

Lusail+ Typography Guide

A comprehensive guide for designers on the proper use of Lusail+, the State of Qatar's official typeface.

Version 1.0
2024

IMPORTANT NOTICE

Adherence to this guide is paramount to ensure the proper and secure use of this exclusive typeface. Strict compliance with the guidelines outlined herein is essential to maintain the integrity and confidentiality of government communications.

Lusail+ is a confidential asset owned by the State of Qatar. It is for official government communications and cannot be shared, copied, or modified.

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01

LUSAIL+
TECHNICAL
TYPOGRAPHY
GUIDE

Installation and Compatibility

Downloading “Lusail+” Fonts:

- Visit the Typography page of the GBA website and click the **“Download Lusail+”** button. This will download a ZIP file containing the Lusail+ font files.
- Right-click on the ZIP or RAR file and select “Extract All” or “Extract Here.” This will create a new folder containing the contents of the package.
- Inside the extracted folder, find a folder labeled “Fonts” or “Typefaces” where the fonts are stored.
- Look for font files with .TTF or .OTF extensions.

Once you’ve located the font files, follow the installation instructions provided below.

Installing “Lusail+” Fonts for MS Office (Windows)

- Locate the TTF file with the .TTF extension.
- Right-click and select “Install.”
- Verify Installation: Open MS Office and check if the new font is available in the font list.

Installing “Lusail+” Fonts for Adobe Products (Mac or Windows)

- Locate the OTF (OpenType Font) file with the .OTF extension.
- Double-click the OTF file. The font will be automatically added to your system.
- Open an Adobe product to verify the font is in the list.

General Font Installation Tips

Font Management Software: Consider using font management software like FontExplorer or FontBook to organize and activate fonts easily.

Restart Applications: After installing a font, you may need to restart your applications (e.g., web browser, word processor) for the changes to take effect.

Uninstalling

On Mac:

1. Delete the font from “Font Book”
2. Restart with “Safe Boot”.
3. Restart “Normally”.

On Windows:

1. Open Control Panel and search for “Fonts.”
2. Click “Preview, delete, or show and hide fonts.”
3. Select the font to remove and click “Delete.”
4. Delete any unwanted fonts.

Enabling Arabic language in Adobe apps

To use Arabic, set English “يدعم العربية” as the default language in Adobe CC settings before installing apps.

If apps are already installed, uninstall, change the language, and reinstall.

Follow this guide to change the default language:

<https://helpx.adobe.com/creative-cloud/help/change-install-language.html>

PDF Documents

Exporting and Saving as PDF:

- **High-Quality Settings:** When exporting or saving as PDF, select the highest quality settings available to ensure optimal print and digital display.
- **Check Compatibility:** Verify that the PDF is compatible with various PDF readers and software.

Editing PDF Documents:

- **Font Availability:** Ensure that the necessary fonts are installed on the system of the person editing the PDF. If a font is not available, the text may appear distorted or replaced with a default font.
- **Embedding Fonts:** Embedding fonts in the original PDF document ensures font consistency during editing.
- **Layout Challenges:** Editing text in PDFs, particularly with complex fonts or layouts, can cause disruptions.
- **Consider Alternative Editing Methods:** If extensive editing is required, it might be more efficient to work with the original source file (e.g., InDesign, Illustrator) and re-export as a PDF.

Note: These recommendations apply to all fonts, not just Lusail+. While Adobe Acrobat Pro can be used for basic PDF editing, it's primarily designed for viewing and managing PDF documents. For more complex editing tasks, consider using the original source application to maintain optimal layout and font consistency.

Additional Considerations:

- **MS Word:** If you're creating PDFs from MS Word, ensure that the correct fonts are embedded and that the "Print graphics as part of the document" option is enabled in the Print dialog.
- **Save As vs. Print As PDF:** The choice between "Save As PDF" and "Print As PDF" can depend on your specific needs and the capabilities of your printer driver. "Save As PDF" often provides more control over settings, while "Print As PDF" can leverage the printer's output quality.

By following these guidelines, you can help ensure the integrity and readability of your PDF documents, regardless of the fonts you're using.

Important Note:

This typeface is a highly confidential asset exclusively owned by the government. Access is strictly restricted to authorized government personnel with the necessary security clearances. It is not available for public distribution or use in any non-governmental context. The typeface is intended for official government communications only and cannot be shared, copied, or modified without explicit written permission from the government.

Report “Lusail+” Font Issues

Key Points:

Your feedback allows us to meet the highest standards for both design and functionality. When reporting Lusail+ font issues, include:

1. Specify font version (TTF or OTF).
2. Clarify software used (e.g., Adobe, Word).
3. Note the operating system (e.g., Windows or macOS)
4. Describe the steps you took to encounter the issue.
5. Provide a snapshot of any error messages or crash reports (if applicable).
6. Attach the document showing the font issue in your report, if applicable.
 - Save and submit the crash report file.
 - Provide any relevant additional details, such as how the font is being used (e.g., branding, print, web), and mention if similar issues are occurring with other fonts.

Please report any font-related issues to

gba@gco.gov.qa

02

GENERAL TYPOGRAPHY GUIDE FOR DESIGNERS

These recommendations apply to all Arabic fonts, not just Lusail+, and are essential for graphic designers working with Arabic or bilingual typography, especially when combining Arabic and English.

Arabic 'Kerning' and 'Spacing' vs Latin

Kerning (Figure 1) is the process of adding or subtracting space between specific pairs of characters. Tracking (Figure 2) is the process of loosening or tightening the spacing between the characters in selected text or an entire block of text.

For Latin fonts

Some fonts (like Lusail+) include robust kern-pair specifications (**in Lusail+ 'Metrics' is recommended**). However, when a font includes only minimal built-in kerning or none at all, or if you use two different typefaces or sizes in one or more words on a line, you may want to use the optical kerning option (**only for Latin**). Optical kerning adjusts the spacing between adjacent characters based on their shapes.

For Arabic fonts

- **Always set Arabic to 'Metrics'**
- **Tracking in Arabic must be always (0)**

Here are helpful settings for formatting Arabic text in Adobe InDesign (similar options are available in Illustrator and Photoshop):

<https://helpx.adobe.com/in/indesign/using/arabic-hebrew.html>

Sample Arabic text with "Metrics" Kerning

صدر أول نظام أساسي مؤقت للحكم في قطر في عام 1970، ثم عدل في عام 1972 ليتواءم مع متطلبات تلك المرحلة ومسؤولياتها والتي تحدت منذ ذلك الحين معالم وأهداف سياسات الدولة، واكتسبت سلطاتها وأجهزتها المختلفة الخبرات المستمدة من الممارسة الفعلية على المستويين الداخلي والخارجي.

