

# Font Factory GS

**“...clearly the Cadillac of the field.”**

—*inCider/A+*

Font Factory GS™ is a “font editor” that lets you change existing fonts or create your own. Use it to enhance the screen display and print quality of just about any IIgs word processing, desktop publishing or drawing program. It’s compatible with IIgs programs like AppleWorks GS, BeagleWrite GS, GraphicWriter III, HyperStudio, Medley, and Platinum Paint. It’s also compatible with TimeOut SuperFonts that runs on other Apple II models.

Font Factory GS is great for very large fonts, very small fonts and everything in between. It’s easy to create custom keyboard characters, symbols for math, science, foreign languages and even picture fonts. Font Factory GS is especially useful for automatically changing a font to a larger or smaller size.

**“Font Factory GS is our favorite font editor.”**

—*The Apple IIgs Buyer’s Guide*

Here is a partial list of the many features you’ll find:

- Print font samples for reference
- A graphic interface makes it easy to use
- Handles fonts up to 255 points—that’s big!
- Change your mind? No problem—just “Undo”!
- Includes a free disk of fonts to get you started right away
- Smoothing helps eliminate the jagged edges on larger fonts
- Open multiple fonts to make copying a character between fonts a snap
- Easily create pre-styled fonts (e.g. bold and italic) to make them look their best
- Convert fonts from Macintosh, and *to and from* the following formats: BeagleWrite (MultiScribe), all versions of Print Shop, Publish It!, and Printrix

Suggested retail is only \$39.95

***Start making your best impression—buy Font Factory GS today!***

Requires: Apple IIgs with 768K memory and at least one 3.5” disk drive

Also includes: GS/OS, Out To Launch, and Disk Initializer



**Seven Hills**  
Software  
Tallahassee, Florida • 904-575-0566



Font  
Factory  
GS

**Seven Hills**  
Software

# Notes

## Font Factory GS

Congratulations on your purchase of Font Factory GS! Be sure to complete and return the postage-paid registration card so we can notify you as new versions of this program become available.

Read this manual to learn all about using Font Factory GS to its fullest. This manual is divided into three main sections:

- The *Getting Started* section guides you through one-time steps, including making working copies of Font Factory GS.
- The *Guided Tour* section guides you through the basic steps for using Font Factory GS.
- The *Reference* section contains detailed information about Font Factory GS.

In addition, the *Appendices* section contains information about Font Family Numbers, Technical Information, and documentation for "Out To Launch," a small program launcher that's included free with Font Factory GS.

Enjoy!

*Notes*

*Notes*

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## About Seven Hills Software

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### No Copy Protection

We don't believe in copy protection—all it does is impair the honest user's ability to use software to its fullest. We strive to provide high quality products at reasonable prices. We hope you will support our efforts by not allowing your family or friends to copy this software.

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### Postage-Paid Registration

Be sure to complete and return the postage-paid registration card so we can notify you as new versions of this program become available. Updates are always reasonably priced.

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### Questions and Comments

We always welcome feedback—if you have any questions, comments, or suggestions for improving this product, please let us know! In addition, we would like to hear your ideas for new programs.

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### Contacting Us

For orders and product information call (904) 575-0566 from 9 a.m. to 5 p.m. ET, Monday-Friday.

For technical questions about a specific product call (904) 576-9415 from 11 a.m. to 5 p.m. ET, Monday-Friday.

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# About Font Factory GS

Font Factory GS™ was developed to answer the need of those who want to create their own fonts and change fonts that already exist. Font Factory GS runs on an Apple IIGS, but the fonts it produces can be used on any Apple as long as the software you are using supports "standard IIGS fonts". These fonts can be used with programs like AppleWorks GS, GraphicWriter III, TimeOut SuperFonts and Platinum Paint.

Font Factory GS cannot create or edit PostScript or outline fonts; it is meant only for creating classic Apple IIGS "bitmap" fonts.

Our goal was to make Font Factory GS the best font editor and to make it valuable to you personally. By making a quality program available at a reasonable price and by not copy-protecting the disk, we think we have succeeded. We hope that you support our efforts and encourage future updates and products by not allowing your family or friends to copy Font Factory GS. To borrow a phrase, "Just say no."

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# Notes

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This index attempts to reference items in this manual by as many topics as possible. If you are looking for a particular topic and can't find it, please let us know so we can incorporate it in the next printing of the manual.

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## Error Handling

Out To Launch requires GS/OS, otherwise a "GS/OS required" message will be shown.

The startup disk must be available at program startup and shutdown to load and save your list. If it can't find \*/System, then you will be prompted to insert the System disk.

Any disk error while loading your custom list of applications presents a message "Problem loading. Error \$####" (it is not an error to have no list at all). It is possible to get a memory error during the load; if so, an "out of memory" message is shown and the remainder of the load is aborted.

When saving the list, if the disk is write-protected you will get a message and a chance to try again. Any other disk error presents a message "Problem saving. Error \$####."

The program you are trying to launch is verified to be available, otherwise you get a "Can't find program" message and a chance to swap disks.

If there's not enough room to add an item you will get an "out of memory" message, and the item is not added to the list.

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## The Command Buttons

### Launch Item

Launch Item launches the highlighted item, unless it is a “dummy line” (a line with no application attached—see *Add Item*).

### Launch Other

Launch Other displays the standard “get file” dialog box for you to choose a program to launch (only Folders, P8 System files, and GS/OS applications are displayed).

### Add Item

Add Item displays the standard “get file” dialog box for you to choose an application to add to the list (only Folders, P8 System files, and GS/OS applications are displayed).

After selecting an application, a second dialog box appears to let you customize the name of the application as it appears in the list (this does *not* rename the file). See *Edit Item* for information.

You can create a “dummy line” for filler or spacing by holding down the Option key when you click the Add Item button. This skips the file selection and goes directly to the editing dialog box.

### Remove Item

Remove Item deletes the highlighted item from the list.

### Edit Item

Edit Item opens a dialog box to let you edit the name of the highlighted item as it appears in the list. You are allowed up to 31 characters of free-form entry (anything you can type is acceptable). The items in the list are sorted in ascending ASCII order.

The optional code is not displayed in the list. It is used if you want to group items together on the list (for example, to group graphic applications together you could code each application with a “g”).

Clicking the OK button (or pressing Return) stores any changes. Clicking the Cancel button aborts the process.

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## The Menu

### 🍏 (Apple) Menu

About Out To Launch—Shows version number, credits, and general information.

### File Menu

Shut Down—Ejects all “ejectable” disks and shows the message “You may now switch off your Apple IIGS safely.” This shut down is configured so it will not reset RAM disks in case you decide to Restart.

Quit—Quits Out To Launch and returns to the previous program (presumably another launcher). If there is no previous program, then the System launches Out To Launch again.

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# Notes

## Appendix C Out To Launch

Out To Launch is a simple "program launcher" that is meant to replace the program-launching function of Apple's Finder, thus saving a lot of disk space. It can launch applications and it provides access to the New Desk Accessories on the  (Apple) menu. This is especially useful with an NDA such as Disk Access, which provides all the functions of the Finder, plus other functions such as Find File and Show File.

Out To Launch uses about 7K on disk and in memory, and it requires an Apple IIGS with at least 512K memory (ROM 01 or higher) and GS/OS. It should be named Start and placed in the System folder of your startup disk (it is possible to run it from another launcher, but that would defeat its purpose).

