

# Type Director Software Application Notes



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## Aldus PageMaker® & MS Windows®

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This software application note describes the use of Type Director with PageMaker (versions 1.0a and 3.0) and other applications running under MS Windows (versions 2.03 and 2.1). Before using this note, you should have properly installed MS Windows, PageMaker, the Type Director program and at least one typeface.

All of the examples in this software application note assume that you use the C:\WINDOWS default directory to store:

- MS Windows program
- WIN.INI file
- Screen font files (FONs)

and that you will use the C:\TD\FONTS default directory to store:

- Printer font files (downloadable soft fonts)
- Font metric files (PFMs)

If you intend to store your files in directories other than the defaults, modify the examples accordingly.

### **Aldus Corporation**

For additional information about Aldus PageMaker versions 1.0a and 3.0, call Aldus Technical Support at 206-628-2320. (Hours: 7 a.m. to 6 p.m. Pacific Standard Time.)

### **Microsoft Corporation**

For additional information about MS Windows and applications running under MS Windows, call Microsoft Product Support at 206-454-2030. (Hours: 6 a.m. to 6 p.m. Pacific Standard Time.)

## About MS Windows

Software applications running under MS Windows use a control file called WIN.INI. When you make fonts using Type Director for PageMaker or MS Windows, Type Director will automatically update the WIN.INI file to recognize new fonts.

All fonts created and installed for PageMaker can be accessed and used in other MS Windows applications, such as Windows Write and MS Excel.

See your MS Windows application manual for notes on how to access and use downloadable printer fonts. Each MS Windows application may have different point size or symbol set limitations. Type Director fonts are used in any MS Windows application in the same way as other Hewlett-Packard soft font products.

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### NOTE

Type Director does not run under MS Windows. Type Director runs under MS-DOS or PC-DOS (versions 3.10 or later).

Refer to your MS Windows documentation before attempting to manually edit the WIN.INI file.

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## Starting Type Director

1. Make sure you are in the Type Director directory (for example, C:\TD).
2. To start the program, type in the following:

TD and press **[↵]**.

The Type Director Main Menu will appear on your screen. From the Main Menu, you can press the **[F1]** GETTING STARTED key or press the **[F7]** HELP key for on-line information.

## Configuration for PageMaker & MS Windows

1. From the Type Director Main Menu, use your arrow keys or mouse to position your cursor on the menu title *Environment*. Highlight *Set Environment/Defaults* and press **[↵]**. The Environment menu will appear.
2. Verify the hardware configuration, which includes the monitor, printer and printer port. (Refer to Chapter 4 of the *Type Director User's Guide*.)
3. Highlight the *Available Applications* field ("unlisted application" is listed). If PageMaker or MS Windows is not listed, press **[ins]** to open a blank line, then press **[↵]**. A list of applications appears.

Highlight *Aldus PageMaker v1.0a & v3.0* or *Microsoft Windows v2.03 & v2.1* and press **[↵]**.

4. To change the name of the directories where PageMaker or MS Windows and your printer fonts are located, highlight the *Application Dir* or *Printer Font Dir* field. Type in the name you want and press **[↵]** to save.
5. To return to the Type Director Main Menu, press **[F8]**.



## Making Fonts for PageMaker & MS Windows

Before making fonts, you should have installed the typefaces you will be using into the Type Director program. Refer to Chapter 2 or Chapter 5 of the *Type Director User's Guide* for more information.

1. From the Type Director Main Menu, position your cursor on the menu title *Fonts* using your arrow keys or mouse. Highlight *Make Fonts* and press . The Make Fonts menu will appear.
2. Highlight the *Active Application* field and press . From the list of choices, highlight *PageMaker* and press  to save your selection.
3. Highlight the *Typeface* field and press . Select the desired typeface and press .
4. Highlight the *Point Sizes* field. Type in the point sizes you want separated by spaces (for example, 8 9 10 12) and press  to save your selections.

---

### NOTE

PageMaker supports fonts from 4 to 127 point. MS Windows and PageMaker do not support half-point sizes. Some MS Windows applications have different point size limitations. Refer to your software manuals.

Because PageMaker and some MS Windows applications can display your fonts at 50% and 200% of the actual size, you may want to make companion screen fonts in different point sizes (for high quality screen font display).

For example, if you make 10 point printer and screen fonts, you should make companion screen fonts that are 5 and 20 point.

