQRSTUVWXYZ @#%&'()* ~: ", . ?
abcdefghijklmnopqrstuvwxyz 1234567890 - ; , /

PICA 72

10 point

The Pica 72 type style finds widespread use in general correspondence, stencils, manifolding and legal material.

ABCDEFGHIJKLMNOPQRSTUVWXYZ !@#%&'()*¹/₂[³¶
abcdefghijklmnopqrstuvwxyz 1234567890¹/₂]2\$

10 Pitch Correspondence Type Styles

PRESENTER

14 point

The Presenter type style provides the impact of Orator, but typically gives improved print quality due to a slightly narrower line width.

ABCDEFGHIJKLMN OPQRSTUVWXYZ !@#\$%&*()_[]^`~
abcdefghijklmnopqrstu vwxyz 1234567890•½§

PRESTIGE PICA 72

12 point

The Prestige Pica type style works well in legal and accounting correspondence, offset reproductions, statistical reports and manifolding.

ABCDEFGHIJKLMN OPQRSTUVWXYZ !@#\$%&*()_[]^`~
abcdefghijklmnopqrstu vwxyz 1234567890½½²§

10 or 12 Pitch Correspondence Type Styles

EXECUTIVE SCRIPT

12 point

(To Be Announced)

OLDE ENGLISH †

12 point

Olde English is a fun type style that adds a decorative touch to invitations, bulletins, and special correspondence.

ABCDEFGHIJKLMN OPQRSTUVWXYZ !@#\$%&*()_+~`|'♦..?
abcdefghijklmnopqrstu vwxyz *1234567890-=-~`|'♦.,./

12 Pitch Correspondence Type Styles

ADJUTANT

9 point

Adjutant is a weighted type style that provides the appearance of printed material. It is recommended for text copy and similar material.

ABCDEFGHIJKLMN OPQRSTUVWXYZ !@#\$%&*()_[]^`~
abcdefghijklmnopqrstu vwxyz 1234567890½]²§

ARTISAN 12-72

10 point

The Artisan type style features a clean, easy-to-read sans-serif design. It works well in general correspondence and offset reproduction.

ABCDEFGHIJKLMN OPQRSTUVWXYZ !@#\$%&*()_[]^`~
abcdefghijklmnopqrstu vwxyz 1234567890½]²§

†Elements in this style carry a black cap with a white pump handle for easy identification.

12 Pitch Correspondence Type Styles

AUTO ELITE

12 point

The Auto Elite type style offers a taller version of Elite with more conventional numerals. It is well used in correspondence and statistical reports of high density.

ABCDEFGHIJKLMNOPQRSTUVWXYZ !@#%&'()*+[-3q
abcdefghijklmnopqrstuvwxyz 1234567890½]²§

COURIER 12

8 point

Courier 12 is a clean, serif type style that is well suited to general correspondence, offset reproduction and a wide variety of general applications.

ABCDEFGHIJKLMNOPQRSTUVWXYZ !@#%&'()*+[-3q
abcdefghijklmnopqrstuvwxyz 1234567890½]²§

COURIER 12 ITALIC

8 point

The Courier 12 Italic type style is ideal for general correspondence, offset reproduction, and other applications requiring wide spacing.

ABCDEFGHIJKLMNOPQRSTUVWXYZ !@#%&'()*+[-3q
abcdefghijklmnopqrstuvwxyz 1234567890½]²§

DIPLOMAT 72*

10 point

Diplomat is a clean, serif type style that is well suited to general correspondence, offset reproduction and a wide variety of general applications.

ABCDEFGHIJKLMNOPQRSTUVWXYZ +*/@f\$%&'()*?%!
abcdefghijklmnopqrstuvwxyz 1234567890=½¼

DUAL GOTHIC

10 point

The Dual Gothic type style offers fine-line, sans serif characters that are used in credit reports and other financial applications.

ABCDEFGHIJKLMNOPQRSTUVWXYZ !@#%&'()*+[-3q
abcdefghijklmnopqrstuvwxyz 1234567890½]²§

ELITE 72

10 point

The Elite 72 type style allows for easy reading in densely typed correspondence, offset material, statistical reports, and text material.

ABCDEFGHIJKLMNOPQRSTUVWXYZ !@#%&'()*+[-3q
abcdefghijklmnopqrstuvwxyz 1234567890½]²§

LARGE ELITE 72

10 point

The Large Elite 72 type style is similar to Elite 72 but features taller letters and distinctive numerals.