The “best-fit font algorithm” tries several options in its attempt to produce a font that is as close to the requested font as possible. If the particular steps interest you, they are:

- 1) The Font Manager first looks for a font with the same family and size and style that partially matches the desired style. If there is more than one such font, the one with the most styles is used.
- 2) If a font is not found in step 1, the Font Manager looks for a font with the same family number, twice the size, and a partially matching style. If there is more than one such font, the one with the most styles is used.
- 3) If no fonts are found in step 2, the Font Manager looks for a font with the same family number, half the size, and a partially matching style. In the case of a tie, the font with the most styles is used.
- 4) If the Font Manager still hasn't found any suitable font, it looks for a font with the same family number, a larger size than requested, and a partially matching style. If more than one such font is found, the one with the smallest size is used. If more than one such smallest size is found, the font with the most styles is used.
- 5) If there's still no match, the Font Manager looks for a font with the same family number, a smaller size than the requested size, and a partially matching style. If more than one such font is found, the one with the largest size is used. If more than one such largest size is found, the one with the most styles is used.
- 6) If there is no font with the requested family number, the system font is selected.

*NOTE: In steps 1-5 it is noted that in case of a tie the font with the most styles is used. Of course, a tie may still occur (with two fonts that have the same number of, but different, styles enabled). In such a case, a font in memory is selected over one on disk. If this rule still doesn't determine the font to use, the last found font is used.*

# Getting Started

We know you are anxious to start using Font Factory GS, but please read this section first because it leads you through several important steps which you need to do only once:

- Learning conventions and terminology
- Getting your IIGS ready to start a IIGS-specific program
- Making working copies of each disk

The next section teaches you how to use Font Factory GS by letting you experiment with its features. The last section covers every aspect of Font Factory GS, organized for reference. It is the best place to look when you need added information or help with a particular feature.

# Notes

## Appendix B Technical Information

This appendix contains technical information that is not necessary to know in order to use Font Factory GS; it is provided for those who are interested. For more technical information regarding fonts (as well as many other topics), refer to the Apple IIGS Toolbox Reference books.

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### The Font Manager

The Font Manager manages all the fonts on your Apple IIGS. When you start your computer with a desktop application (such as Font Factory GS's startup disk), the Font Manager looks in the System/Fonts directory and catalogs all the fonts and font families that are available. To be recognized as a font, the file must be type \$C8.

In addition to the fonts that reside on disk, one or more fonts could reside in ROM. Currently, only Shaston.8 is a ROM font. Shaston.8 (the "system font") is used in menus, dialog boxes, and so on, thus it is present in ROM to guarantee it is always available.

In order for the Font Manager to differentiate between fonts, each font contains the following information:

- The font name (e.g. Geneva)
- The family number (e.g. 3)
- The point size (e.g. 12)
- The style (e.g. Plain)

All fonts that share the same family number are called a font family. The font name and number should always agree within a font family (i.e. two different font names should not use the same font family number, nor should the same font name use two different font family numbers).

The Font Manager keeps track of fonts via the Font ID, which is a number that contains the family number, the point size and the style. When a program (such as GraphicWriter III) requests a particular font in a particular size and a particular style, the Font Manager either provides the requested font (if it is available in the System/Fonts folder), or it creates a new one by using the "best-fit font algorithm".

# Notes

## Things You Need To Know

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### Hardware Requirements

To use Font Factory GS you need:

- An Apple IIGS with at least 1MB of memory
- One 3.5" disk drive
- Font Factory GS includes GS/OS—the “disk operating system”. GS/OS requires internal ROM version of at least 01—when you turn on the computer, if the bottom of the screen does not show a version number, contact your authorized Apple dealer for an upgrade.
- To print samples of the fonts you create, you need any printer that works with a standard IIGS printer driver. Included are printer drivers for the Apple ImageWriter I, II, and LQ, and Epson FX-compatible printers.

If you wish to print to a LaserWriter, we assume you have the appropriate printer drivers available to you. *NOTE: Font Factory GS is not meant for creating LaserWriter fonts. You can print to a LaserWriter but the characters will not be “LaserWriter quality”.*

If you wish to print to a Hewlett-Packard DeskJet or LaserJet, you can purchase and use the Independence printer driver package from Seven Hills Software.

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### Keys on Your Keyboard

Keys on the keyboard are referred to by the name printed on them (*Delete, Option, A*, etc.). The Command key is shown as  $\mathcal{C}$ .

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### Steps

Steps you should follow are indented and numbered. For example:

1. Learn Font Factory GS.
2. Create neat new fonts.

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## Mouse Terms

This manual uses four terms to describe the different ways you can use the mouse:

**Clicking** means quickly pushing down and releasing the mouse button while the mouse remains motionless. Some uses of clicking are to select a character or turn dots in a character on and off.

**Double-Clicking** means quickly clicking twice. Double-clicking is commonly used as a shortcut for some action. For example, double-clicking on a character opens the character editing window.

**Pressing** means holding the mouse button down while the mouse remains motionless. The most common use is pressing on a scroll bar's arrow to cause the document to scroll until the mouse button is released.

**Dragging** means holding the mouse button down, moving the mouse to a new position and finally releasing the mouse button. Common uses are drawing lines, choosing a menu item and moving or resizing a window.

# Appendix A

## Font Family Numbers

The following table shows the range of font family numbers that the A2-Central Font Clearinghouse uses in assigning numbers:

Font Family Number		
<u>Decimal</u>	<u>Hexadecimal</u>	<u>Family Name</u>
0-1	\$0000-\$0001	System Font
2	\$0002	New York
3	\$0003	Geneva
4	\$0004	Monaco
5	\$0005	Venice
6	\$0006	London
7	\$0007	Athens
8	\$0008	San Francisco
9	\$0009	Toronto
10	\$000A	<reserved>
11	\$000B	Cairo
12	\$000C	Los Angeles
13	\$000D	Zapf Dingbats
14	\$000E	Bookman
15	\$000F	Helvetica Narrow
16	\$0010	Palatino
17	\$0011	<reserved>
18	\$0012	Zapf Chancery
19	\$0013	<reserved>
20	\$0014	Times
21	\$0015	Helvetica
22	\$0016	Courier
23	\$0017	Symbol
24	\$0018	Taliesin
25-32	\$0019-\$0020	<reserved>
33	\$0021	Avant Garde
34	\$0022	New Century Schoolbook
35-42	\$0023-\$002A	Reserved for Apple fonts
43-239	\$002B-\$00EF	Reserved for Macintosh fonts
240-255	\$00F0-\$00FF	Reserved/Used by Styleware (Clarisc)
256-991	\$0100-\$03DF	<reserved>
992-1055	\$03E0-\$041F	Reserved/Used by Styleware (Clarisc)
1056-31743	\$0420-\$7BFF	<reserved>
31744-33791	\$7C00-\$83FF	A2-Central Font Clearinghouse range
33792-65279	\$8400-\$FEFF	<reserved>
65280-65532	\$FF00-\$FFFC	Reserved for Apple system fonts
65533	\$FFFD	Chicago
65534	\$FFFE	Shaston
65535	\$FFFF	No Font

# Notes

## Preparing Your Apple IIGS

There are several things you must do in order to use any software that is written specifically for the Apple IIGS. These are common settings so it is likely that your IIGS is already prepared to run Font Factory GS.

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### Control Panel Settings

The first step is connecting the mouse, then using the Control Panel to correctly set various options:

1. While the computer is off, plug the mouse into your keyboard.
2. Turn the monitor on.
3. Hold down the Option key while you turn on the computer's power switch.
4. When you see several choices on the screen, release the Option key.
5. Press 1 to enter the Control Panel.

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### Slot Settings

Enter the Slots display:

1. Press Up Arrow until Slots is highlighted, then press Return.

**Slot 4:** Make sure that Slot 4 indicates you are using the Mouse Port:

2. Press Down Arrow until Slot 4 is highlighted.
3. If Slot 4 reads Your Card, press Right Arrow to change the option to read Mouse Port.

**Startup Slot:** If you choose, you can tell the IIGS to start loading programs from the 3.5" disk drive:

4. Press Down Arrow until Startup Slot is highlighted.
5. Press Right Arrow until the desired slot number appears (if you have the 3.5" disk connected to the back of the IIGS, the number is 5).