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- Optional: To override the default *device*, *orientation* or *symbol set* of your fonts, highlight the field and press **[←]**. Small menus will appear. Highlight your selection and press **[←]** to save.

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#### NOTE

If you have a LaserJet PLUS or LaserJet 500 PLUS printer, the ECMA-94 Latin 1 symbol set is recommended. For all other printers, the *Windows* symbol set is recommended.

The Roman-8 symbol set is not recommended because MS Windows re-maps (changes the location) certain symbols. If you select PC-8, PC-8 D/N, or PC-850, the character in decimal location 160 will not be printed.

- 
- To select additional fonts, repeat steps 3, 4 and 5 on different font selection lines.
  - After selecting all your fonts, press the **[F3]** SAVE SETUP key and type in a unique name (up to seven characters). Then press **[←]** to save your Make Font Setup file.

Always use a unique name for your Make Font Setup file. The name you type in for your Make Font Setup file will be the group of screen font files (FONs) associated with your printer fonts. You will delete existing screen fonts if you use the same Make Font Setup file name.

- After you have saved the *Make Fonts Setup*, press the **[F1]** MAKE FONTS key.

This will start the font making session. Type Director prompts you to press the **[Esc]** key after the fonts are made.

- To return to the Main Menu, press **[F8]**.
- Press **[F8]** again to exit Type Director.



## Getting Started with PageMaker

This section applies to PageMaker users only.

### Before Your Start PageMaker 1.0a

This suggestion applies to PageMaker version 1.0a users only.

Two lines of text can be added to your WIN.INI file to allow PageMaker 1.0a to display high quality screen fonts. The lines are:

```
GREEK BELOW=6  
VECTOR ABOVE=127
```

For detailed information about making alterations to the WIN.INI file, call Aldus Support at 206-454-2030.

### How To Start PageMaker

Type in the following to start PageMaker (from the DOS prompt of your PageMaker directory (for example, C:\PM):

```
WIN PM (←)
```

### After You Start Page Maker 3.0

This information applies to Pagemaker version 3.0 users only.

PageMaker 3.0 users can ensure high quality screen font display by making the following adjustment to their program.

1. From the PageMaker Main Menu, highlight *Edit* on the menu bar. The Edit Menu appears.
2. Highlight *Preferences* and press (←).
3. Highlight the *Stretch text above* field and type in 127.
4. Highlight the *Vector text above* field and type in 127.
5. Highlight *OK* to return to the PageMaker Main Menu.

## Using Fonts In PageMaker

Type Director fonts can be accessed in the same manner as other soft fonts.

### Step 1 – Select Text

1. Highlight the desired text.
2. From the PageMaker Main Menu, highlight the menu title *Type*. A list of items will appear.
3. Highlight the *Type specs* field. The Type Specifications Menu will appear.

All of the installed fonts in the current page orientation (portrait or landscape) will be displayed.

4. After selecting the font name a list of available point sizes will be displayed. Select desired *point size*.

The Type Specifications Menu allows other font attribute selections to be made (including bold, italic, subscript, superscript, etc.).

### Step 2 – Adjust the Leading (optional)

Leading is the space that PageMaker inserts between lines. The default in PageMaker is *Auto Leading*. Auto leading is set at 120% of the point size selected. For example, if a 10 point font was selected then PageMaker would insert 12 points of line spacing. To change or verify the leading selection:

1. From the PageMaker Main Menu, highlight the menu title *Type*. A list of items will appear.
2. Highlight the *Type specs* field. The Type Specifications Menu will appear.
3. Highlight the *Leading* field and type in AUTO.

Instead of typing in “auto,” you could select any point size from 0 to 127 point.

For more information on leading see the *PageMaker Reference Manual*.

### Step 3 – Adjust the Kerning (optional)

PageMaker defaults to the *Auto Kerning* selection. To change the kerning selection, follow these steps:

1. From the PageMaker Main Menu, highlight the menu title *Type*. A list of items will appear.
2. Highlight the *Paragraph* field. The Paragraph Specifications Menu will appear.
3. Highlight the *Kerning* field and select AUTO.

You can select the smallest point size at which kerning will be activated.

For more information on kerning see the *PageMaker Reference Manual*.

## Additional Information

### Extended Characters

Some characters which are available in Hewlett-Packard symbol sets will not be displayed on your PageMaker screen. Usually these characters have a decimal value of 127 or more (see Appendix A of the *Type Director User's Guide*).