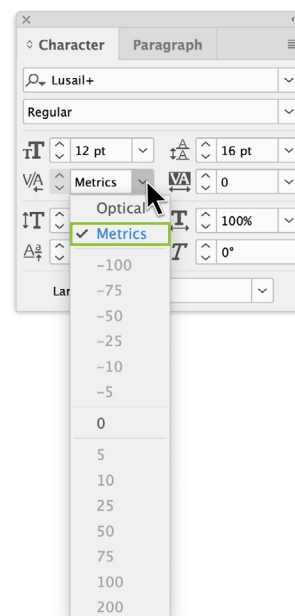


Figure 1: Kerning

Sample English text with "0" Tracking

Qatar's Constitution has witnessed several transitional stages, starting in 1970 when the first INTERIM BASIC STATUTE FOR GOVERNANCE was enacted. This statute was amended in 1972 to address the requirements and responsibilities of that stage. Thereafter, the features and objectives of Qatar's policies were defined.

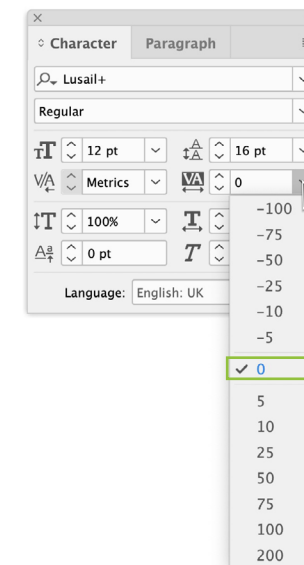


Figure 2: Tracking

Common Problems with Kerning Options in Arabic

When using kerning options other than “Metrics” in Arabic, you may encounter issues such as:

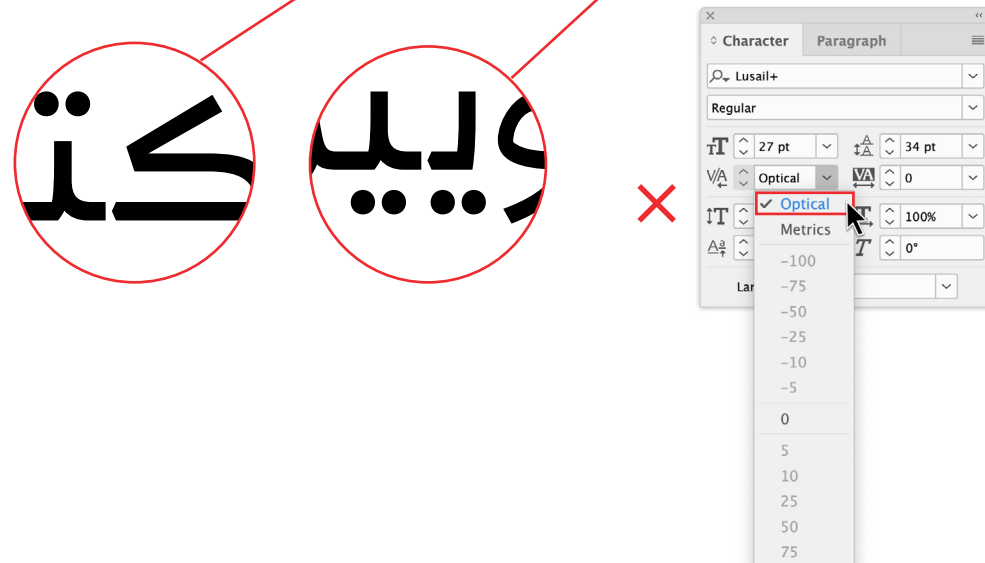
- **Disconnected Letters:** The spacing between letters can become uneven, leading to disconnected or disjointed appearance.
- **Harmony and Legibility:** Lusail+ (like many other Arabic fonts) is carefully designed with specific kerning and spacing to ensure optimal harmony and legibility. Deviating from the default “Metrics” setting can disrupt this balance.

It's generally recommended to avoid adjusting kerning manually in Arabic fonts, especially when using Lusail+. The built-in kerning metrics in Lusail+ are designed to provide the best possible spacing and appearance for Arabic text.

By adhering to the recommended kerning settings, you can maintain the integrity and readability of your Arabic typography.

Sample Arabic text with “Optical” Kerning

صدر أول نظام أساسي مؤقت للحكم في
قطر في عام 1970، ثم عدل في عام 1972
ليتواءم مع متطلبات تلك المرحلة ومسؤولياتها
والتي تحددت منذ ذلك الحين معالم وأهداف
سياسات الدولة، واكتسبت سلطاتها وأجهزتها
المختلفة الخبرات المستمدة من الممارسة
الفعالية على المستويين الداخلي والخارجي.



Arabic 'Leading' vs Latin

Overview

The vertical space between lines of type is called leading (rhymes with sledding). Leading is measured from the baseline of one line of text to the baseline of the line above it. Baseline is the invisible line on which most letters sit.

The default auto-leading option sets the leading at 120% of the typeface size (for example, 12-point leading for 10-point type) (Figure 3).

As a general rule, Arabic has more descending and ascending shapes in its letterform, so if you are aiming to create a bilingual layout (where Arabic and English are sitting side to side) (in any font) then we should be generous in giving leading to the pair, for example (font point size 10 the leading could be 13 or 14 (Figure 4) for both languages even English can work with 12 points), again that's a general rule in all fonts especially if there was 'Diacritics' or 'Tashkeel'.

As shown here, when using 'Diacritics' or 'Taskheel,' additional leading is required to prevent collisions (highlighted in red).

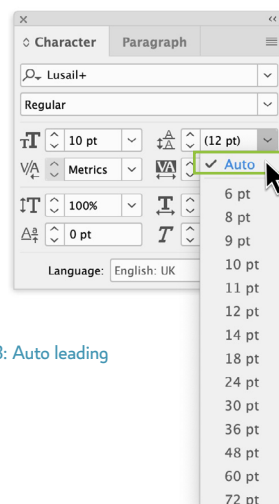


Figure 3: Auto leading

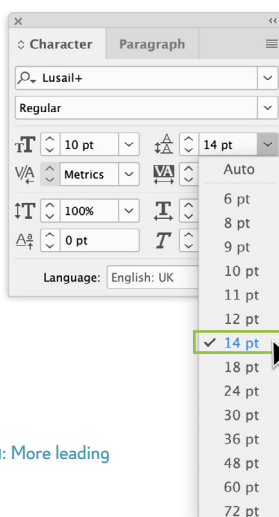


Figure 4: More leading

Sample Arabic text with "Auto" Leading without 'Taskheel'

صدر أول نظام أساسي مؤقت للحكم في قطر في عام 1970، ثم عدل في عام 1972 ليتواءم مع متطلبات تلك المرحلة ومسؤولياتها والتي تحدت منذ ذلك الحين معالم وأهداف سياسات الدولة، واكتسبت سلطاتها وأجهزتها المختلفة الخبرات المستمدة من الممارسة الفعلية على المستويين الداخلي والخارجي.