**Save the Slot Settings:**

6. Press Return to save the current settings for the Slots display.



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## RAM Disk Setting

RAM disks use memory that could be used by the program. Font Factory GS needs 1MB memory to operate, so verify that there is at least this much memory free for it to use:

1. At the Control Panel, press Down Arrow until RAM Disk is highlighted, then press Return.
2. Press Down Arrow to highlight Maximum RAM Disk Size (or "Select RAM Disk Size" on the newest IIGS model).
3. As a general rule, IIGS-specific software works better with more memory available to it. Thus, we suggest setting the RAM Disk size to ØK. If the Maximum RAM Disk Size needs to be reduced, press Left Arrow until its size is acceptable.
4. Press Return to save the current RAM Disk settings.
5. If you changed the Maximum RAM Disk Size, turn the computer off. *NOTE: Changes to the RAM Disk display don't take effect until the computer is turned off (⌘-Control-Reset does **not** work; you **must** turn the computer off if you changed this setting). If you turn the computer off, wait 15 seconds before turning it back on.*

---

## Other Settings

This manual assumes that you already have your printer connected and working with the Apple IIGS. If not, refer to the documentation that came with your printer to connect it and to set any necessary Control Panel settings.

A popular printer configuration is an ImageWriter printer directly connected to the Printer Port on the Apple IIGS. For this configuration, the control panel setting for Slot 1 should be Printer Port and every printer port setting should have a checkmark beside it.

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## Check Your NDAs

New Desk Accessories are stored in the System/Desk.Accs folder of your startup disk. When you start Font Factory GS each New Desk Accessory sets aside memory for its own use; memory acquired by a New Desk Accessory cannot be used by Font Factory GS. If you have just 1MB memory you should consider removing any installed NDAs to give Font Factory GS the most memory possible.

# Appendices

Appendix A — Font Family Numbers

Appendix B — Technical Information

Appendix C — Out To Launch

- The red horizontal line that intersects the base line is used to set the width of the current character (the next character's origin will be placed at the intersection of the black base line and the red width line). To adjust width, move the mouse pointer over the red width line (the pointer changes to a arrow pointing left and right), then drag the line to its new location.

*Every character has the same width in a fixed-width font:*



*Each character can have a different width in a proportional font:*



## Making Working Copies

***Before proceeding, protect the original disks by making sure that they are write-protected! Look at the hole in the upper-right corner of each of the original disks. The disk is write-protected if you can see through the hole. If you can't see through the hole, slide the tab so you can.***

Whenever you purchase software you should make a working copy of each original disk. **NOTE:** *Font Factory GS is not copy-protected, but it is copyrighted. Please do not make copies for your family or friends—every illegal copy you see is a vote against friendly software and for copy-protection and higher prices.*

After making your working copies (either on a hard drive or on 3.5" disks) you should store the original disks in a safe place so if a problem ever develops with a working copy another can be made from the original disk. If a problem ever develops with an original disk, contact Seven Hills Software for replacement information.

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## Installing Onto 3.5" Disks

This section describes installing Font Factory GS onto 3.5" disks. If you are installing Font Factory GS onto a hard disk drive, skip to the section titled "Installing Onto A Hard Disk Drive."

Apple's "Finder" is a program that lets you do "housekeeping" tasks, such as copying disks and deleting files. We'll use the Finder to make working copies of the supplied disks.

1. Insert the disk labeled *Original "Disk.1"* into the startup disk drive.
2. Turn on the monitor and computer (if the computer is on already, hold  $\text{⌘}$ -Control down and press Reset). The 3.5" disk drive will come on and begin loading our Out To Launch program launcher. *NOTE: If you did not set your 3.5" disk drive to be the startup slot, the computer will try to start up from some other disk drive. If you get the message "Check Startup Device," hold Control and press Reset. At the prompt type PR#5 (assuming your 3.5" disk is in slot 5) and press Return.*
3. When the Out To Launch window appears, select "The Finder" and click the Launch Item button.

When the Finder is finished loading, you will see a blue desktop with a menu bar at the top of the screen, an Original.Disk.1 disk icon at the top-right of the screen, and a Trash can icon at the bottom-right of the screen.

---

## Initializing Disks

***Before proceeding, make sure you can see through the hole in the upper-right corner of the original disks!***

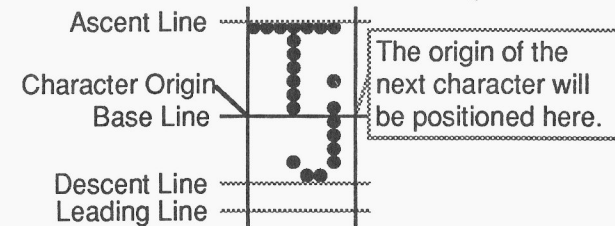
To make working copies of Font Factory GS on 3.5" disks, you need two initialized (but otherwise blank) 3.5" disks.

The Finder has the ability to initialize disks, but for simplicity we'll use the Disk Initializer desk accessory. Disk Initializer is provided free with Font Factory GS.

---

## Guides

The character window contains several guides that help you draw uniform characters:



- The black horizontal line is the character's base line. The bottom of each character (excluding tails on letters like p) is placed on the base line.
- The black vertical line is the character's origin (the point used as a reference location for drawing the character).
- The purple line above the base line is the ascent line. This line indicates the top of the tallest character in the font.
- The first purple line below the base line is the descent line. This line indicates the bottom of the character that extends farthest below the base line. If the font leading is set to 1 or higher, a second purple line will be below the descent line. The number of dots between the descent line and the leading line will be equal to the leading figure you set.

Strictly speaking, the total number of dots between the ascent line and descent line should equal the point size, although you will find fonts (including some supplied by Apple) where there are more or less dots.

## Editing Other Characters

After you are finished with the current character, there are three ways to edit a different character without closing the character window:



- Below the window's title bar is a small scrollable area that displays 10 characters of the system font. The current character you are editing is highlighted in green. To edit another character, use the arrows to scroll the desired character into view then click on it.
- Press a key on the keyboard and the character associated with that key will appear.
- Click the Home tool to bring the character's font window to the front, then open another character. In the font window, the currently selected character is highlighted in green. Characters that are currently open for editing are "grayed out".

If you made any changes to the current character, you will be asked if you want to integrate the changes into the font. Click Yes to keep your changes, No to discard your changes, or Cancel to continue editing the current character.

## Image Size

The Image Size displays the current width and height of the character. These numbers are adjusted as you add and remove dots from the character.

To use Disk Initializer,

1. Choose Disk Initializer from the  menu (move the pointer over the  (Apple) menu, press and hold down the mouse button, drag down to highlight Disk Initializer, then release the mouse button).

The following dialog box appears:



*The Disk Initializer dialog box*

The scroll box displays the slots and drives that have a 3.5" or 5.25" disk drive. To initialize a disk,

2. Click on the slot/driver you want to use for initializing (usually 3.5" disk drives are located in slot 5). *NOTE: For the best speed performance you should initialize the disk in the same slot and drive that the disk will be used in. For example, if you are initializing a startup disk then you should initialize the disk in the startup disk drive. If you are initializing a data disk then you should initialize the disk in the data disk drive.*
3. Insert a blank disk.
4. Type the name for the new disk (the first disk is named "Font.Factory.GS"). The name cannot be longer than 15 characters, and it must begin with a letter and contain only letters, numbers, and periods.
5. Click the Initialize button. *NOTE: This button is active only if a valid disk name is entered.*

After you click Initialize, the disk in the slot and drive you specified is checked. If the disk is blank it will be initialized immediately. If the disk is not blank you will be asked to confirm your decision to initialize it. **Never initialize an original disk!**

After the disk is initialized it will be ejected and you will be told whether the initialization was successful. If initialization fails for a disk, discard that disk and use another one. If initialization was successful, apply a disk label and write the appropriate name on it.

Repeat steps 2-5 to create one disk with each of the following names:

- Font.Factory.GS (done in step 4)
- Fonts.2

After you have initialized and applied a label to the two disks, click Cancel to return to the Finder.