You can access extended characters by holding down the **(Alt)** and typing in the four-digit decimal value on your numeric keypad, then releasing the **(Alt)**. You must type in four digits. For example, if you wanted character 1, you must type in 0001.

### Deleting Fonts

Chapter 6 of the *Type Director User's Guide* contains information about using the List/Delete Fonts Menu to remove fonts.

If you always use Type Director to delete fonts, you will not have to make any manual changes to the WIN.INI file. Type Director automatically updates the WIN.INI file to reflect any changes.

### About the WIN.INI File

The WIN.INI file contains settings for many MS Windows features and MS Windows applications. MS Windows reads and uses these settings every time you start up MS Windows.

Special settings are made in the *Fonts* section of this file that control the use of fonts in all MS Windows applications .

Type Director automatically updates and adjusts this file.

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#### NOTE

Refer to your MS Windows documentation before attempting to manually edit the WIN.INI file.

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## Microsoft Word®

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This software application note describes the use of Type Director with MS Word (versions 4.0 and 5.0). Before using this note, you should have properly installed MS Word, the Type Director program and at least one typeface.

All of the examples in this software application note assume that the MS Word program files and your printer font files are in the C:\WORD directory. If you intend to store your font files in directories other than C:\WORD, modify the examples accordingly.

### Microsoft Corporation

For additional information about MS Word, call Microsoft Product Support at 206-454-2030. (Hours: 6 a.m. to 6 p.m. Pacific Standard Time.)

## Before You Start

Two files must be copied into your WORD directory before you can use Type Director.

### Copy the MS Word MAKEPRD Program File

Type Director automatically creates printer description files (PRDs) for MS Word. PRD files allow MS Word to access a group of fonts. PRD files will be placed in the printer font directory.

Locate the MS Word *Thesaurus* disk and insert it into drive A:. At the DOS prompt, type in the following command:

```
COPY A:MAKEPRD.EXE C:\WORD [↵]
```

### Copy the MS Word Download Program File

A download program file must exist in your MS Word directory. This file is different depending upon your version of MS Word.

#### MS Word 4.0:

Locate the *Printer 1* diskette and insert it into drive A. At the DOS prompt, type in the following command:

```
COPY A:DOWN.EXE C:\WORD [↵]
```

#### MS Word 5.0:

For MS Word 5.0, locate the *printer drivers* diskette and insert it into drive A. At the DOS prompt, type in the following command:

```
COPY A:DOWN_DOS.EXE C:\WORD [↵]
```



## Starting Type Director

1. Make sure you are in the Type Director directory (for example, C:\TD).
2. To start the program, type in the following:

TD

The Type Director Main Menu will appear on your screen. From the Main Menu, you can press the  GETTING STARTED key or press the  HELP key for on-line information.

## Configuration for MS Word

1. From the Type Director Main Menu, use your arrow keys or mouse to position your cursor on the menu title *Environment*. Highlight *Set Environment/Defaults* and press . The Environment menu will appear.
2. Verify the hardware configuration, which includes the monitor, printer and printer port. (Refer to Chapter 4 of the *Type Director User's Guide*).
3. Highlight the *Available Applications* field ("unlisted application" is listed). If MS Word is not listed, press  to open a blank line, then press . A list of applications appears.

Highlight *Microsoft Word v4.0* or *Microsoft Word v5.0* and press .

4. To change the name of the directories where MS Word and your printer fonts are located, highlight the *Application Dir* or *Printer Font Dir* field. Type in the name you want and press  to save.
5. To return to the Type Director Main Menu, press .

---

### NOTE

MS Word 4.0 and 5.0 allow you to install your fonts in a directory other than the C:\WORD default directory. MS Word requires that the Application Directory and Printer Font Directory be located on the same hard disk drive.

---

## Making Fonts for MS Word

Before making fonts, you should have installed the typefaces you will be using into the Type Director program. Refer to Chapter 2 or Chapter 5 of the *Type Director User's Guide* for more information.

1. From the Type Director Main Menu, position your cursor on the menu title *Fonts* using your arrow keys or mouse. Highlight *Make Fonts* and press . The Make Fonts menu will appear.
2. Highlight the *Active Application* field and press . From the list of choices, highlight *MS Word* and press  to save your selection.
3. Highlight the *Typeface* field and press . Select the desired typeface and press .
4. Highlight the *Point Sizes* field. Type in the point sizes you want separated by spaces (for example, 8 10 12) and press  to save your selections.
5. Verify that the *Device* field has a "P" (for printer only) displayed. MS Word does not support screen fonts.
6. To override the default orientation, highlight the *Ori* field and press . You can choose either portrait or landscape orientation from the menu and press  to save.