ABCDEFGHIJKLMNOPQRSTUVWXYZ !@#%&'()*+[-3q
abcdefghijklmnopqrstuvwxyz 1234567890½]²§

LETTER GOTHIC

12 point

Letter Gothic's bold, sans-serif characters make it ideal for invoices, statements and other applications requiring impact.

ABCDEFGHIJKLMNOPQRSTUVWXYZ !@#%&'()*+[-3q
abcdefghijklmnopqrstuvwxyz 1234567890½]²§

*This type style is only available in elements for the International keyboards shown on page 2.

12 Pitch Correspondence Type Styles

LIGHT ITALIC

10 point

The *Light Italic* type style can be used alone or in combination with PICA or ELITE to provide emphasis in a variety of typing applications.

ABCDEFGHIJKLMN O PQRSTU VWXYZ
abcdefghijklmnopqrstu vwxyz

!@#%&'()*+,-./:;
1234567890½²§

PRESTIGE ELITE 72

10 point

The easy-to-read Prestige Elite type style is an excellent choice for general and legal correspondence, offset reproduction, statistical reports and text material.

ABCDEFGHIJKLMN O PQRSTU VWXYZ
abcdefghijklmnopqrstu vwxyz

!@#%&'()*+,-./:;
1234567890½²§

POLYGO ELITE*

10 point

The Polygo Elite type style's non-serif characters allow for easy reading in densely typed correspondence, offset material, statistical reports, and text material.

ABCDEFGHIJKLMN O PQRSTU VWXYZ
abcdefghijklmnopqrstu vwxyz

*+/@\$&()!/?%
1234567890

SCRIBE

10 point

The Scribe type style is similar to ELITE, but features more modern, square-serif characters.

ABCDEFGHIJKLMN O PQRSTU VWXYZ
abcdefghijklmnopqrstu vwxyz

!@#%&'()*+,-./:;
±1234567890=-½²§;¹²§;./

SCRIPT

12 point

The Script type style is ideal for adding a personal touch to correspondence due to its simulation of handwriting.

ABCDEFGHIJKLMN O PQRSTU VWXYZ
abcdefghijklmnopqrstu vwxyz

!@#%&'()*+,-./:;
1234567890½²§

Proportional Spacing* * Correspondence Type Styles

BOLDFACE

10 point

The Boldface type style is designed for use on the proportional spacing option on the IBM Electronic 50 typewriter, which allows proper spacing for each character.

ABCDEFGHIJKLMN O PQRSTU VWXYZ
abcdefghijklmnopqrstu vwxyz

!@#%&'()*+,-./:;
1234567890½²§

OLDE ENGLISH

12 point

Olde English is a fun type style that adds a decorative touch to invitations, bulletins, and special correspondence.

ABCDEFGHIJKLMN O PQRSTU VWXYZ
abcdefghijklmnopqrstu vwxyz

!@#%&'()*+,-./:;
*1234567890=-½²§;¹²§;./

*This type style is only available in elements for the International keyboards shown on page 2.

**This note that Proportional Spacing Type Styles are only available in 96 character elements that fit on IBM Electronic Model 50 typewriters.

10 Pitch OCR* Type Styles

1428-OCR

10 point

1428 OCR PROVIDES TYPEWRITTEN IMPRESSIONS DESIGNED SPECIFICALLY FOR OPTICAL CHARACTER RECOGNITION ON THE IBM 1428 SCANNER.

■■■■■■■245678901■■■■■■■
ABCDEFGHIJKLMN0PQRSTUVWXYZ

■■■■■■■.-00000x+@#9/
1234567890-0=x+@#./

915-OCR

10 point

915 OCR PROVIDES TYPEWRITTEN IMPRESSIONS DESIGNED SPECIFICALLY FOR OPTICAL CHARACTER RECOGNITION ON THE CDC 915 SCANNER.

■■■■■■■245678901■■■■■■■
ABCDEFGHIJKLMN0PQRSTUVWXYZ

■■■■■■■|&*0Δ-+↑:°89?
1234567890-0=↑:°./

ANSI-OCR A

10 point

ANSI-OCR A PROVIDES TYPEWRITTEN COMPUTER-READABLE DOCUMENTS. IT IS AVAILABLE IN CORRESPONDENCE OR KEYPUNCH SIMULATOR APPLICATIONS.