---

## Copying the Original Disks

***Before proceeding, make sure you can see through the hole in the upper-right corner of the original disks!***

Now we'll use Apple's Finder to make an exact copy of each of the supplied disks:

1. Insert the disk you want to copy *onto* (one of the disks that you initialized and hand-labeled). The first "destination disk" is the disk hand-labeled *Font Factory GS*, so insert that disk.
2. Insert the disk you want to copy *from* (one of the original disks supplied with Font Factory GS). The first "source disk" is the original disk labeled *Original "Disk.1,"* so insert that disk (if you have only one 3.5" disk drive, you will have to eject your hand-labeled disk to make room for the original).
3. Drag the original disk icon onto the hand-labeled disk icon: Position the arrow pointer over the original disk icon, hold down the mouse button, drag onto the hand-labeled disk icon (it turns black) then release the mouse button. The first copy is made by dragging the Original.Disk.1 icon onto the Font.Factory.GS icon.
4. The Finder asks if you want to replace the contents of the destination disk with the contents of the source disk. Click OK to proceed. *NOTE: If you get a message stating that the destination disk is write-protected, you are trying to copy in the wrong direction—click the Cancel button and go back to step 3, making sure you drag the source disk icon onto the destination disk icon.*

During the copy process the Finder may ask you to insert a particular disk. Find the desired disk, insert it and click OK to continue.

---

## Editing Options

### Tools

The **Hand** tool is used to shift the character to a new position (in effect changing the character's origin). Position the hand pointer on top of the character, and hold down the mouse button. A rectangle shows the overall size of the character. Drag this character rectangle to the desired position and release the mouse button.

The **Pencil** tool is used to add and remove dots. To draw dots, point to a blank location on the grid and click. To erase dots, point to an existing dot and click. You can continuously draw or erase dots if you hold the mouse button down as you drag.

The **Brush** tool is used to fill in large areas quickly. The brush draws three dots across by two dots down. You can continuously draw dots if you hold the mouse button down as you drag.

The **Eraser** tool is used to erase large areas quickly. The eraser removes three dots across by two dots down. You can continuously erase dots if you hold the mouse button down as you drag.

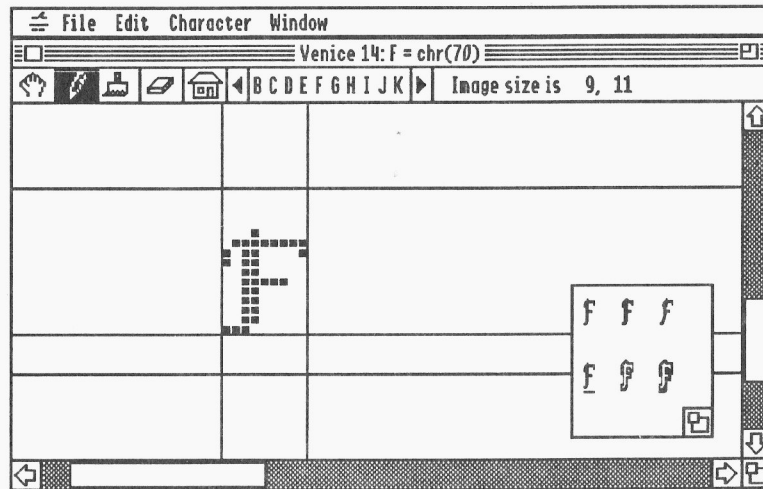
The **Home** tool is used to bring the character's font window to the front. This is useful when several windows are on the screen at once. Clicking Home will activate the font window that contains the character you are editing, and it will highlight that character. To return to the character window either choose it from the Window menu, or choose Edit Character from the Edit menu.

---

## The Character Window

There are three ways to open a character window from a font window:

- Double-click on the character.
- Click on a character to select it, then choose Edit Character from the Edit menu.
- Choose Edit Missing Symbol from the Edit menu to edit the missing symbol character.



*The character window (grid lines are turned off)*

The character window contains an expanded version of the character you opened. The title of the window shows which character you are working with (the font, the character and its "ASCII" value are displayed). Below the title is a line that contains tools, a scrollable character area, and the current image size.

A smaller window within the character window shows how the character looks in all the standard styles (plain, bold, italic, underline, outline and shadow). This smaller window can be moved and resized: To move it, position the pointer over it (the pointer changes to a hand), then drag the window to its new location. To resize it, drag its grow box.

When a character window is active (in front of all other windows), the Character menu is available. This menu contains options that apply only to the single character being edited.

When the Finder is finished copying the disk,

5. Drag the source disk icon onto the Trash icon. This ejects the disk and removes its icon from the "desktop".
6. Drag the destination disk icon into the Trash to eject it and remove its icon from the desktop.

Repeat steps 1-6 for each of the following disks:

Drag:	Onto:
<input checked="" type="checkbox"/> Original.Disk.1	Font.Factory.GS
<input type="checkbox"/> Font.Disk.2	Fonts.2

---

## Removing the Finder

In order to create some extra disk space for storing fonts, you might want to remove the Finder from your working copy of Font Factory GS. Follow these steps if you wish to remove the Finder:

1. Insert your disk hand-labeled *Font Factory GS*.
2. Click on the Font.Factory.GS disk icon to select it, then choose Open from the File menu.
3. Drag the Finder icon into the Trash.
4. Drag the Font.Factory.GS disk icon into the Trash to eject the disk and remove its icon from the desktop.

---

## Quitting the Finder

Let's quit Apple's Finder and return to Out To Launch:

1. Choose Shut Down from the Special menu.
2. Click to select the "Return to launching application" option.
3. Click the OK button to return to Out To Launch.
4. When Out To Launch appears, choose Shut Down from the File menu. *NOTE: See Appendix C for more information about using Out To Launch.*

Skip to the *Guided Tour* section to begin using Font Factory GS.

---

## Installing Onto A Hard Disk Drive

Installing Font Factory GS on a hard disk drive is just a matter of copying some files from each of the supplied disks to your hard drive. This section describes which files to copy and where to put them. To begin, start the computer with your hard drive, then launch Apple's Finder.

Because you have a hard drive, we assume you are familiar with file management and using the Finder, so that is not covered in-depth here. If you need more information on using the Finder, refer to the manuals that came with your Apple IIGS.

---

## Installing Font Factory GS

Insert the disk labeled *Original "Disk.1"* into a drive and open it. Drag the Font.Factory.GS folder onto the hard drive icon.

After the Font.Factory.GS folder is copied, drag the Original.Disk.1 icon into the Trash to eject it and remove it from the desktop.

---

## Installing Fonts

You may want to install some of the supplied fonts onto your hard drive. If so, first open the System folder on your hard drive and locate the Fonts folder. Next, insert the disk labeled *Font Disk Number 2* and open the Fonts folder on that disk. Finally, drag the font files you want to use into the Fonts folder on your hard drive.

After you have copied all the fonts you want, drag the Font.Disk.2 icon into the Trash to eject it and remove it from the desktop.

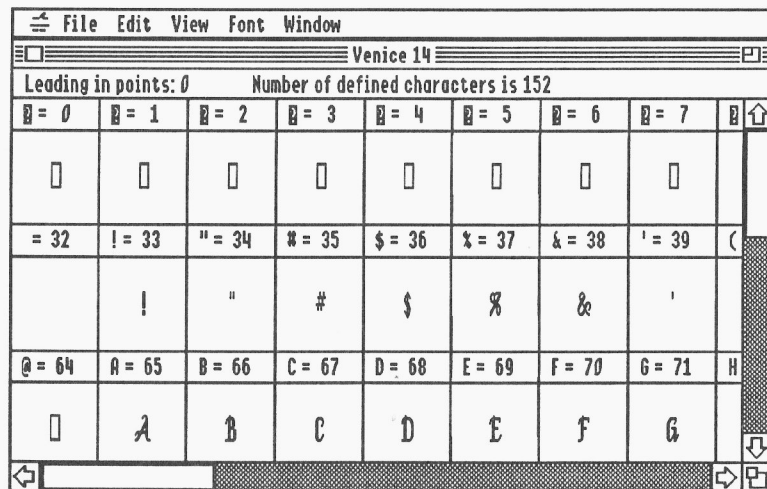
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## Number of Defined Characters

While IIGS fonts *can* contain up to 256 characters, they usually contain less than that. The number of defined characters reflects the number of characters that have actually been drawn.