---

### NOTE

MS Word supports point sizes ranging from 4 to 127 point. MS Word does not support half-point sizes.

When using MS Word, portrait and landscape fonts cannot be combined in the same Make Font Setup file (PRD). Separate PRDs must be created for portrait and landscape fonts.

---

7. To override the default symbol set for the fonts listed on a font selection line, highlight the *SymSet* field and press **[←]**. A list of symbol sets will appear with a list of choices. Highlight your selection and press **[←]** to save.
8. To select additional fonts, repeat steps 4,5,6 and 7 on separate font selection lines.
9. After selecting all your fonts, press the **[F3]** SAVE SETUP key and type in a unique name (up to seven characters). Then press the **[←]** key to save your Make Font Setup file.

The name you type in for your Make Font Setup file will be the name of your MS Word PRD file. Make Font Setup files will appear in MS Word's list of available printer names with an extension of PRD.

For example, "NEWSLTR" could be used as the Make Font Setup name to indicate a group of fonts used in a newsletter. In MS Word, the file will appear as the printer name NEWSLTR.PRD.

10. Once the *Font Setup* has been saved, press the **[F1]** MAKE FONTS key.

This will start the font making session. Type Director prompts you to press the **[Esc]** key after the fonts have been made.

---

#### NOTE

To remember the fonts you have selected for your Make Font Setup (PRD), you might want to use the Print Screen function of your PC to make a printout before you exit this menu.

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11. To return to the Main Menu, press **[F8]**.
12. Press **[F8]** again to exit *Type Director*.

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## NOTE

Up to 64 fonts can be selected for one PRD (Make Font Setup) file, though no more than 32 fonts are recommended.

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When you exit Type Director a message will appear. If the message displayed is "*Creating C:\WORD\NEWSLTR.PRD ... Conversion Complete TYPE DIRECTOR session complete,*" the printer driver for MS Word has been successfully created.

If "*Bad command or file name*" is displayed, the PRD has not been created and MS Word will not be able to access the fonts. If this message is displayed, check the application and printer font directories used in Type Director to be sure they are correctly identified. Also check that the MAKEPRD.EXE file has been copied (see previous section *Before You Begin*).

The message "*Enter Y to confirm overwriting of existing file C:\WORD\---.PRD*" will be displayed if the PRD already exists. If you want to update the PRD, to include the most current revisions, type in "Y," if not, type in "N."

## Selecting PRDs and Page Formats

### Step 1 – Start MS Word

From the DOS prompt of your MS Word directory (for example, C:\WORD), type in the following to start MS Word:

WORD

### Step 2 – Load the PRD

1. From the MS Word Main Menu, press  to move into the command area.
2. Press **[P]**rint, then **[O]**ptions. The Print Options command area appears.
3. Highlight *Printer*, then press  to view a list of available PRD files.
4. Choose the PRD file (for example, NEWSLTR – the same name you used for the Make Font Setup file) from the list and press .

If you used a directory other than c:\WORD in the Environment menu of Type Director, you will need to identify the path along with the PRD file in the *Printer* field of the Print Options command area. For example:

C:\FONTS\TDFONTS

The new path identification will remain in effect until changed again.

---

#### NOTE

Fonts made by Type Director have a two-letter code at the end identifying symbol set. For example, CG\_TIMES\_US identifies the ASCII symbol set. See Appendix A of the *Type Director User's Guide* for the list of symbol sets and two-letter codes.

---

### Step 3 – Adjust Line Spacing

1. To adjust the space between the lines for the height of the font you are using, press **[Esc]** to move into the MS Word Command area.
2. Press **[F]ormat**, then press **[P]aragraph**. The *Format Paragraph* command area appears.
3. Highlight *Line Spacing* and set to *Auto*, then press **[↵]** to save.

### Step 4 – Adjust Margins (optional)

If large point sizes are used, you may have to adjust the top page margins. Without adjusting the margins, characters on the first line of the page may not appear. This occurs because MS Word measures the top margin from the bottom of the printed characters, not from the top.

