If you enter the name of a set that already exists, the following dialog will appear.

```
┌─────────────────────────────────────────────┐
│ ✋  A set already exists with that name. Do you wish to │
│     replace the existing set with the new set?         │
│                                                         │
│              ( Cancel )  (( Replace Set ))             │
└─────────────────────────────────────────────┘
```
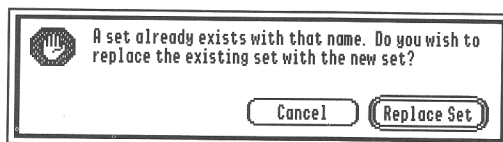
You will be given the choice of either replacing the old set with the new one, or canceling so that you may enter another name.
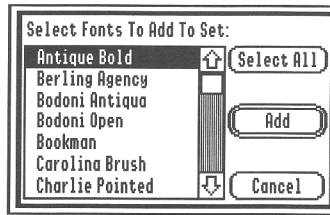
Remove set (Command-R)

The **Remove set** button deletes the active font set. You will be warned that you are about to delete the active set and will be given a chance to cancel.

```
┌─────────────────────────────────────────────┐
│ ✋  You are about to permanently remove this font set! │
│     Are you absolutely certain that this is what you   │
│     want to do?                                         │
│              ( Cancel )  (( Remove Set ))             │
└─────────────────────────────────────────────┘
```
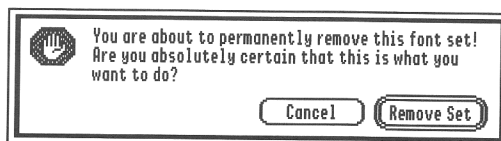
If you choose to delete the set, TypeSet will remove the set and switch to the **All Fonts** set, rebuilding the application's Font menu accordingly.

Add (Command-A)

The **Add** button allows you to add fonts to the active set. When you choose this option, you will be asked to select the fonts you want to add. Any fonts that are already in the active set will be dimmed so that you can not select them again.

```
┌─────────────────────────────────┐
│ Select Fonts To Add To Set:     │
│ ┌────────────────┐┌─┐┌─────────┐│
│ │Antique Bold    ││⇧││Select All││
│ │Berling Agency  │└─┘└─────────┘│
│ │Bodoni Antiqua  │□             │
│ │Bodoni Open     │  ┌─────────┐ │
│ │Bookman         │  │   Add   │ │
│ │Carolina Brush  │┌─┐└─────────┘│
│ │Charlie Pointed ││⇩│┌─────────┐│
│ └────────────────┘└─┘│ Cancel  ││
│                      └─────────┘│
└─────────────────────────────────┘
```

Selecting Fonts

There are several commands that you may use to select fonts:

■ To select a single font, simply double-click on the font name.

■ You can select more than one font by holding down the *Command* key while clicking on each of the fonts that you want to add.

■ You can select a continuous group of fonts by clicking on the first font in the group, then holding down the *Shift* key while clicking on the last font in the group.

■ If you want to select all of the fonts, click the **Select All** button.

After you have selected the fonts that you want to add, click the **Add** button or press the Return key. TypeSet will dynamically rebuild the Font menu of the current application.

Delete (Command-D)

The **Delete** button allows you to delete fonts from the active set; the fonts will *not* be physically deleted from your disk. To delete a font, simply click on the font name and then click the **Delete** button. You can delete several fonts at once by using the *Command* and *Shift* keys as described above in the **Selecting Fonts** section.

Note   **When you click on the Delete button, there is no confirmation**. The fonts are simply deleted. If you delete a font by mistake, simply add it again by clicking on the **Add** button.
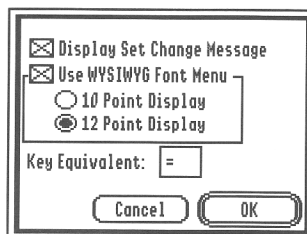
Reports... (Return)

This option lets you generate reports based on the fonts in the active set. For more on generating reports, see the "Reports" chapter, later in this manual.

Settings... (Command-S)

This option lets you control various aspects of how TypeSet works.

```
┌─────────────────────────────┐
│ ⊠ Display Set Change Message │
│ ┌⊠ Use WYSIWYG Font Menu ┐  │
│ │   ○ 10 Point Display    │  │
│ │   ◉ 12 Point Display    │  │
│ └─────────────────────────┘  │
│ Key Equivalent:  [ = ]       │
│        ( Cancel ) (( OK ))    │
└─────────────────────────────┘
```

Display Set Change Message (Command-D)

When you change sets, or alter a set by adding or deleting fonts, TypeSet dynamically rebuilds the active application's Font menu. The **Display Set Change Message** check box allows you to tell TypeSet if you want it to remind you of this fact. If the check box is checked, TypeSet will automatically remind you that your Font menu will be changed.