Sample Arabic text with "Auto" Leading with 'Taskheel'

صَدَرَ أَوَّلُ نِظَامٍ أَسَاسِيٍّ مُؤَقَّتٍ لِلْحُكْمِ فِي قَطْرِ فِي عَامِ 1970، ثُمَّ عُدِّلَ فِي عَامِ 1972 لِيَتَوَّاهَمَ مَعَ مُتَطَلِّبَاتِ تِلْكَ الْمَرْحَلَةِ وَمَسْئُولِيَّاتِهَا وَالتِّي تَحَدَّتْ مِنْذُ ذَلِكَ الْحَيْنَ مَعَالِمَ وَأَهْدَافَ سِيَاسَاتِ الدَّوْلَةِ، وَاكْتَسَبَتْ سُلْطَاتُهَا وَأَجْهَزَتُهَا الْمُخْتَلِفَةُ الْخِبْرَاتِ الْمُسْتَمَدَّةَ مِنَ الْمُمَارَسَةِ الْفِعْلِيَّةِ عَلَى الْمُسْتَوَيَيْنِ الدَّاخِلِيِّ وَالْخَارِجِيِّ.

Sample Arabic text with more Leading added when using 'Taskheel'

صَدَرَ أَوَّلُ نِظَامٍ أَسَاسِيٍّ مُؤَقَّتٍ لِلْحُكْمِ فِي قَطْرِ فِي عَامِ 1970، ثُمَّ عُدِّلَ فِي عَامِ 1972 لِيَتَوَّاهَمَ مَعَ مُتَطَلِّبَاتِ تِلْكَ الْمَرْحَلَةِ وَمَسْئُولِيَّاتِهَا وَالتِّي تَحَدَّتْ مِنْذُ ذَلِكَ الْحَيْنَ مَعَالِمَ وَأَهْدَافَ سِيَاسَاتِ الدَّوْلَةِ، وَاكْتَسَبَتْ سُلْطَاتُهَا وَأَجْهَزَتُهَا الْمُخْتَلِفَةُ الْخِبْرَاتِ الْمُسْتَمَدَّةَ مِنَ الْمُمَارَسَةِ الْفِعْلِيَّةِ عَلَى الْمُسْتَوَيَيْنِ الدَّاخِلِيِّ وَالْخَارِجِيِّ.

Sample English text with "Auto" Leading

Qatar's constitution has witnessed several transitional stages, starting in 1970 when the first interim basic statute for governance was enacted. This statute was amended in 1972 to address the requirements and responsibilities of that stage. Thereafter, the features and objectives of Qatar's policies were defined. The government and its organs also garnered much experience from the actual performance of authority at both domestic and international levels.

Sample English text with "Auto" Leading

Qatar's constitution has witnessed several transitional stages, starting in 1970 when the first interim basic statute for governance was enacted. This statute was amended in 1972 to address the requirements and responsibilities of that stage. Thereafter, the features and objectives of Qatar's policies were defined. The government and its organs also garnered much experience from the actual performance of authority at both domestic and international levels.

Sample English text with more Leading added to match The Arabic

Qatar's constitution has witnessed several transitional stages, starting in 1970 when the first interim basic statute for governance was enacted. This statute was amended in 1972 to address the requirements and responsibilities of that stage. Thereafter, the features and objectives of Qatar's policies were defined. The government and its organs also garnered much experience from the actual performance of authority at both domestic and international levels.

Balancing Bilingual Typography

Overview

Balancing bilingual text (Arabic/English) presents several challenges, including flow, density, negative spaces, counters, and anatomy. Each script has unique characteristics, such as English with uppercase and lowercase letters, and Arabic with descenders and optional extensions (kashidas).

Achieving balance in bilingual text often requires **optical comparison** and careful consideration of the typographic anatomy of the fonts used. It's a decision that designers should make based on **legibility, aesthetics, and the purpose of the communication**.

Lusail+ was designed to achieve homogeneity between its Arabic and English portions. Factors like x-height contrast to Cap-height in Latin characters contribute to a classic aesthetic, giving Lusail+ a unique personality and elegance.

Here are some examples of bilingual text pairs with optical evaluation (using Lusail+):

- **Example A:** Both languages are equally legible, but Arabic may appear slightly larger due to the predominance of lowercase English letters.
- **Example B:** There's more breathing room in line spacing and between letters.
- **Example C:** English may appear slightly larger due to the predominance of uppercase letters.
- **Example D:** The text appears optically more balanced, but English legibility might be slightly compromised.

Remember, these are just examples. The optimal balance will depend on the specific fonts, content, and desired outcome of your design.



A Lusail+ Light, Right aligned, Font size: 10 pt, Leading: 12 pt
صدر أول نظام أساسي مؤقت للحكم في قطر في عام 1970،
ثم عدل في عام 1972 ليتواءم مع متطلبات تلك المرحلة
ومسؤولياتها والتي تحدت منذ ذلك الحين معالم وأهداف
سياسات الدولة.

B Lusail+ Light, Justified Right, Font size: 10 pt, Leading: 13 pt
واكتسبت سلطاتها وأجهزتها المختلفة الخبرات المستمدة
من الممارسة الفعلية على المستويين الداخلي والخارجي.
وكانت التعديلات التشريعية التي تناولت بعض أحكام النظام
الأساسي المؤقت المعدل.

C Lusail+ Light, Right aligned, Font size: 10 pt, Leading: 13 pt
استكمالاً للأوضاع الدستورية في البلاد كما كان إصدار قانون
السلطة القضائية وغيره من القوانين الأساسية التي تنظم
المعاملات المدنية والتجارية، خطوات على طريق استكمال
بناء أجهزة الدولة وإرساء أسس دولة المؤسسات والقانون.

D Lusail+ Light, Right aligned, Font size: 10 pt, Leading: 13 pt
صدر أول نظام أساسي مؤقت للحكم في قطر في عام 1970،
ثم عدل في عام 1972 ليتواءم مع متطلبات تلك المرحلة
ومسؤولياتها والتي تحدت منذ ذلك الحين معالم وأهداف
سياسات الدولة. واكتسبت سلطاتها وأجهزتها المختلفة
الخبرات المستمدة من الممارسة الفعلية على المستويين
الداخلي والخارجي.

Lusail+ Light, Left aligned, Font size: 10 pt, Leading: 12 pt

Qatar's constitution has witnessed several transitional stages, starting in 1970 when the first interim basic statute for governance was enacted. This statute was amended in 1972 to address the requirements and responsibilities of that stage.

Lusail+ Light, Justified Left, Font size: 10 pt, Leading: 13 pt, Tracking: 20

Thereafter, the features and objectives of Qatar's policies were defined. The government and its organs also garnered much experience from the actual performance of authority at both domestic and international levels.