1. To adjust the margins, press **[Esc]** to move into the MS Word Command area.
2. Press **[F]ormat**, then press **[D]ivision** and press **[M]argins**. The *Format Division Margins* command area appears.
3. Make your selections and press **[↵]** to save.

## Using Fonts In MS Word

Once the document has been loaded or created and you have selected a PRD file, you are ready to begin formatting your document with Type Director fonts.

### Step 1 – Format Characters

1. Highlight the text to be formatted.
2. Press **[Esc]** to move into the MS Word command area.
3. Press **[F]ormat**, then press **[C]haracter**. The *Format Character* command area appears.

Use the **TAB** key or your mouse to move between the available selections in this area.

4. To see a list of available fonts or point sizes, highlight the *Font name* or *Font size* field and press **[F1]**.
5. Make your selection and press **[↵]** to save.

### Step 2 – Print

1. Press **[Esc]** to move into the MS Word command area.
2. Press **[P]rint**, **[P]rinter**.
3. When prompted by MS Word, type in **Y** to download the fonts.

---

#### NOTE

The **[Ctrl] [F5]** CURSOR DRAW function is not supported by the LaserJet PLUS or 500 PLUS printers. With all other LaserJet printers, this function is supported only in the Courier typeface only.

MS Word's border feature is supported with any typeface.

---

## Additional Information

### Extended Characters

Some characters which are available in Hewlett-Packard symbol sets will not be displayed on your MS Word screen. Usually these characters have a decimal value of 127 or more and are referred to as "extended characters." (See Appendix A of the *Type Director User's Guide*.)

You can access extended characters by holding down the **[Alt]** and typing in the three-digit decimal value on your numeric keypad, then releasing the **[Alt]** key. The character you see on the MS Word screen may not be the same as the character that prints. This is because MS Word has a limited character display.

### The Application Utility

The Application Utility function of Type Director can be used to create PRD files for existing fonts. This enables you to utilize any soft fonts you already have with the fonts created using Type Director in the same job. Refer to Chapter 8 of the *Type Director User's Guide* for more information.



### Deleting Fonts

Refer to Chapter 6 of the *Type Director User's Guide* for information about using the List/Delete Fonts Menu to remove fonts. If you decide to delete a PRD file from your MS Word directory, return to your DOS prompt (for example: C:\WORD) and type in the following:

```
DIR *.PRD [↵]
```

A directory of all the PRD files will appear. Decide which PRD file you want to delete. For example, type in the following:

```
DEL NEWSLTR.PRD [↵]
```

---

### CAUTION

Be careful not to delete a PRD file by mistake. If you used Type Director to create PRD files, you can always re-create them.

---



## Xerox Ventura Publisher<sup>®</sup>

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This software application note describes the use of Type Director with Ventura Publisher (version 2.0). Before using this note, you should have properly installed Ventura Publisher, the Type Director program and at least one typeface.

All of the examples in this software application note assume that the Ventura Publisher program files and your printer font files are in your C:\VENTURA directory. If you intend to store your program or font files in directories other than C:\VENTURA, modify the examples accordingly.

### Xerox Ventura Publisher Support

For additional information about Ventura Publisher, call the Xerox Support Center at 800-822-8221 (8 a.m. to 5 p.m. Central Standard Time).

### Before You Start

Locate the Ventura Publisher diskette labeled *Utilities*. Insert the diskette into drive A. At the DOS prompt type in the following command:

```
COPY A:VFMTOWID.EXE C:\VENTURA [←]
```

This file will be used by Type Director to create a width table (information file) for Ventura Publisher.

## Alternate Directories

Ventura Publisher version 2.0 will allow you to install your fonts in a directory other than \VENTURA. Font management can be simplified if all of your font files are in a separate directory.

If you will be placing your fonts in a separate directory, you must add the following statement to the Ventura Publisher HPLJPLUS.CNF file:

```
DOWNPATH([d]:\<pathname>)
```

The drive designator is [d] and the pathname is the directory where your fonts are located. For example:

```
DOWNPATH(C:\TDFONTS)
```

In addition, you will need to move all of your Ventura font files (those files with .SFP and .SFL extensions) to your font directory.

If you need more information, call Xerox support at 800-822-8221.

## Starting Type Director

1. Make sure you are in the Type Director directory (for example, C:\TD).
2. To start the program, type in the following:

TD

The Type Director Main Menu will appear on your screen. From the Main Menu, you can press the  GETTING STARTED key or press the  HELP key for on-line information.