A "missing character" symbol is displayed (usually just a box) for characters that have not been drawn.

## The Font Window



The font window

The font window contains all 256 possible characters of a font. The title of the window shows the name and size of the font you are working with. Below the title is a line that shows the leading (in points) of the font and the total number of defined characters. Each character of the font is displayed within the font window.

When a font window is active (in front of all other windows), the View and Font menus are available. These menus contains options that apply to the entire font being edited.

### Leading

Leading is the amount of blank white space that is added to the bottom of every character in the font. Leading is usually about 10% of the point size (for example, a 14 point font usually has 1 point leading).

You can change the leading by clicking on the leading number and typing a new value (in points). Press Return to re-display the entire font with the new value.

## Desk Accessories

Desk Accessories are stored in the System/Desk.Accs folder of your hard drive.

We have provided a new desk accessory named "Disk Initializer" that lets you initialize 3.5" and 5.25" disks from within a program like Font Factory GS. To install Disk Initializer onto your hard drive, first open the System folder on your hard drive and locate the Desk.Accs folder. Next, insert the disk labeled *Original "Disk.1,"* open the System folder, then open the Desk.Accs folder on that disk. Finally, drag the Initializer.NDA icon into the System/Desk.Accs folder on your hard drive.

After you have copied the Disk Initializer, drag the Original.Disk.1 icon into the Trash to eject it and remove it from the desktop.

*NOTE: Font Factory GS has been tested extensively. If you experience strange problems with Font Factory GS, remove all desk accessories, then add them back one at a time to see if a particular accessory is causing the problem. If the problem still exists with no accessories installed, please send a report to Seven Hills' technical support.*

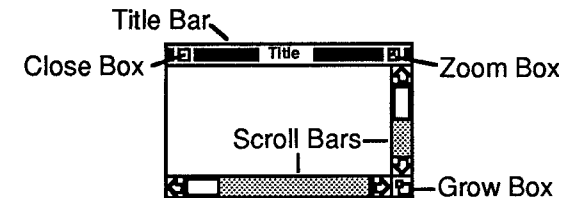


# Notes

## Windows

There are two main windows used in Font Factory GS: the Font window and the Character window. The Font window displays all the characters of a font; the Character window displays a single character for editing.

Both windows have all the features of a standard window:



- Click the **close box** to close the window.
- Point to the window's **title bar** and hold down the mouse button to drag the whole window to a new location.
- Drag the **grow box** to resize the window.
- Click the **zoom box** to expand the window to full-screen size and to revert back to the size you set.
- Use the **scroll bars** to scroll different areas into view.

# Notes

## Guided Tour

This section is a tutorial that leads you through the essential features of Font Factory GS.

When you have completed the steps in this section you will have a good working knowledge of Font Factory GS. See the *Reference* section for detailed information about a particular menu command.

# Notes

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## Window Menu

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### Show Clipboard

Choose Show Clipboard from the Window menu to view the current contents of the Clipboard. All six styles (Plain, Bold, Italic, Underline, Outline and Shadow) of the last cut or copied character are placed on the Clipboard.

Choose Close from the File menu to close the Clipboard's window (or click the close box).

---

### Show Test Window

Choose Show Test Window from the Window menu to display some sample text. This window is useful to see what a particular font looks like in actual use.

When the Test Window is active, three menus appear: Font, Size, Style. Use the mouse to highlight the text you want to change, then make font, size, and style choices using those menus. *NOTE: You can use the Choose Font option on the Font menu to change two or three of the options at a time.*

Fonts available in the Fonts folder can be used. If you are editing a font and want to test it, follow these steps:

1. Save the font into the Fonts folder (in the System folder of your startup disk).
2. Choose Close All from the File menu to close all open windows (saving changes as desired).
3. Choose Install Fonts from the Edit menu.
4. Click the Reinstall Font Manager button (this restarts the Font Manager and causes the new font to be recognized).
5. Click Done to close the Install Fonts dialog box.
6. Choose Show Test Window from the Window menu.
7. Highlight some text and choose the new font, size, and style.

---

## Window Titles

Choose a window title from the Window menu to bring that window to the front (thus making it active). The number of windows that can be open at the same time depends upon the amount of memory available.

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## Rotate Left

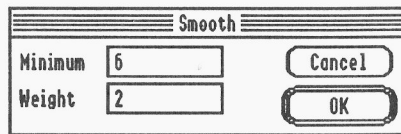
Choose Rotate Left from the Character menu to rotate the displayed character 90° to the left.



---

## Smooth

Choose Smooth from the Character menu to smooth the displayed character.



Smoothing has default minimum and weight values of 6 and 2 respectively. Using these default values usually creates the best smoothing results.

*NOTE: Smoothing is done by a special technique that may or may not benefit a particular character. If, after smoothing a character, you decide that you'd rather work from the non-smoothed version, choose Undo from the Edit menu.*

---

## Starting Font Factory GS

If you installed Font Factory GS on a hard drive, we assume that you are familiar with starting a program from the hard drive.

To begin using the working copy of the 3.5" Font Factory GS disk, follow these steps:

1. Insert the Font Factory GS disk into the startup 3.5" disk drive.  
*NOTE: When you are asked to insert a disk, insert your **working copy** of that disk—keep your original disks in a safe place.*
2. Turn on your monitor and computer (if the computer is already on, hold ⌘-Control down and press Reset). The 3.5" disk drive will come on and begin loading the program launcher. *NOTE: If you did not set your 3.5" disk drive to be the startup slot, the computer will try to start up from some other disk drive. If you get the message "Check Startup Device", hold Control down and press Reset. At the prompt type PR#5 (assuming your 3.5" disk is in slot 5) and press Return.*
3. When Out To Launch appears, select "Font Factory GS" and click the Launch Item button.

After the program is loaded, the "About Font Factory GS" dialog box is displayed with the program version number and copyright information. Click the mouse button or press any key to continue.

# Notes

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## 8x Magnification

Choose 8x Magnification from the Character menu to view or edit a character at 8 times its actual size. The 8x Magnification view does not display Grid Lines.

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## Flip Horizontal

Choose Flip Horizontal from the Character menu to flip the displayed character left to right. *NOTE: Some characters (such as H) will look the same after flipping.*

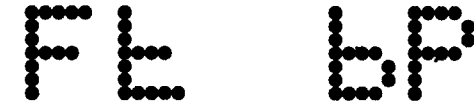


*The results of Flip Horizontal*

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## Flip Vertical

Choose Flip Vertical from the Character menu to flip the displayed character top to bottom. *NOTE: Some characters (such as H) will look the same after flipping.*

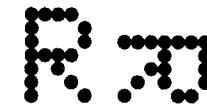


*The results of Flip Vertical*

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## Rotate Right

Choose Rotate Right from the Character menu to rotate the displayed character 90° to the right.



*The results of Rotate Right*

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---

## Character Menu

This menu is only present when a character window is active. The commands on the Character menu apply only to the single character that is displayed.

To apply the Flip, Rotate, Smooth, or Style options to all the characters in the font, click the Home icon in the character window to bring the character's font window to the front, then choose the option from the Font menu.

---

---

## Grid Lines

Choose Grid Lines from the Character menu to turn the character grid off and on.

When editing a character at 4x magnification, the grid displays as vertical and horizontal dotted lines. Turning the grid off removes these lines and just the character is displayed.

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## Guides

Choose Guides from the Character menu to turn the character guides off and on.

When editing a character, the character guides display the ascent line, base line, descent line and a line below the descent line to show the amount of leading the font has.