■■■■■■■245678901■■■■■■■
ABCDEFGHIJKLMN0PQRSTUVWXYZ

■■■■■■■|&*0.-+@:#"89?
1234567890-0=|&*'../

OCR B

10 point

OCR B PROVIDES TYPEWRITER IMPRESSIONS DESIGNED SPECIFICALLY FOR OPTICAL CHARACTER RECOGNITION ON THE IBM 3886 AND HENDRIX SCANNERS.

A,μ<[>GAE0&£MÑ0PQJS^U^XfZ
ABCDEFGHIJKLMN0PQRSTUVWXYZ

!@#%&|&*()-+@:#"?'
1234567890-0=|&*'../

PRINTING AND PUBLISHING, NO. 1

10 point

Printing and Publishing No. 1 is part of the Ansi-OCR A family used in preparing computer readable documents.

ABCDEFGHIJKLMN0PQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

YJH#%|&*[]-+@:#"'.?
1234567890-0=|&*'../

PRINTING AND PUBLISHING, NO. 2

10 point

Printing and Publishing No. 2 provides typewritten impressions designed specifically for optical character recognition on Compuscan equipment.

ABCDEFGHIJKLMN0PQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

!@#%&|&*()-}Δ:+,.?
1234567890-fΔ;=,./

PRINTING AND PUBLISHING, NO. 3

8 point

Printing and Publishing No. 3 provides typewritten impressions designed specifically for optical character recognition on ECRM scanners.

ABCDEFGHIJKLMN0PQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

!@#%&|&*()-Δ+[:",.??
1234567890-0=|&*'../

*Please refer to page 2 for specific keyboard features and electronic scanner capability of these elements.

Create Effective Communications With DSG



Typed material should communicate your message with MAXIMUM effectiveness, both in content and form. The versatility of over thirty interchangeable type styles in addition to your imagination and creativity can transform ordinary typing into Communication with Impact! Here are some ideas ...

USE SUBTITLES & BORDERS

Insert *italics* in the body of the text to *highlight* and *emphasize* a word or phrase. In general, contrasting type styles in the same paragraph will create a visual statement that attracts attention.

Indent paragraphs using an italic type style or a style smaller in appearance than the surrounding text to effectively present selected material.

Improve the clarity of lists or individual items with the use of a Burger Dot or bullet:

- **Formal Correspondence** requires a type style that commands attention
- *Informal correspondence can be enhanced with a handwritten touch*
- STATISTICAL TYPING, INVOICES, ETC. REQUIRE A CLEAR TYPE STYLE WITH DISTINCTIVE NUMERALS:
\$1,234,567.89
- TOPIC HEADLINES increase readability and comprehension
- The use of certain 10 pitch type styles with the typewriter set at 12 pitch is another valuable technique

Quality in communication is just a matter of *Style*. Creating the right impression is easy!



NOTE: Cast of characters (in order of appearance): Bookface Academic (P/N 158), Orator (P/N 141), Letter Gothic (P/N 138), Border courtesy of Symbol II (P/N 243), Dual Gothic (P/N 136), Light Italic (P/N 139), Scribe (P/N 144), Courier 12 Italic (P/N 133), Burger Dot courtesy of Courier 72 (P/N 304), Olde English (P/N 390), Prestige Elite (P/N 143), Script (P/N 145), Manifold (P/N 140), Delegate (P/N 135).

Part Number Ordering Directory to DSG Elements

88 CHARACTER ELEMENTS

P/N	Style
001	Scribe
002	Delegate
003	Advocate
004	Symbol 12
005	Letter Gothic
007	Elite
008	Pica 72
010	Manifold
012	Prestige Elite
014	Light Italic
015	Courier 72
016	1428-OCR
017	Pica 72
018	Scribe
019	Manifold
020	Dual Gothic
021	Dual Gothic
025	Scribe
026	Elite
027	Pica 72
028	Manifold
029	Courier 72
030	Adjutant
031	Adjutant
032	Light Italic
033	Prestige Elite
034	Script
035	Delegate
036	Advocate
039	Letter Gothic
040	Courier 72
041	Prestige Elite
042	Script
049	Prestige Elite
050	Advocate
051	Courier 72
053	Artisan
055	Artisan
056	Ansi-OCR-A
059	Orator
060	Orator
061	Symbol 10
062	Artisan
063	Letter Gothic
065	915-OCR
067	Courier 12
068	Courier 12
070	Delegate
085	Courier 12 Italic
086	Courier 12 Italic
090	Script
091	Ansi-OCR-A
108	Ansi-OCR-A
122	915-OCR
123	Prestige Pica