## Configuration for Ventura Publisher

1. From the Type Director Main Menu, use your arrow keys or mouse to position your cursor on the menu title *Environment*. Highlight *Set Environment/Defaults* and press . The Environment menu will appear.
2. Verify the hardware configuration, which includes the monitor, printer and printer port. (Refer to Chapter 4 of the *Type Director User's Guide*).
3. Highlight the *Available Applications* field ("unlisted application" is listed). If Ventura Publisher is not listed, press  to open a blank line, then press . A list of applications will appear.

Highlight *Xerox Ventura Publisher v2.0* and press .

4. To change the name of the directories where Ventura Publisher and your printer fonts are located, highlight the *Application Dir* or *Printer Font Dir* field. Type in the name you want and press  to save.
5. To return to the Type Director Main Menu, press .

## Making Fonts for Ventura Publisher

Before making fonts, you should already have installed the typefaces you will be using into the Type Director program. Refer to Chapter 2 or Chapter 5 of the *Type Director User's Guide* for more information.

1. From the Type Director Main menu, position your cursor on the menu title *Fonts* using your arrow keys or mouse. Highlight *Make Fonts* and press . The Make Fonts menu will appear.
2. Highlight the *Active Application* field and press . From the list of choices, highlight *Xerox Ventura Publisher v2.0* and press  to save your selection.
3. Highlight the *Typeface* field and press . Select the desired *Typeface* and press .
4. Highlight the *Point Sizes* field. Type in the point sizes you want separated by spaces: (e.g.: 8 9 10 12) and press  to save your selections.

---

### NOTE

Half-point sizes are not supported by Ventura Publisher.

You should make screen fonts for *Reduced View* and *Enlarged View* which are 50% and 200% of default size respectively (e.g., for a 10 point printer font you would make 5, 10 and 20 point screen fonts).

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5. Optional: To override the default *device*, *orientation* or *symbol set* of your fonts, highlight the field and press **[←]**. From the small menus, highlight your selections and press **[←]** to save.

---

### CAUTION

There are only three supported symbol sets for Ventura Publisher. These are: Ventura U.S., Ventura International and Ventura Math.

Use only Ventura U.S. or Ventura International symbol sets. Do not use both for the same font. Ventura Publisher cannot distinguish the difference between Ventura U.S. and Ventura International. Choose one or the other for your font selections.

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6. To select additional fonts, repeat steps 3 and 4 on different lines.
  7. After selecting all your fonts, press the **[F3]** SAVE SETUP key and type in a unique name. Then press **[←]** to save your Make Font Setup file.  

The name you type in for your Make Font Setup file will be the name of your Ventura Publisher WID file. This file contains font width information and identifies a unique group of fonts.
  8. After you have saved the Make Fonts Setup file, press the **[F1]** MAKE FONTS key.
  9. To return to the Main Menu, press **[F8]**.
  10. To exit Type Director, press **[F8]**.

## Selecting Width Tables

### Step 1 – Start Ventura Publisher

From the DOS prompt of your Ventura Publisher directory (for example C:\VENTURA), type in the following:

VP

If you have Ventura Publisher Professional Extension, type in:

VPPROF

### Step 2 – Merge Width Table

Before you can use your Type Director fonts in Ventura Publisher, you must make the fonts “active,” by merging width tables.

The name of the Make Font Setup file will appear in Ventura Publisher as the name of the WID file (width table). Hewlett-Packard recommends merging the new Type Director WID file into Ventura Publisher’s standard WID file (HPLJPLUS.WID).

Follow these instructions:

1. From the Ventura Publisher Main Menu, highlight the *Options* menu.
2. Use the pointer to highlight and select *Set Printer Info*. The Set Printer Info menu will appear.
3. If the current WID is not HPLJPLUS.WID:

Place the pointer in the command box containing the words *Load Different Width Table (i.e., font metrics)* and select. The Item Selector menu will appear.

Type in or highlight and select *HPLJPLUS.WID* (recommended) and press .

4. Select *OK*. You will be returned to the Ventura Publisher Main Menu.
5. Highlight and select the *Options* menu a second time.
6. Highlight and select *Add/Remove Fonts*. The Add/Remove Fonts Menu will appear.
7. Highlight and select the command box *Save As New Width Table*. The Item Selector Menu will appear.
8. Type in a unique file name for the new WID file. The new name will be used for your merged width table.
9. Highlight and select the command box *Merge Width Tables...* The Item Selector Menu will appear.
10. Type in or highlight and select the name of the Type Director WID (the same name that was used for the Make Font Setup file) and press .
11. Press the *OK* message box and return to your job.