More information on guides is provided in "The Character Window" section.

---

---

## 3x Magnification

Choose 3x Magnification from the Character menu to view or edit a character at 3 times its actual size. The 3x Magnification view does not display Grid Lines.

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## 4x Magnification

Choose 4x Magnification from the Character menu to view or edit a character at 4 times its actual size. The 4x Magnification view is preferred because each dot appears round when Grid Lines are visible. When Grid Lines are not visible, each dot is displayed as a square.

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# Working With Fonts

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## What Is A Font?

A font is a collection of related characters (letters, symbols, numbers, pictures, etc.) which are of a predetermined style and size. A "standard IIGS font" is a structured file that contains information about each character in a font.

Up to 256 characters can be defined and stored in a IIGS font (typically the first 128 characters are for "normal" characters and the second 128 are for "special" characters that are not pictured on the keyboard). For characters that are not drawn, a special "missing symbol" character is displayed (usually a rectangle).

---

---

## Opening A Font

There are two ways to open a font for editing. If the font you want to edit is in the System/Fonts folder of the startup disk, you would choose Edit Font from the Edit menu. If the font you want to edit is on another disk, you would choose Open from the File menu.

Let's edit one of the fonts in the Fonts folder of the startup disk:

1. Choose Edit Font from the Edit menu and the standard "choose font" dialog appears.
2. Select the font you want to edit (choose any font for this guided tour).
3. Select the size you want to edit. To edit an existing size, choose the size from the scroll box. To create a new point size, type the new number in the "Size:" box.
4. Click OK to open the font.

Opening a font presents a new window that displays all 256 possible characters (they are displayed in 8 rows of 32 characters each). Below the title bar is a line that shows the font leading (white space between printed lines) and the total number of defined characters.

---

---

## Editing A Character

In the font window there are two ways to open the character you want to edit. You can either click on the character to select it then choose Edit Character from the Edit menu, or you can double-click the character.

1. Open any character now. *NOTE: If you want to edit the missing symbol character, choose Edit Missing Symbol from the Edit menu.*

A new window is opened that contains a large version of the character that was selected. The title of the window shows you which character you are working with.

The dotted lines that fill the screen form a grid that shows where dots can be placed. You can turn these grid lines off and on by choosing "Grid Lines" from the Character menu.

The solid lines are guides that help you draw each character to a consistent size (guides are explained fully in the *Reference* section).

Simply point and click to change the character. To add dots, point to a blank location on the grid and click; to remove dots, point to a dot and click. You can continuously draw or erase dots if you hold the mouse button down while dragging. Other tools are discussed in the *Reference* section.

As you change the character, a smaller window shows how the character looks in all the standard styles (plain, bold, italic, and underline, outline, and shadow). This smaller window can be moved and resized. To move the window, position the pointer over it (the pointer changes to a hand) then drag the window to its new location. To resize it, drag its grow box in the bottom right corner.

On the Character menu are commands that you can use to help draw characters.

2. Experiment with editing the character: Click and drag to draw and erase dots, and try the Flip and Rotate options from the Character menu.

When you are finished editing the character choose Close from the File menu (or press  $\text{⌘}W$  or click the close box). You are asked if you want to integrate the new character into the font. Click Yes (or press Return) to keep the new character, No to ignore the new character, or Cancel if you want to continue working with the character.

*NOTE: Smoothing is done by a special technique that may or may not benefit a particular character. If you have done more editing than just creating a new point size by using Edit Font, you may want to save your non-smoothed version because smoothing the whole font cannot be undone. If smoothing doesn't work well for this particular font, close the font without saving any changes then re-open the version you saved prior to using the Smoothing command.*

---

## Apply Style

Choose Apply Style from the Font menu to apply a style to all the characters in the font. Because this command affects the entire font, Font Factory GS warns you that it cannot undo the operation.

Applying a style is useful for creating a pre-styled font. Instead of drawing the style from scratch you can apply the desired style and use it as your starting point.



*The Apply Style dialog box*

Use the checkboxes to indicate the styles that you want to apply. If you are creating a pre-styled font, leave the "Adjust Font ID" option checked. This option automatically adjusts the Font ID to match the styles you checked (for example, if you apply "bold, italic" the Font ID information will be changed to say the font is "bold, italic").

---

## Rotate Right

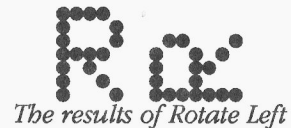
Choose Rotate Right from the Font menu to rotate every character in the font 90° to the right. Because this command affects the entire font, Font Factory GS warns you that it cannot undo the operation.



---

## Rotate Left

Choose Rotate Left from the Font menu to rotate every character in the font 90° to the left. Because this command affects the entire font, Font Factory GS warns you that it cannot undo the operation.

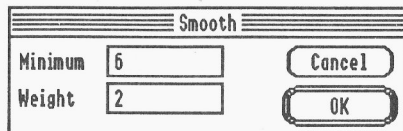


---

## Smooth

Choose Smooth from the Font menu to smooth every character in the font. Because this command affects the entire font, Font Factory GS warns you that it cannot undo the operation.

Smoothing especially useful after you have scaled a font to a larger size—smoothing can save you time by doing some of the touch-up. Additional smoothing can be done by hand using the tools in the Character window.



The Smooth dialog box


Smoothing has default minimum and weight values of 6 and 2 respectively. Using these default values usually creates the best smoothing results.

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## Printing The Font

To print a sample of the font:

1. Choose Control Panel from the  (Apple) menu and click DC Printer to verify that the proper printer port and printer are selected. *NOTE: Font Factory GS is not meant for creating LaserWriter fonts. You can print to a LaserWriter but the characters will not be "LaserWriter quality".*
2. Click the close box to close the Control Panel window.
3. Choose Page Setup from the File menu to verify the page setup is correct. If a "Vertical Condense" option is available, it should be checked to obtain the best print quality.
4. Choose Print from the File menu. To print a true representation of the font, choose Fast or Standard quality and click OK (Best quality does not print the font you are viewing...to achieve Best quality the printer driver uses a font that is 2, 3, or 4 times larger than the font you view on the screen).

The sample prints the font's name, size, and family number in Shaston 16, then prints two sample sentences and all the characters available in the font. The style of the printed font is the same as the style(s) that are checked on the View menu.

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## Quitting Font Factory GS

Choose Quit from the File menu whenever you want to quit Font Factory GS. Any open windows will be closed just as if you chose Close from the File menu (so you will be asked if you want to save changes if any were made). Because you were only practicing with the font in this *Guided Tour* you should not save any changes you made.

When the Out To Launch window appears, choose Shut Down from the File menu to shut the computer down. *NOTE: See Appendix C for more information about using Out To Launch.*



# Notes

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## Font Menu

This menu is only present when a font window is active. The commands on the Font menu apply to every character in the font.

To affect only a single character, open the single character then choose an option from the Character menu.

---

## Cleanup Font

Choose Cleanup Font from the Font menu to resize the height of the font after editing. *NOTE: You do not have to choose this option; when a font is saved it is automatically cleaned up.*

While you are editing a font, Font Factory GS automatically adjusts the font height to accommodate the tallest character. However, if the tallest character is made shorter, the overall font height is not readjusted downward until the font is saved. Choose this command to adjust the height without saving the font.

---

## Flip Horizontal

Choose Flip Horizontal from the Font menu to flip every character in the font left to right. Because this command affects the entire font, Font Factory GS warns you that it cannot undo the operation. *NOTE: Some characters (such as H) will look the same after flipping.*



*The results of Flip Horizontal*

---

## Flip Vertical

Choose Flip Vertical from the Font menu to flip every character in the font top to bottom. Because this command affects the entire font, Font Factory GS warns you that it cannot undo the operation. *NOTE: Some characters (such as H) will look the same after flipping.*



*The results of Flip Vertical*

---

---

## View Menu

This menu is only present when a font window is active.