88 CHARACTER ELEMENTS

P/N	Style
129	Adjutant
130	Advocate
131	Artisan
132	Courier 12
133	Courier 12 Italic
134	Courier 72
135	Delegate
136	Dual Gothic
137	Elite 72
138	Letter Gothic
139	Light Italic
140	Manifold
141	Orator
142	Pica 72
143	Prestige Elite
144	Scribe
145	Script
157	Printing & Publishing #2
158	Bookface Academic 72
161	Large Elite 72
170	Printing & Publishing #1
172	Prestige Pica 72
173	Printing & Publishing #3
177	Courier 72
178	Courier 72
179	Prestige Elite
180	Prestige Elite
181	Prestige Pica 72
182	Prestige Pica 72
183	Elite 72
185	OCR-B
198	Prestige Pica 72
199	Printing & Publishing #2
200	Courier 12
210	OCR-B
224	OCR-B
232	OCR-B
235	Prestige Elite Tri-Lingual
236	Orator/Language Arts
243	Symbol II
245	Presenter
*301	Hendrix Gothic
302	Letter Gothic
*303	Prestige Elite
*304	Courier 72
*305	Letter Gothic
*306	Hendrix Gothic III
*307	Hendrix Gothic II
323	Prestige Pica 72
334	Courier 72
338	Letter Gothic
343	Prestige Elite
*350	Executive Script
359	Orator
*365	Astrotology (StarType™)

88 CHARACTER ELEMENTS

P/N	Style
*390	Olde English
*392	Forms I
*393	Olde English
477	Artisan
479	Courier 72
490	Courier 12
*502	Delegate
*504	Pica 72
*506	Scribe
*507	Courier 72
*508	Script
*512	Light Italic
*513	Letter Gothic
*514	Courier 12
*516	Courier 12 Italic
*517	Orator
*530	Olde English
*542	Delegate
*544	Pica 72
*545	Prestige Elite 72
*547	Courier 72
*548	Script
*551	Dual Gothic
*552	Light Italic
*553	Letter Gothic
*554	Courier 12
*557	Orator
*559	Courier 12 Italic
*561	Polygo Elite
*575	Prestige Elite
*582	Delegate
*583	Elite 72
*584	Pica 72
*591	Dual Gothic
*592	Light Italic
*593	Letter Gothic
*594	Courier 12
*601	Polygo Elite
*602	Bookface Academic
*603	Diplomat 72
*615	Prestige Elite
*617	Courier 72
734	Letter Gothic
774	Advocate
775	Adjutant
776	Delegate
777	Script
778	Scribe
779	Manifold
780	Light Italic
781	Elite 72
782	Pica 72
783	Courier 72
784	Prestige Elite
*860	Elite 72

88 CHARACTER ELEMENTS

P/N	Style
*999	Diagnostic (Reference)

96 CHARACTER ELEMENTS

P/N	Style
*1502	Delegate
*1505	Prestige Elite
*1507	Courier 72
*1513	Letter Gothic
*1529	Presenter
*1545	Prestige Elite
*1547	Courier 72
*1548	Script
*1552	Light Italic
*1553	Letter Gothic
*1554	Courier 12
*1557	Orator
2001	Dual Gothic
2002	Courier 72
2003	Prestige Elite
2005	Courier 12 Italic
2007	Advocate
2008	Large Elite 72
2009	Scribe
2012	Courier 72
2013	Prestige Elite 72
2029	Presenter
2359	Orator
*2390	Olde English
*2391	Olde English
*2393	Olde English
2904	Bookface Academic 72
2905	Prestige Pica 72
2907	Pica 72
2908	Courier 12
2909	Letter Gothic
2912	Delegate
2913	Elite 72
2914	Manifold
2915	Boldface
2922	Light Italic
2923	Script
2924	Adjutant
2927	Delegate
2932	Letter Gothic
2934	Symbol 12
2935	Script

COMPOSER FONTS

P/N	Style
*4390	Olde English

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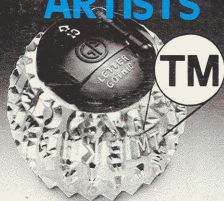


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