Lusail+ Light, Left aligned, Font size: 10 pt, Leading: 13 pt, All Caps

THE LEGISLATIVE AMENDMENTS THAT ADDRESSED SOME OF THE PROVISIONS OF THE AMENDED INTERIM BASIC STATUTE, WITH REGARDS TO THE EXECUTIVE AUTHORITY

Lusail+ Regular, Left aligned, Font size: 8.2 pt, Leading: 13 pt, All Caps

AND THE PROVISIONS RELATING TO THE SUCCESSION OF RULE IN THE STATE, WERE PART OF THE CONSTITUTIONAL CHANGES IN THE COUNTRY. FURTHERMORE, THE ISSUANCE OF THE JUDICIARY ACT AND OTHER BASIC LAWS GOVERNING CIVIL AND COMMERCIAL TRANSACTIONS WERE STEPS TOWARDS BOTH THE ESTABLISHMENT OF STATE AGENCIES, AND THE LAYING OF THE FOUNDATIONS FOR THE STATE OF LAW AND INSTITUTIONS.

Arabic Text on Curve

Text on curve is a technique that places letters along a curved path. While this works well for languages like English, it can present challenges for Arabic due to its unique letter connection system.

Arabic letters are designed to connect seamlessly, with straight lines forming the connections (Figure 5). This includes the 'kashida', a rectangular shape that extends letters for better spacing. When applying text on curve to Arabic, these connections can appear distorted or broken, especially with narrow letters (Figure 6).

To resolve this, convert the text to outlines and merge the letter shapes in Adobe Illustrator. This allows for manual adjustment of the letter connections, ensuring they remain straight and aligned with the curve. Additionally, you may need to slightly curve individual letters to achieve a more harmonious and visually appealing result (Figure 7).

However, please note that once you convert text to outlines, it will no longer be editable. The text will become a series of shapes, making it difficult to modify the content or font settings. Therefore, ensure the text is accurate and properly formatted before converting to outlines.

By following these steps and carefully considering the unique characteristics of Arabic typography, you can effectively apply text on curve while preserving the integrity of the letter connections.

Note:

It's best to avoid using curved text in Arabic unless absolutely necessary.

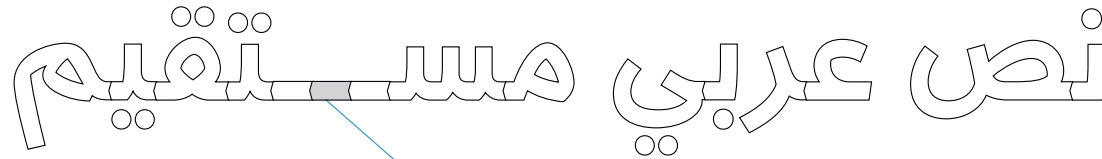


Figure 5: connections on straight line

Kashida

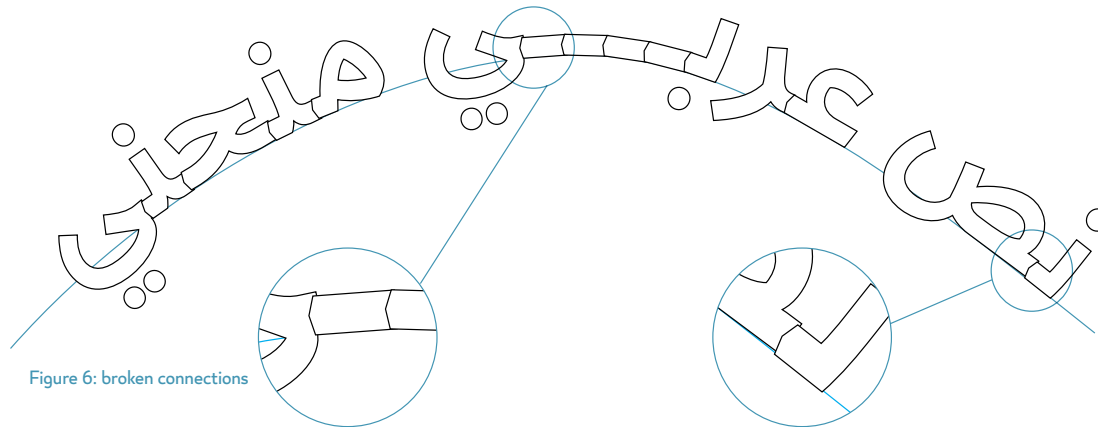


Figure 6: broken connections

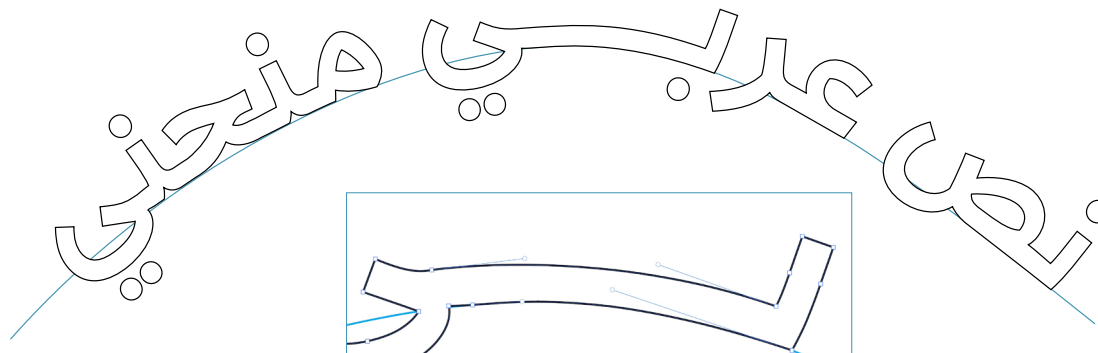


Figure 7: connections manually fixed

Quotes and Apostrophes

Overview Quote Marks: Used to enclose quoted text or direct speech. Apostrophes: Used to indicate possession, contractions, or omissions. Cross-Language Variations: Straight vs. Curly Quotes: English and many other languages use curly (smart) quotes, while some languages, like German, use straight quotes. Single vs. Double Quotes: The usage of single and double quotes can vary between languages. For example, in English, double quotes are typically used for main quotes, while single quotes are used for quotes within quotes. Specific Characters: Some languages may have unique quote mark or apostrophe characters. For instance, French uses guillemets (« »). Smart Quotes: “” Automatic Insertion: Many word processors and design software automatically insert smart quotes when you type standard quote marks and apostrophes. Enhanced Appearance: Smart quotes provide a more visually appealing and professional look compared to straight quotes. Consistency: Using smart quotes consistently throughout your document helps maintain a cohesive appearance.	Preview	“text”	"text"	«text»	‘text’s	text's
	Glyph Name	Double Quotation Marks (Left and Right)	Quotation Mark	Double Angle Quotation Marks (Left-Pointing and Right-Pointing)	Single Quotation Mark (Left and Right)	Apostrophe
	Other Names	Curly Quotes Smart Quotes	Straight Quotes Inches mark Minutes mark Ditto mark Double prime mark	Guillemets	Apostrophe (when right is used)	Straight Single Quotes Feet mark Hours mark Single prime mark
	Examples	“He said ‘yes.’” قال الرجل: “نعم”	"This is a sentence." 5" long board 30' (minutes) x" (used in physics to denote acceleration) قال الرجل: "نعم"	« Je suis heureux. » (French for "I am happy.")	Use ‘Bold’ option He’s right	He's right

Quotes and Apostrophes

Applications quotes settings and defaults

Obtaining the correct quote or apostrophe mark often requires specific settings within the applications you're using.