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### Plain

Shortcut: ⌘T

Choose Plain from the View menu to view the font you are editing in Plain text (i.e. with no special styles—any special styles are turned off).

---

### Bold

Shortcut: ⌘B

Choose Bold from the View menu to view the font you are editing in **bold** text. Choose this command again to turn off this option.

---

### Italic

Shortcut: ⌘I

Choose Italic from the View menu to view the font you are editing in *italic* text. Choose this command again to turn off this option.

---

### Underline

Shortcut: ⌘U

Choose Underline from the View menu to view the font you are editing in underline text. Choose this command again to turn off this option.

---

### Outline

Choose Outline from the View menu to view the font you are editing in **outline** text. Choose this command again to turn off this option.

---

### Shadow

Choose Shadow from the View menu to view the font you are editing in **shadow** text. Choose this command again to turn off this option.

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# Reference

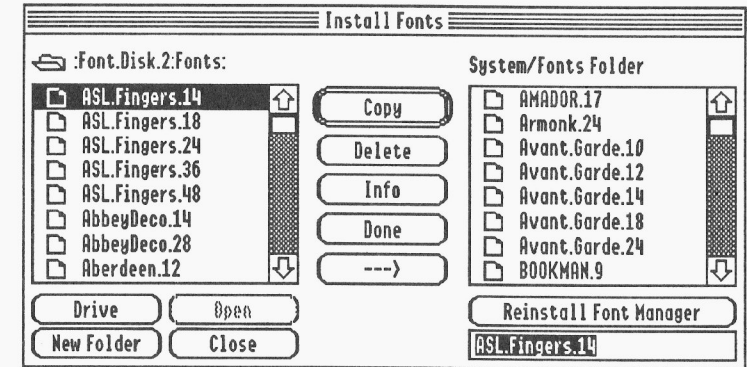
This *Reference* section describes every feature found in Font Factory GS. This section is organized strictly for reference—use it to learn about a specific feature or to refresh your memory on how to perform a specific task.

A particular topic or command can be found in the *Table of Contents* or *Index*.

# Notes

## Install Fonts

Choose Install Fonts from the Edit menu to install or remove fonts in the System/Fonts folder of the startup disk, or to edit the Font ID information of a font.



*The Install Fonts dialog box*

Use the scroll box and buttons on the left side of the dialog box to access fonts not located in the System/Fonts folder. The scroll box on the right side shows all the fonts currently installed in the System/Fonts folder. Each button acts upon the highlighted font, whether it is in scroll box on the left or the right.

To **copy** a font into the System/Fonts folder, find and select the font in the left scroll box, make sure the direction button is pointing to the right (--->) and click Copy. To copy fonts *from* the System/Fonts folder *to* the location you specify on the left, change the direction button so it points left (<---). To rename a font before copying it, type the new name in the lower-right of the dialog box, then click Copy.

To **delete** a font, select the font in one of the scroll boxes and click Delete (you will be asked to verify that you really want to delete the font).

To edit the font information, for a font, select the font in one of the scroll boxes and click **Info**. *NOTE: Refer to the "Font Info" section for information about the Font Info dialog box.*

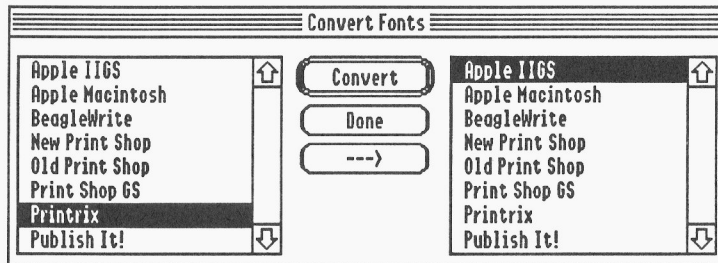
To create a new folder in the left scroll box, type the folder name in the box below the "Reinstall Font Manager" button and click New Folder.

If you make any changes to the fonts in the System/Fonts folder, you should click the Reinstall Font Manager button. This button is active only if no other windows are open (to activate it, click Done to close this dialog box, choose Close All from the File menu, then choose Install Fonts again).

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## Convert Fonts

Choose Convert Fonts from the Edit menu to convert fonts created by other programs for use as a standard IIGS font, or to convert standard IIGS fonts into fonts that can be used with other programs.



*The Convert Fonts dialog box*

To convert fonts,

1. In the scroll box on the left, choose the format you want to convert *from*.
2. In the scroll box on the right, choose the format you want to convert *to*.
3. Click Convert and you are asked to choose the font to convert. After selecting the font, click Open.
4. Depending on the conversion you specified, you may be asked to give further information.
5. After a successful conversion takes place, you are asked to name and save the converted font. Type the name, specify the location and click Save.

To convert more fonts, repeat steps 1-5; click Done when you are finished converting fonts.

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## Menus

Menus contain all the commands available with Font Factory GS. The titles of all the menus are shown in the menu bar at the top of the screen. Different menu titles appear depending upon which window is active. For example, when no windows are open the menu bar reads "🍏 File Edit Window", but when a font window is active the menu bar has two new menu titles: "🍏 File Edit View Font Window".

To see the commands available in a menu, pull the menu down by pointing to its title and pressing the mouse button. When a command is dim it is not available at the moment.

This section is organized by the menu titles and menu commands.

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## Command Keys

Many commands have keyboard shortcuts that let you give the command without using the mouse to pull down a menu and choose the command name. These shortcuts are listed to the right of the corresponding commands in the menus. For example, pull down the File menu and you will see several keyboard shortcuts listed: ⌘N for New Font, ⌘O for Open, and so on.

To use a keyboard shortcut, hold down the Command key (🍏) and press the letter listed on the menu. The Command key has a hollow apple and a cloverleaf on it and it is located between the Option key and the tilde key at the lower-left of the keyboard. *NOTE: You do not have to hold the Shift key down when using a keyboard shortcut.*

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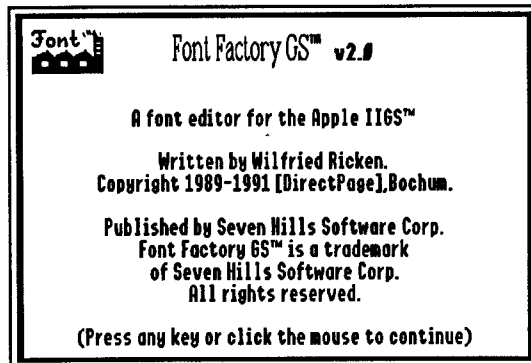
## 🍏 (Apple) Menu

The 🍏 menu contains the standard About command and New Desk Accessories.

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## About Font Factory GS

Choose About Font Factory GS from the 🍏 menu to display the program version number and copyright information.



*The About Font Factory GS dialog box*

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## Desk Accessories

When you start the computer, each desk accessory uses some memory that cannot be used by Font Factory GS.

*NOTE: Font Factory GS has been tested extensively. If you experience strange problems with Font Factory GS, remove all desk accessories, then add them back one at a time to see if a particular accessory is causing the problem. If the problem still exists with no accessories installed, please send a report to Seven Hills' technical support.*

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## Edit Missing Symbol

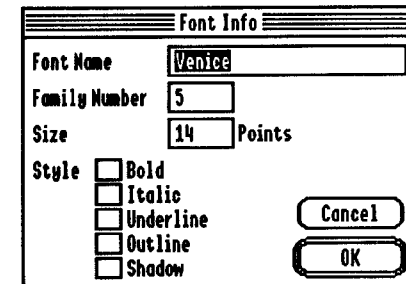
Choose Edit Missing Symbol from the Edit menu to edit the missing symbol character.

While you *can* draw up to 256 characters, it is likely that some characters will not be drawn in the font. When displaying or printing those blank characters, a “missing symbol character” is shown instead of a blank space. Usually the missing symbol character is just a box, but you can edit it to be something different.