The fonts in the Type Director WID will be merged into the HPLJPLUS.WID file. The original HPLJPLUS will not be affected because the file was saved under a new name. You will have access to both the original Ventura Publisher fonts and the new Type Director fonts.

For additional information about selecting and merging WID files, consult your *Ventura Publisher Reference Manual*.

## Using Fonts in Ventura

Once the appropriate WID (width table) has been selected you can use your Type Director fonts in the same manner as any other Ventura Publisher fonts.

To use Type Director fonts in a Ventura Publisher tag, complete the following steps:

1. Use the Paragraph Tagging function to highlight a paragraph of text.
2. From the Ventura Main Menu, highlight *Paragraph* menu.
3. Highlight and select *Font . . .*. The Font Dialog box will appear.
4. Select the desired typeface, point size and style from the list and press .

When the tag is assigned to a paragraph of text, the selected font will be used.

Fonts can also be used selectively in a Ventura document:

1. Use the Text Editing Function to highlight a section of text.
2. Place the pointer in the *Set Font* box in the side bar and press the . The Font Dialog Box will appear.
3. Select the desired point size, typeface and style from the list and press .

For additional information about selecting and using fonts within a document, consult your *Ventura Publisher Edition Reference Guide*.



## Additional Information

### The Application Utility

The Application Utility function of Type Director can be used to create WID files for existing fonts. This enable you to utilize any soft fonts you already have with fonts created with Type Director in the same job. Refer to Chapter 8 of the *Type Director User's Guide* for more information.

### Deleting Fonts

Refer to Chapter 6 of the *Type Director User's Guide* for information about using the List/Delete Fonts Menu to remove fonts.

If you decided to delete a WID file (width table) from your Ventura Publisher directory, return to your DOS prompt (for example, C:\VENTURA) and type in the following:

```
DIR *.WID ↵
```

A directory of all the WID files will appear. Decide which WID file you want to delete. For example, type in the following:

```
DEL NEWSLTR.WID ↵
```

## Ventura Symbol Set Charts

This appendix contains Ventura Publisher symbol set tables showing character locations and decimal addresses (positions) of screen fonts.

Ventura Publisher uses different symbol sets for printer fonts and screen fonts. The printer font symbol sets can be found in the *Type Director User's Guide*.

Some of the characters listed in these charts are not accessible directly from your keyboard. Follow these instructions to access the characters:

1. Find the character you want in the charts and record the decimal number.
2. Hold down the **[Alt]** key.
3. Type in the decimal number on your numeric keypad, then release the **[Alt]** key.

The character you see on your Ventura Publisher screen will not necessarily match the one in the chart, but when you print, you will output the correct character.

VI: Ventura International Symbol Set\*

NUL	DLE		0	@	P	'	p	Ç	É	á	ã	„	Ò		
0	16	32	48	64	80	96	112	128	144	160	176	192	208	224	240
SOH	DC1	!	1	A	Q	a	q	ü	æ	í	õ	...	Ó		
1	17	33	49	65	81	97	113	129	145	161	177	193	209	225	241
STX	DC2	"	2	B	R	b	r	é	Æ	ó	ø	‰	Ô		
2	18	34	50	66	82	98	114	130	146	162	178	194	210	226	242
ETX	DC3	#	3	C	S	c	s	â	ô	ú	ø	•	Š		
3	19	35	51	67	83	99	115	131	147	163	179	195	211	227	243
EOT	DC4	\$	4	D	T	d	t	ä	ö	ñ	œ	-	š		
4	20	36	52	68	84	100	116	132	148	164	180	196	212	228	244
ENQ	NAK	%	5	E	U	e	u	à	ò	Ñ	Œ	—	Ù		
5	21	37	53	69	85	101	117	133	149	165	181	197	213	229	245
ACK	SYN	&	6	F	V	f	v	å	û	a	À	°	Ú		
6	22	38	54	70	86	102	118	134	150	166	182	198	214	230	246
BEL	ETB	'	7	G	W	g	w	ç	ù	o	Ã	Á	Û		
7	23	39	55	71	87	103	119	135	151	167	183	199	215	231	247
BS	CAN	(	8	H	X	h	x	ê	ÿ	ı	Õ	Â	ÿ		
8	24	40	56	72	88	104	120	136	152	168	184	200	216	232	248
HT	EM	)	9	I	Y	i	y	ë	Ö	“	§	È	ß		
9	25	41	57	73	89	105	121	137	153	169	185	201	217	233	249
LF	SUB	*	:	J	Z	j	z	è	Ü	”	‡	Ê			
10	26	42	58	74	90	106	122	138	154	170	186	202	218	234	250
VT	ESC	+	;	K	[	k	{	ï	ç	<	†	Ë			
11	27	43	59	75	91	107	123	139	155	171	187	203	219	235	251
FF	FS	,	<	L	\	l		î	£	>	¶	Ì			
12	28	44	60	76	92	108	124	140	156	172	188	204	220	236	252
CR	GS	-	=	M	J	m	}	ì	¥	ı	©	Í			
13	29	45	61	77	93	109	125	141	157	173	189	205	221	237	253
SO	RS	.	>	N	^	n	~	Ä	¤	«	®	Î			
14	30	46	62	78	94	110	126	142	158	174	190	206	222	238	254
SI	US	/	?	O	_	o		Å	f	»	™	Ï			
15	31	47	63	79	95	111	127	143	159	175	191	207	223	239	255