Adobe InDesign and Illustrator offer a convenient feature known as **Typographer's Quotes**. This setting dynamically adjusts quote marks and apostrophes **based on the language of the selected text**, ensuring accurate usage. (Figure 8 and Figure 9).

Adobe Photoshop has **Typographer's Quotes** enabled by default, providing automatic adjustments for quote marks and apostrophes.

To ensure accurate quote and apostrophe usage in multilingual documents, it's essential to set the correct language for the text in your application. In Adobe InDesign, Illustrator and Photoshop, you can set the language in the 'Character' palette (Figure 11, 12, 13).

Adobe InDesign Example

- "Use Typographer's Quotes" option is 'on'
 - Text Language is 'English: UK'
- The output will be **"Smart Quotes"**
- If the text Language is changed to "French"
- The output will be **«Guillemets»**

MS Word also offers options for quote marks. By default, it automatically inserts smart quotes (curly quotes). To change this behaviour, go to **AutoCorrect** Options and uncheck the box for **Straight quotes** (Figure 10).

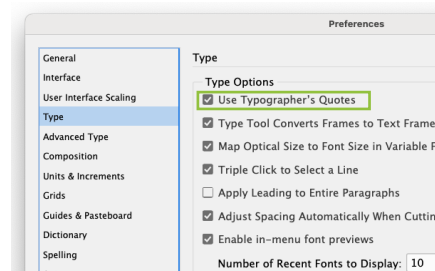


Figure 8: Adobe InDesign type preferences

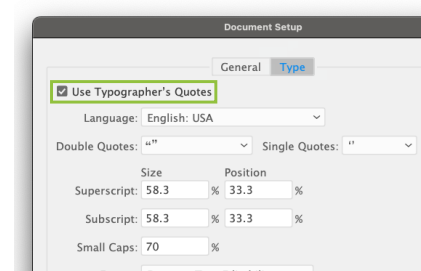


Figure 9: Adobe Illustrator type settings

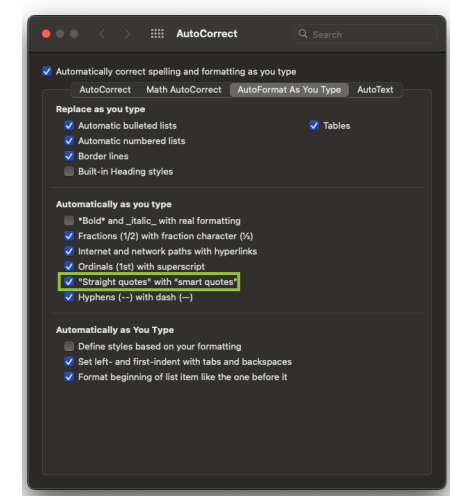


Figure 10: MS Word quotes settings

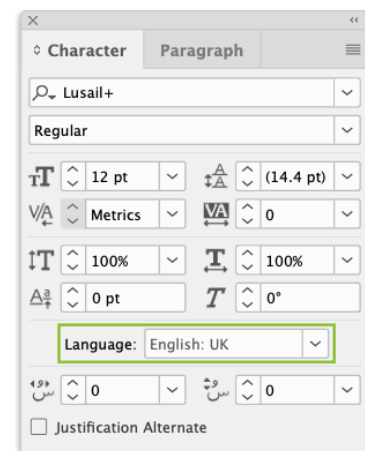


Figure 11: Adobe InDesign text language settings

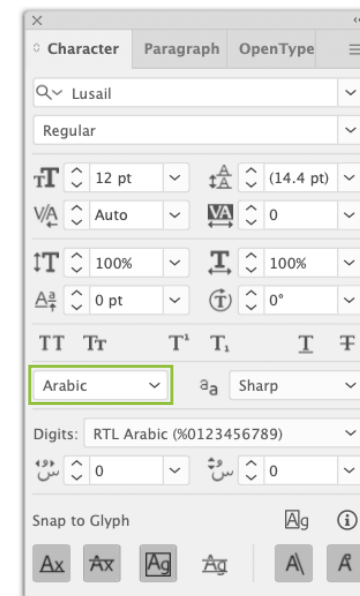


Figure 12: Adobe Illustrator text language settings

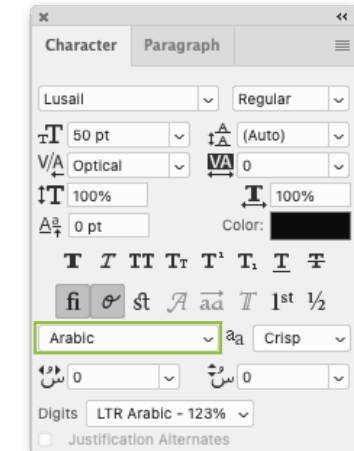


Figure 13: Adobe Photoshop text language settings

Quotes and Apostrophes

How to type quotes and apostrophes in Adobe apps

Check the quotes settings (previous slide). If the settings and text language are correct, the marks should appear correctly. If not, here are other ways to get the precise quote marks.

In Adobe InDesign and Illustrator, you can insert the desired quotation marks and apostrophes by selecting special characters through the 'Type' menu (Figure 14, 15).

Additionally, in Adobe InDesign, Illustrator, and Photoshop, you can use the Glyphs panel to insert any desired character.

