

Skill Drill: Inches to Picas

1 inch = 6 picas = 72 points

- Points are the smallest unit of measurement. Type and leading are measured in points with 72 points to the inch.
- Use picas for measuring column width and depth, margins, and other larger distances.
- Picas and points have a direct relationship to each other. There are 12 points in a pica.
- If you're a metric maven you may have a bit more trouble with the conversion to picas, but for those of us raised on inches it's simpler. There are 6 picas to an inch. A standard US letter size page is 8.5 by 11 inches or 51 by 66 picas. (6 picas are The letter p is used to designate picas as in 22p or 6p.
- With 12 points to the pica, half a pica would be 6 points written as 0p6. 17 points would be 1p5 (1 pica = 12 pts, plus the leftover 5 pts).

Go to the following site to find the inches-to-pica calculator:

<http://www.unitconversion.org/length/inchs-to-picas-conversion.html>

	Inches	Picas and Points
Letter	8.5" by 11"	
Letter (Half)	8.5" by 8.5"	
Legal	8.5" by 14"	
Legal (Half)	7" by 8.5"	
Tabloid	11" by 17"	
Business Card	3.5" x 2"	
Standard envelope	9.5" by 4.125"	