\*This symbol set displays the location of screen font characters. Ventura Publisher uses different symbol sets for printer fonts and screen fonts. See the *Type Director User's Guide* for the location of printer font characters.



VM: Ventura Math Symbol Set\*

NUL	DLE		0	≅	Π	—	π		°	∞	∠	◇			
0	16	32	48	64	80	96	112	128	144	160	176	192	208	224	240
SOH	DC1	!	1	A	Θ	α	θ	Υ	±	ℑ	∇	<	>		
1	17	33	49	65	81	97	113	129	145	161	177	193	209	225	241
STX	DC2	∨	2	B	P	β	ρ	'	"	℔	®	®	∫		
2	18	34	50	66	82	98	114	130	146	162	178	194	210	226	242
ETX	DC3	#	3	X	Σ	χ	σ	≤	≥	∅	©	©	∫		
3	19	35	51	67	83	99	115	131	147	163	179	195	211	227	243
EOT	DC4	∃	4	Δ	T	δ	τ	/	×	⊗	™	™			
4	20	36	52	68	84	100	116	132	148	164	180	196	212	228	244
ENQ	NAK	%	5	E	Y	ε	υ	∞	α	⊕	∏	Σ	J		
5	21	37	53	69	85	101	117	133	149	165	181	197	213	229	245
ACK	SYN	&	6	Φ	ς	φ	ω	f	∂	∅	√				
6	22	38	54	70	86	102	118	134	150	166	182	198	214	230	246
BEL	ETB	∃	7	Γ	Ω	γ	ω	♣	•	∩	·				
7	23	39	55	71	87	103	119	135	151	167	183	199	215	231	247
BS	CAN	(	8	H	Ξ	η	ξ	♦	÷	U	∩				
8	24	40	56	72	88	104	120	136	152	168	184	200	216	232	248
HT	EM	)	9	I	Ψ	ι	ψ	♥	≠	∩	∧				
9	25	41	57	73	89	105	121	137	153	169	185	201	217	233	249
LF	SUB	*	:	∂	Z	φ	ζ	♠	≡	≅	∨				
10	26	42	58	74	90	106	122	138	154	170	186	202	218	234	250
VT	ESC	+	;	K	[	κ	{	↔	≈	∅	↔				
11	27	43	59	75	91	107	123	139	155	171	187	203	219	235	251
FF	FS	,	<	Λ	∴	λ		←	...	∩	←				
12	28	44	60	76	92	108	124	140	156	172	188	204	220	236	252
CR	GS	—	=	M	]	μ	}	↑		⊆	↑	{	}		
13	29	45	61	77	93	109	125	141	157	173	189	205	221	237	253
SO	RS	.	>	N	⊥	ν	~	→	—	∈	⇒				
14	30	46	62	78	94	110	126	142	158	174	190	206	222	238	254
SI	US	/	?	O	—	o		↓	←	∉	↓				
15	31	47	63	79	95	111	127	143	159	175	191	207	223	239	255

\*This symbol set displays the location of screen font characters. Ventura Publisher uses different symbol sets for printer fonts and screen fonts. See the *Type Director User's Guide* for the location of printer font characters.