The panel can be accessed as follows:

- **Adobe InDesign and Illustrator:**
From the menu, go to (Type > Glyphs)
- **Adobe Photoshop:**
From the menu, go to (Window > Glyphs)

Preview	“text”	"text"	«text»	‘text’s	text's
Glyph Name	Double Quotation Marks (Left and Right)	Quotation Mark	Double Angle Quotation Marks (Left-Pointing and Right-Pointing)	Single Quotation Mark (Left and Right)	Apostrophe

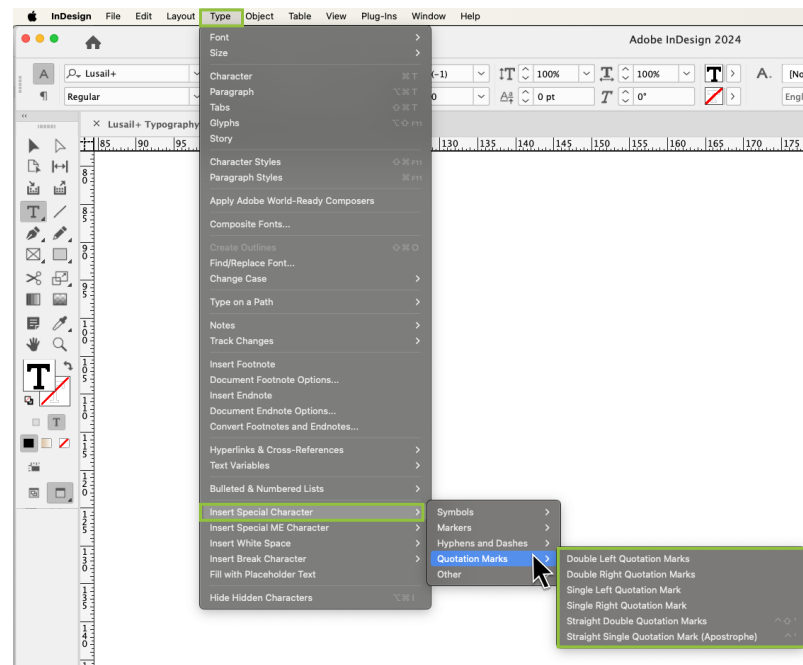


Figure 14: Adobe InDesign Insert Special Character

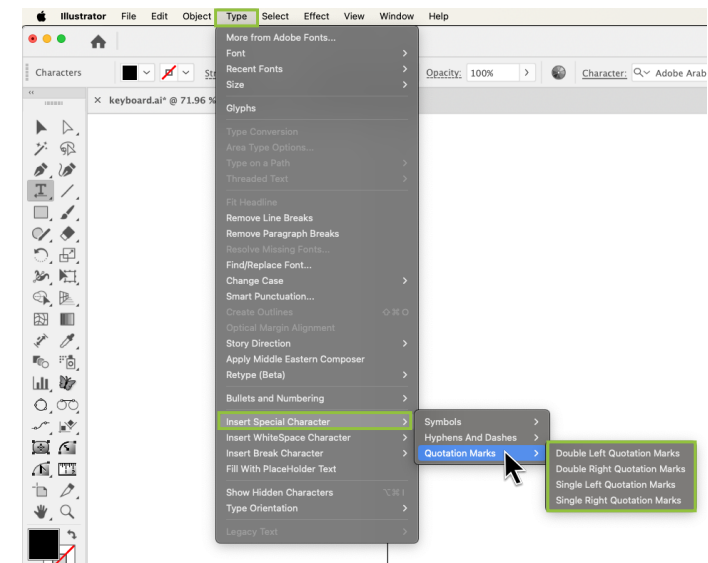


Figure 15: Adobe Illustrator Insert Special Character

03

LUSAIL+ DESIGN TYPOGRAPHY GUIDE

These typographic guidelines are tailored for the Lusail+ font, providing essential tips for graphic designers to ensure optimal use and avoid common issues while maximizing its unique features.

Using Arabic ‘Ligatures’

Overview

Ligatures are typographic replacement characters for certain letter pairs if they are available in a given Open Type font to create a more refined form. Their main purpose is to improve how easily you can recognize individual characters, or simply make them look tidier when they might otherwise appear messy or less coherent.

In English A classic example of a ligature is the combination of (f) and (i) where they get replaced by one ligature (fi), so the word “find” will turn into “find” when the “Ligatures” are activated, these are called “Standard Ligatures”

In Arabic, there are some ligatures that must be used like لا which replaces the 2 consecutive letters ل + ا otherwise this character will appear incorrect without the ligature “لا”

“**Discretionary ligatures**” are optional and may not be available in all fonts. Use them as needed.

Lusail+ has a set of “Discretionary” (off by default) ligatures to expand the character set wider and enhance the typeface’s style, offering more options for connected letter shapes. (Figure 16)

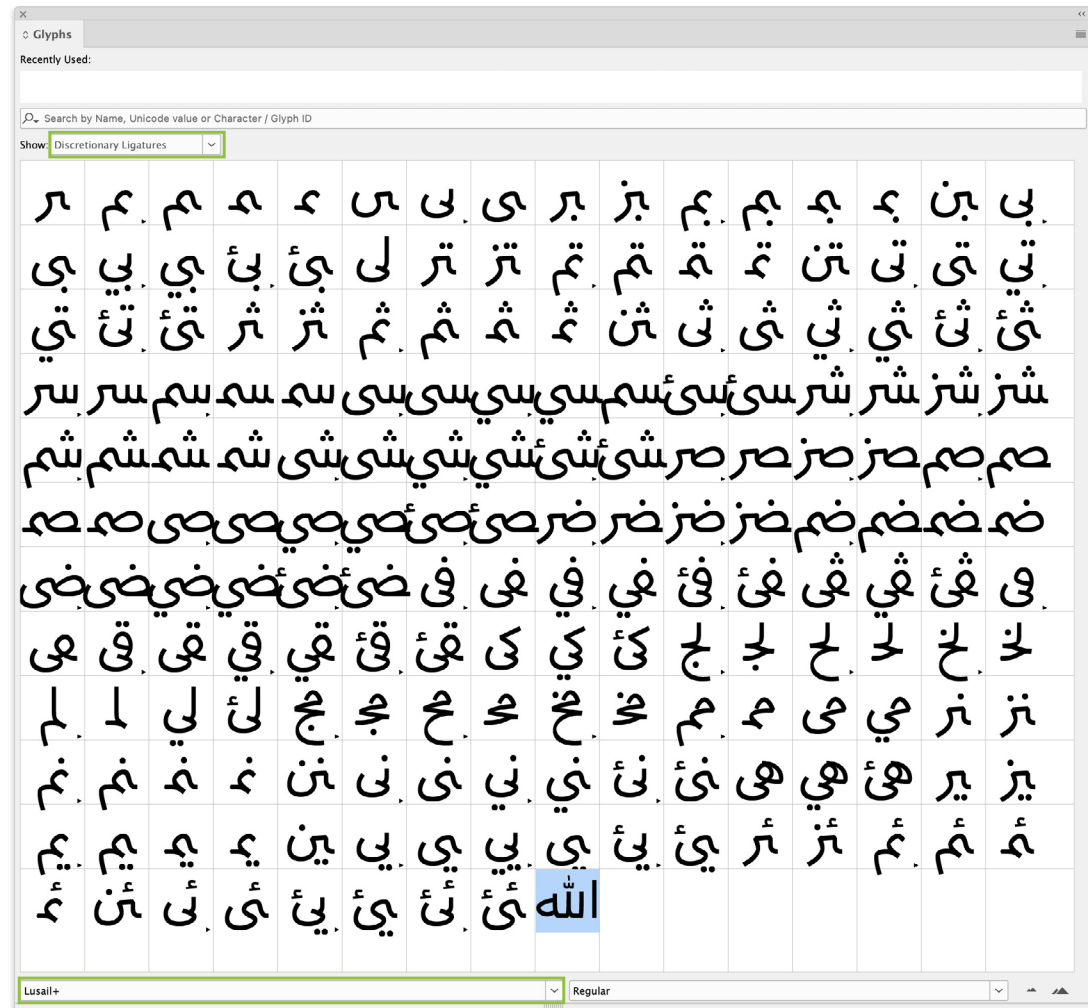


Figure 16: Preview of Lusail+ ‘Discretionary Ligatures’ in Adobe InDesign “Glyphs” palette

Note:

Avoid using the glyphs palette for Arabic ligatures. Refer to the next page for proper usage.