Use WYSIWYG Font Menu (Command-U)

"WYSIWYG" stands for "What You See Is What You Get". When the **Use WYSIWYG Font Menu** check box is checked, TypeSet will change the Font menu in your applications so that TrueType fonts will be displayed in their own typeface; your bit-mapped fonts will still be displayed in the regular System font (Shaston).

■ 17

☒ Use WYSIWYG Font Menu
○ 10 Point Display
◉ 12 Point Display
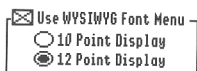
After selecting the check box, you'll be given the option of specifying the point size used to display the fonts. The two choices are: **10 Point Display** (Command-1) and **12 Point Display** (Command-2).

If you use 12 point, the names of your fonts will be easier to read, but some font names may overwrite each other. Choosing 10 point will avoid this problem, but it may make the names of some fonts difficult to read. Choose the setting which works best for the fonts installed on your system.

Key Equivalent

This option allows you to assign a key equivalent which can be used to open the TypeSet NDA window by holding down the *Command* key and pressing the key entered here. This option will not take effect until the next time you open an application or restart your computer.

Warning **Each application has its own set of Command key equivalents.** Be careful to choose a key that most applications don't use! A good choice is the equal "=" key.

TypeSet In Action

Now that the various options for creating and modifying sets have been explained, let's look at some real examples of how to create and use sets.

Note These examples assume that you are in AppleWorks GS with a Word Processing document open; however, any GS/OS word processor should work.
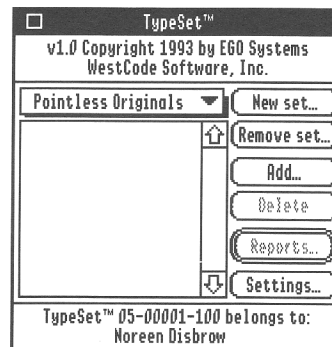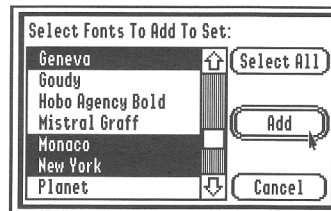
Example 1 – Creating a New Set

This example demonstrates how to create a font set and add fonts to a set.

1 Select **TypeSet** from the **Apple** menu.

2 Click the **New set** button, and enter "Pointless Originals" as the new set name, then click the **OK** button.

The TypeSet window will indicate that **Pointless Originals** is the active set and will display an empty font list.

```
┌─────────────────────────────────┐
│ □        TypeSet™               │
│ v1.0 Copyright 1993 by EGO Systems│
│    WestCode Software, Inc.       │
│ ┌──────────────────┬─┐ ┌────────┐│
│ │Pointless Originals│▼│ │New set…││
│ ├──────────────────┴─┤ ├────────┤│
│ │                  ⇧ │ │Remove set…││
│ │                    │ ├────────┤│
│ │                    │ │ Add… │  │
│ │                    │ ├────────┤│
│ │                    │ │ Delete │ │
│ │                    │ ├────────┤│
│ │                    │ │Reports…│ │
│ │                  ⇩ │ ├────────┤│
│ │                    │ │Settings…││
│ └──────────────────────┘ └────────┘│
│ TypeSet™ 05-00001-100 belongs to:│
│         Noreen Disbrow           │
└─────────────────────────────────┘
```

3 Click the **Add** button. Now, select the fonts which originally came with Pointless. They are: **Chicago**, **Courier**, **Geneva**, **Monaco**, **New York** and **Symbol**.

```
┌─────────────────────────────────┐
│ Select Fonts To Add To Set:     │
│ ┌──────────────────┬─┐ ┌────────┐│
│ │Geneva          ⇧│ │Select All││
│ │Goudy             │ └────────┘│
│ │Hobo Agency Bold  │          │
│ │Mistral Graff     │ ┌────────┐│
│ │Monaco            │ │  Add   ││
│ │New York          │ └────────┘│
│ │Planet          ⇩│ ┌────────┐│
│ └──────────────────┘ │ Cancel ││
│                      └────────┘│
└─────────────────────────────────┘
```

To select these fonts, hold down the *Command* key and click each of the font names. You may have to use the scroll bar to move down through the list of fonts — just remember to hold down the *Command* key when you click each font name.

When you have selected all of the fonts, press the Return key to add them to the set.