Using Arabic ‘Ligatures’

How to use Arabic Ligatures

To use Arabic ligatures in Lusail+ within Adobe applications, you'll need to activate the “Discretionary Ligatures” option while the text is selected.

To access “Discretionary Ligatures”:

Adobe InDesign and Photoshop:

- Open the Character Panel.
- Select OpenType sub menu from Character panel menu.
- Turn on the Discretionary Ligatures option.

Adobe Illustrator:

- Go to Window > Type > OpenType.
- From OpenType panel menu, turn on the Discretionary Ligatures option.

Once you've activated Discretionary Ligatures, Lusail+ will automatically apply appropriate ligatures based on the Arabic text.

MS Word:

In MS Word, you can access the “Discretionary Ligatures” from the “Advanced” tab in “Font” format window.

تتمثل مهمة المكتب في القيام بدور
ذراع الاتصال الاستراتيجي لحكومة دولة
قطر، وتقديم الدعم للمتخصصين في
مجال الاتصال للجهات الحكومية وشبه
الحكومية.

Arabic text with 'Discretionary Ligatures' 'off'

تتمثل مهمة المكتب في القيام بدور
ذراع الاتصال الاستراتيجي لحكومة دولة
قطر، وتقديم الدعم للمتخصصين في
مجال الاتصال للجهات الحكومية وشبه
الحكومية.

Arabic text with 'Discretionary Ligatures' 'on'
Ligatures shown with underline.

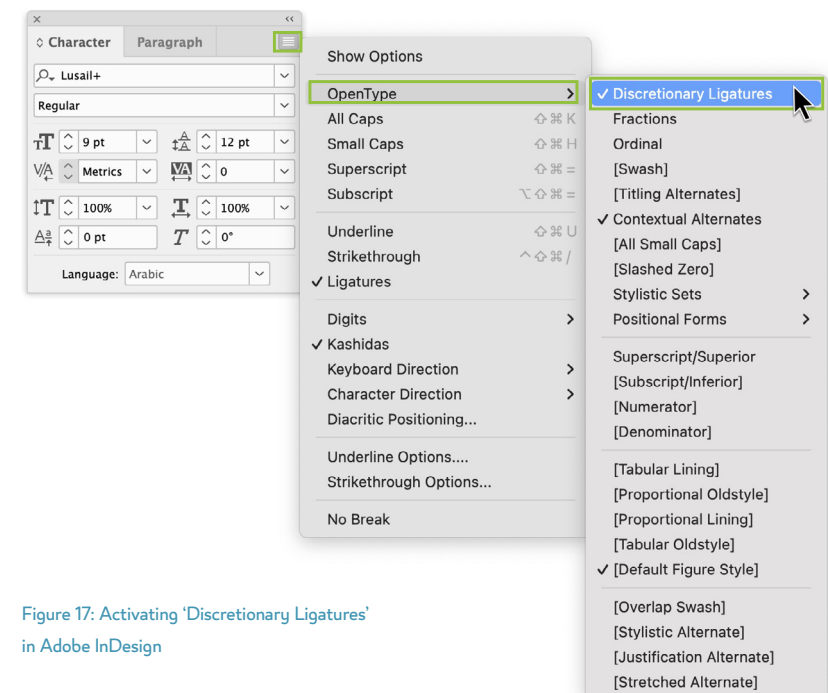


Figure 17: Activating 'Discretionary Ligatures' in Adobe InDesign

Stylistic Sets

Overview

Stylistic sets (sometimes written as “style sets”) are groupings of alternate glyphs that allow the user to switch on (via OpenType) sets of related alternate glyphs. Lusail+ offers three stylistic sets to enhance your designs and control the appearance of Arabic numbers. Here, we'll focus on two design-oriented stylistic sets:

“**Zinadi Kaf**”: Replaces the letter “Kaf” letter with an extended version.

“**Short Meem**”: Change the final form of the letter “Meem” to a shorter version.

To access Stylistic Sets:

Adobe InDesign (Figure 18):

- **Open the Character Panel:** Go to Window > Type > Character.
- **Select OpenType Sub menu:** Click on the OpenType sub menu within the Character panel menu.
- **Choose Stylistic Set:** Select the desired stylistic set from the Stylistic Sets sub menu.

Adobe Illustrator:

- **Open the OpenType Panel:** Go to Window > Type > OpenType.
- **Choose Stylistic Set:** Select the desired stylistic set from the Stylistic Sets sub menu.

Adobe Photoshop (Figure 19):

- **Select Type Layer:** Ensure the type layer is selected.
- **Open Properties Panel:** Go to Window > Properties.
- **Access Stylistic Sets:** Click on the Stylistic Sets button within the Type Options section of the Properties panel.

MS Word:

In MS Word, you can access the “Stylistic Sets” from the “**Advanced**” tab in “**Font**” format window.

Note: The Stylistic Sets in MS Word have no names, they have numbers instead, (set1 = Zinadi Kaf, set2 = Official Numbers, set3 = Short Meem), please note only one set can be activated at a time.