After the fonts have been added, the TypeSet window will look like this:

```
┌────────────────────────────────────┐
│ □            TypeSet™               │
│  v1.0 Copyright 1993 by EGO Systems │
│        WestCode Software, Inc.      │
│ ┌──────────────────┐ ┌───────────┐ │
│ │Pointless Originals ▼│ │ New set... │ │
│ ┌────────────────┬─┐ ┌───────────┐ │
│ │Chicago         │⬆│ │Remove set..│ │
│ │Courier         │ │ ┌───────────┐ │
│ │Geneva          │ │ │   Add...   │ │
│ │Monaco          │ │ ┌───────────┐ │
│ │New York        │ │ │  Delete    │ │
│ │Symbol          │ │ ┌───────────┐ │
│ │                │ │ │  Reports.. │ │
│ │                │⬇│ ┌───────────┐ │
│ └────────────────┴─┘ │ Settings.. │ │
│  TypeSet™ 05-00001-100 belongs to: │
│            Noreen Disbrow           │
└────────────────────────────────────┘
```
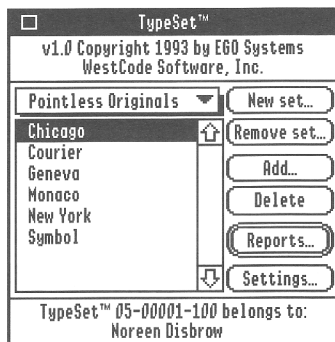
4 Finally, click on the word processor document window and pull down the **Font** menu in your word processor. (You did open a new word processing document, didn't you?)

```
┌──────────────┐
│ Font         │
├──────────────┤
│ Choose Font...│
├──────────────┤
│ ✓Chicago     │
│  Courier     │
│  Geneva      │
│  Monaco      │
│  New York    │
│  Shaston     │
│  Συμβολ      │
└──────────────┘
```
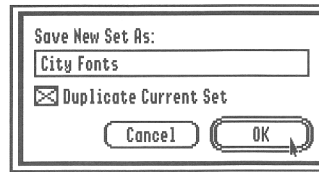
Notice that the fonts in the **Pointless Originals** set have been added to the Font menu and that their names are all displayed in their respective typefaces! (It may take a little time for the Font menu to be drawn the first time; see "Appendix A" for information on how to speed up the WYSIWYG option.)

Example 2 – Modifying a Duplicate Set

This example will demonstrate how to duplicate the active set, remove fonts, and dynamically rebuild the Font menu by switching sets.

1 Select **TypeSet** from the **Apple** menu. Use the Set Selector pop-up to change the active set to **Pointless Originals**, if it's not already selected.

2 Click the **New set** button, then check the **Duplicate Current Set** check box. Next, enter "City Fonts" as the set name and click the **OK** button.

```
┌─────────────────────────────────┐
│ Save New Set As:                │
│ ┌─────────────────────────────┐ │
│ │ City Fonts                  │ │
│ └─────────────────────────────┘ │
│ ⊠ Duplicate Current Set         │
│        ( Cancel )  ( OK )       │
└─────────────────────────────────┘
```

You will now have a new set, named **City Fonts** which contains the same fonts as in the **Pointless Originals** set that you created in the previous example.

3 Command-click the **Symbol** and **Courier** fonts, then click the **Delete** button. The **Symbol** and **Courier** fonts will both be removed from the font list.

```
┌──────────────────────────────────┐
│ □        TypeSet™                │
│  v1.0 Copyright 1993 by EGO Systems │
│      WestCode Software, Inc.      │
│ ┌────────────────┐▼ ( New set... )│
│ │ City Fonts     │               │
│ ┌──────────────┐⇧ (Remove set...)│
│ │ Chicago      │                 │
│ │ Courier      │   ( Add... )    │
│ │ Geneva       │                 │
│ │ Monaco       │  ( Delete )     │
│ │ New York     │                 │
│ │ Symbol       │  ( Reports... ) │
│ └──────────────┘⇩ ( Settings... )│
│ TypeSet™ 05-00001-100 belongs to:│
│        Noreen Disbrow            │
└──────────────────────────────────┘
```

■ 21

4 Click on the word processor document window and pull down the **Font** menu. The menu will now display the fonts in the **City Fonts** set.

5 Select TypeSet from the **Apple** menu and use the Set Selector pop-up to switch back to the **Pointless Originals** set. Click on the word processor document window and pull down the **Font** menu. Notice that the menu has dynamically changed to display the fonts in the **Pointless Originals** set.

Making the Most of Sets

Now that you know how to create, modify and remove font sets, one burning question probably remains in your mind, "How exactly do I *use* sets?"

The best use of font sets depends on how you work with fonts. If you find that you commonly use three or four specific fonts, build a set just for them. Selecting your fonts from a small Font menu will be quicker and easier, especially if you take advantage of TypeSet's WYSIWYG Font menu option.
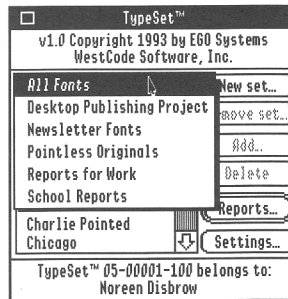
If you find that you use specific fonts with specific applications, or use different fonts for different projects, create a set for each of your different jobs. And, if several people use your IIGS, you can create sets for each of them. You may have as many sets as you desire.

Reports

4

The Value of Font Reports

Being able to see what your fonts look like in the Font menu is great, but it still doesn't give you a complete picture of what your fonts will look like on paper. For that reason, TypeSet has extensive reporting capabilities that allow you to generate reports for any of your TrueType fonts. You can send these reports to either the screen or printer.

Generating Reports

To access TypeSet's reporting options, choose **TypeSet** from the **Apple** menu, then, from the TypeSet window, click the **Reports** button.
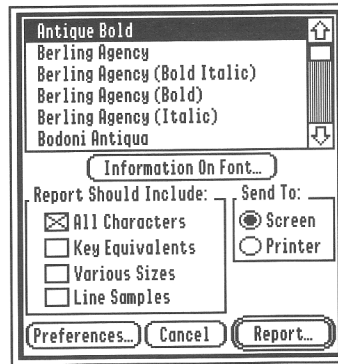
To set-up a report, you must:

- Select the font(s) you wish to include in the report from the Font List
- Choose the report(s) to generate
- Specify where to direct the report(s)

Once you have set-up the report, click the **Report** button; the report will then be displayed on the screen or sent to the printer.
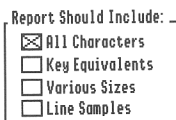
The Font List

The reports dialog box shows a list of the fonts in the active set, along with any stylistic variations of these fonts that may have been "hidden" in the set list. For example, if you have the **Courier** font family in a set, **Courier (Bold)** would not show up in the set list; however, it will show up in the reports dialog box.

```
┌─────────────────────────────────────┐
│ Antique Bold                    ⇧    │
│ Berling Agency                  ▓    │
│ Berling Agency (Bold Italic)    ▓    │
│ Berling Agency (Bold)           ▓    │
│ Berling Agency (Italic)         ▓    │
│ Bodoni Antiqua                  ⇩    │
│     ┌───────────────────────┐       │
│     │  Information On Font…  │       │
│ ┌Report Should Include:─┐ ┌Send To:─┐│
│ │ ⊠ All Characters      │ │ ⦿ Screen││
│ │ ☐ Key Equivalents     │ │ ○ Printer││
│ │ ☐ Various Sizes       │ │         ││
│ │ ☐ Line Samples        │ │         ││
│ (Preferences…)( Cancel ) ( Report… ) │
└─────────────────────────────────────┘
```

To select the fonts that you want to create reports for, you can use the same *Shift* and *Command* key techniques discussed previously in **Selecting Fonts** (see page 16).

Reports Options

```
┌Report Should Include:─┐
│ ⊠ All Characters      │
│ ☐ Key Equivalents     │
│ ☐ Various Sizes       │
│ ☐ Line Samples        │
└───────────────────────┘
```

The reports dialog box also contains several settings which allow you to select which reports you want, and where you want them to be sent. Below the **Report Should Include** heading are four check boxes that represent the different kinds of reports that TypeSet can generate. To include a specific report, simply select its check box.

```
┌Send To:─┐
│ ⦿ Screen │
│ ○ Printer│
└──────────┘
```

Below the **Send To** heading are options that allow you to tell TypeSet where you want reports to go: **Screen** (Command-1) or **Printer** (Command-2)

The four report designs (and their command key equivalents) are as follows:

All Characters (Command-A)

This report shows all of the characters in a font at 40 pt. size. This large size allows you to see the subtle details of the font's characters.

Key Equivalents (Command-K)

The **Key Equivalents** report shows all of the characters in a font, and the keys which you would need to press to type them.

Various Sizes (Command-V)

This report shows the font of your choice at sizes ranging from 8 pt. to 48 pt. It also shows a user-definable message of up to 255 characters.

Line Samples (Command-L)

The **Line Samples** report shows several different fonts on the same page. It also includes the disk location of the font, so that you can create a catalog of your fonts.