كتب المخطوطات
في المكتبة

كتب المخطوطات
في المكتبة

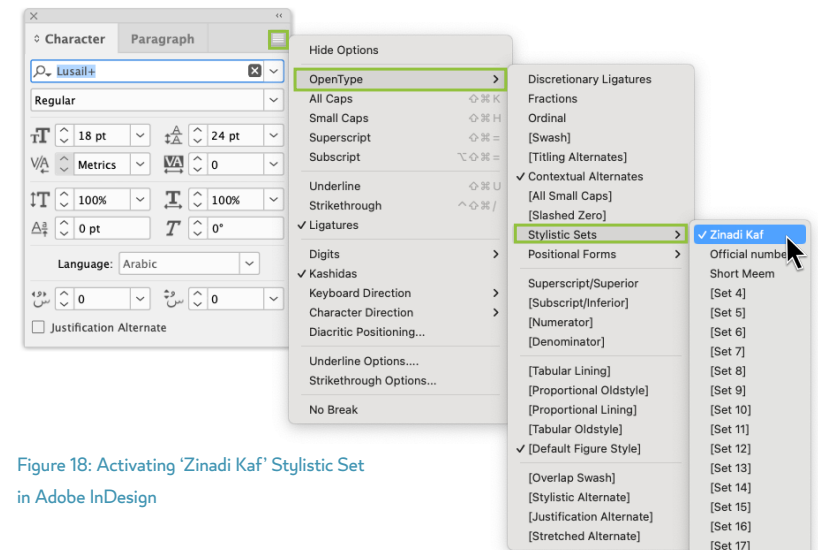


Figure 18: Activating 'Zinadi Kaf' Stylistic Set in Adobe InDesign

كلام سليم

كلام سليم

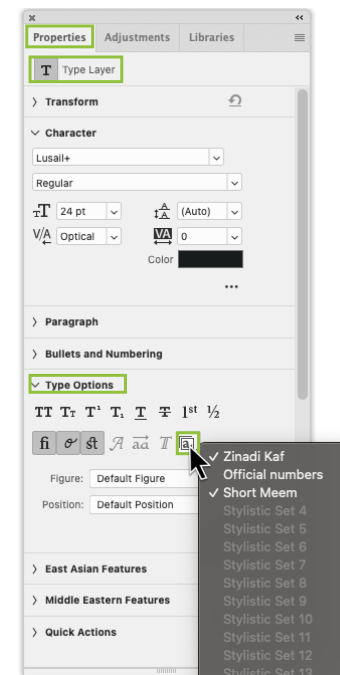


Figure 19: Activating 'Zinadi Kaf' and 'Short Meem' Stylistic Sets in Adobe Photoshop

Official Number (Arabic vs Hindi Numerals)

Overview

Arabic numerals come in two main forms: Western (1234567890) and Eastern (Hindi) (٠٩٨٧٦٥٤٣٢١). Although Eastern Arabic numerals are widely used in Arabic-speaking regions, Western Arabic numerals are the official standard in Qatar.

In Qatar, the use of Arabic numerals (%1234567890) is mandatory in all official communications, regardless of whether you're using Arabic or English script.

This is a strict requirement that must be adhered to in all government documents, publications, and other official materials.

The placement of the percentage sign (% sign) depends on the language:

- Arabic: Typically placed to the left of the number (نسبة 100%)
- Latin: Typically placed to the right of the number (100% Percentage)

There are 3 ways to ensure accurate Western Arabic numerals (%1234567890) usage in Lusail+:

1. **Switch the keyboard input language to 'English'** before typing digits (applies to any font).
2. **Adjust digit settings in Adobe apps** (applies to any font) based on input language and keyboard settings (see Figures 20, 21, 22).
3. **Use Lusail+ "Official Numbers" (Stylistic Set)**, which forces all digits to be Western Arabic. In MS Word, this set is labeled as "2" (see Figure 23 for Adobe InDesign).

✓ Western Arabic numerals
% 1 2 3 4 5 6 7 8 9 0

✗ Eastern Arabic numerals (Hindi)
٪ ٠ ٩ ٨ ٧ ٦ ٥ ٤ ٣ ٢ ١

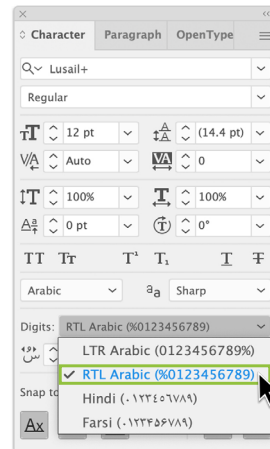


Figure 20: Digits in Adobe Illustrator

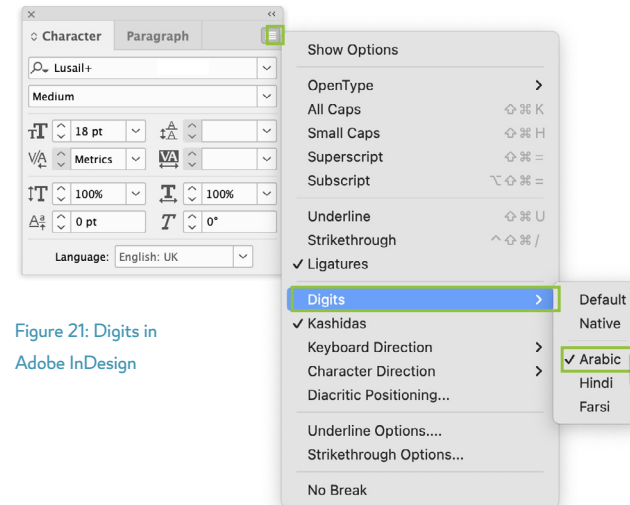


Figure 21: Digits in Adobe InDesign

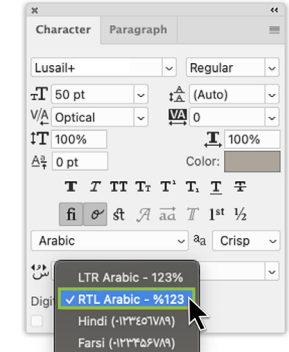


Figure 22: Digits in Adobe Photoshop

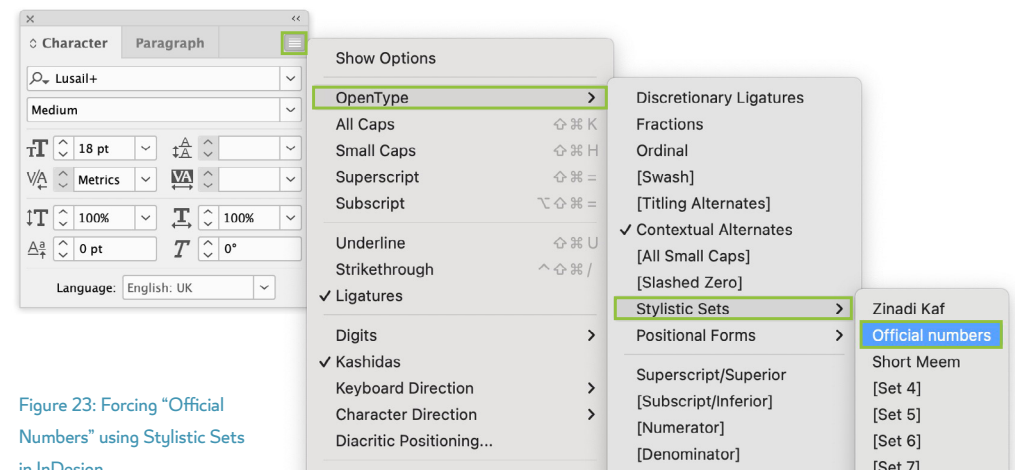


Figure 23: Forcing "Official Numbers" using Stylistic Sets in InDesign

Contacts

For any inquiries or issues related to Lusail+,
please reach out to gba@gco.gov.qa.