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## Font Info

Choose Font Info from the Edit menu to change a font's name, number, size, or style information. This option is available only when a font window is active.



*The Font Info dialog box*

Only change this information if you know what you're doing. If you change one font be sure to make the same change to other sizes of that font.

*NOTE: Changing the Size number in the dialog box does not actually change the size of the font; it just changes the size that the Font Manager uses to refer to this font. To resize an existing font, see the “Edit Font” section.*

## Resizing a Font

The Edit Font command lets you scale a font to create a new size.

For example, if you have a font only in 12 point, you can create a new size of that font by selecting the font in the scroll box, then typing the new size in the Size box. The new font will be scaled (created) from the 12 point font, then you'll just need to touch it up instead of drawing the new size by hand.

When you open the Edit Font dialog box you can select a particular font and point size from the scrolling lists. To create a new size of an existing font:

1. Highlight the font in the list.
2. Instead of selecting a point size from the list of available sizes, type the desired size in the "Other" box.
3. Click OK.

The IIGS Font Manager then attempts to create the new font size. If there is sufficient memory available, the Font Manager will be able to create the requested font and a new font window will be displayed. If the font appears "jagged," the Smooth command might help (see "Smooth" in the Font Menu section).

If there is not enough memory to hold the new font, the Font Manager will return a font that contains errors. If Font Factory GS states that the font contains errors, the font will not be useable. *NOTE: Even if you have 8MB of memory in your computer the Font Manager still might not be able to create a font of the requested size if memory has been "fragmented."*

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## Edit Character

Shortcut: ⌘E

Choose Edit Character from the Edit menu (or double click on a character) to edit the selected character.

You can edit the character by clicking to add or remove dots from the character, as well as using the special editing options available on the Character menu.

More information on editing characters is provided in "The Character Window" section.

## New Desk Accessories

New Desk Accessories (NDAs) appear under the 🍏 (Apple) menu. NDAs are stored in the System/Desk.Accs folder of your startup disk (filetype \$B8).

To use an NDA, choose it from the 🍏 (Apple) menu like any other menu command. For information about using a particular NDA you must refer to the documentation that came with it.

## Control Panel

Control Panel lets you change various system-related options, including your printer setup. Refer to the documentation that came with your Apple IIGS for information about changing the printer type and connection method.

## Disk Initializer

Disk Initializer is provided free with Font Factory GS. It allows you to initialize 3.5" and 5.25" disks without having to quit the program you are using.

## Classic Desk Accessories

To access any Classic Desk Accessories (CDAs) stored in the System/Desk.Accessories folder of your startup disk (filetype \$B9), hold ⌘-Control down while you press and release Esc.

For information about using a particular CDA you must refer to the documentation that came with it.

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## File Menu

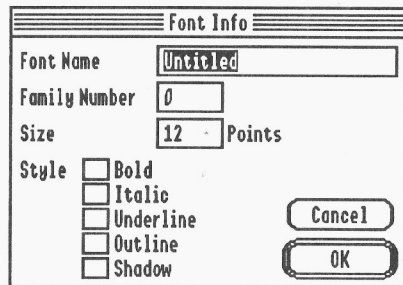
The File menu contains commands that let you create, open and print fonts.

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## New Font

Shortcut: ⌘N

Choose New Font from the File menu to create an entirely new font.



*The New Font dialog box*

When creating a new font you must specify the name, family number, size and style for the font. Together, the font family number, size and style information comprise the Font ID number that is used by the “Font Manager” (see Appendix A for examples of existing font numbers).

### Name

The font name should be no more than 25 letters long. As a convention, the name should contain letters only (no numbers or symbols).

### Family Number

The font family number in theory can be any number from 0 to 65535 (\$0000-\$FFFF), but there are restrictions on this number. For example, if you choose a number that duplicates the font family number of an existing font, the Font Manager can get confused. Care must be taken to avoid duplicate numbers.

If you intend to use the new font only on your computer, you can pick any arbitrary number that isn't used by other fonts you have (numbers in the \$9000 range should be a good choice for your own personal use), but if you intend to sell the font or release it into the public domain, you should request a unique font family number from A2-Central Font Clearinghouse.

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## Clear

Choose Clear from the Edit menu to erase the selected character.

If the font window is active, you are warned that Clear cannot be undone; if you click Continue, the selected character will be removed from the font.

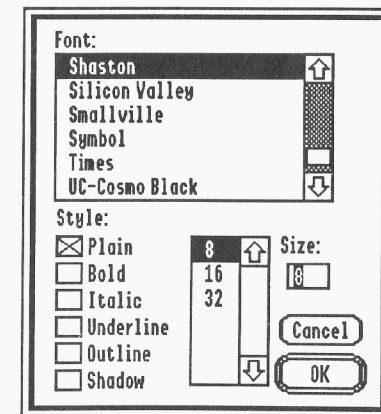
If the character window is active, Clear quickly erases all the dots in the character so you can start with a blank grid. In the character window, Clear can be undone so you don't see a warning.

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## Edit Font

Shortcut: ⌘F

Choose Edit Font from the Edit menu to change any font that is currently installed in the System/Fonts folder of the startup disk. *NOTE: You can use the Install Fonts command on the Edit menu to add fonts to the System/Fonts folder without quitting Font Factory GS (see “Install Fonts”).*



*The Edit Font dialog box*

*NOTE: The look of this dialog box might change in future versions of Apple's system software, but the function will be similar.*

Normally fonts are drawn in the “Plain” style and the Font Manager simulates the special styles (bold, underline, italic, outline and shadow), but if you have drawn a font in a particular style, click the appropriate check box to edit that style.

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## Edit Menu

The Edit menu contains commands for using the Clipboard and editing fonts and characters.

The Clipboard is a temporary holding area. Any character that is cut or copied is held on the Clipboard until another cut or copy command is issued. To see what is currently on the Clipboard you can choose Show Clipboard from the Window menu.

When a character is cut or copied, all six styles (Plain, Bold, Italic, Underline, Outline and Shadow) are placed on the Clipboard.

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## Undo

Shortcut: ⌘Z

Choose Undo from the Edit menu to undo the last change you made.

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## Cut

Shortcut: ⌘X

Choose Cut from the Edit menu to remove the selected character from the font and place it on the Clipboard.

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## Copy

Shortcut: ⌘C

Choose Copy from the Edit menu to put a copy of the selected character on the Clipboard.

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## Paste

Shortcut: ⌘V

Choose Paste from the Edit menu to replace the selected character with the character that is on the Clipboard.

The Font Clearinghouse maintains a database of font family numbers and can assign a unique number to a font you wish to distribute. There is no charge for the service—their reward is eliminating a font numbering conflict and the confusion it causes in the Apple community.

You can contact the A2-Central Font Clearinghouse through the A2-Central Roundtable on the GENie on-line service. You can also write to the Font Clearinghouse c/o Mark Collins, 2511 Pebble Valley Road, Waukesha, WI 53188. See Appendix A “Font Family Numbers” for the numbering arrangement they have established.

## Style

Normally fonts are drawn in the “Plain” style and the Font Manager simulates the special styles (bold, underline, italic, outline and shadow). By specifying the style for the new font, you can draw a special version of a particular font (for example, you can draw a bold version). If a bold version is created, the Font Manager uses it instead of simulating bold.

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## Open Font

Shortcut: ⌘O

Choose Open Font from the File menu to open an existing font. Several fonts can be open at one time; the total amount depends on the amount of available memory.

When you open a font for editing, several checks are performed to verify the font information is valid. A new font window will appear if a font appears to be valid. If an error is detected you can usually instruct Font Factory GS to fix it by clicking the appropriate button.

To create a new point size of an existing font, see Edit Font in the Edit Menu section.

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## Save

Shortcut: ⌘S

Choose Save from the File menu to save the font onto the disk. As you make changes to a font, you should save periodically to avoid losing your work in the case of a power failure.



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## Save As

Shortcut: ⌘A

Choose Save As from the File menu to save a copy of the font under a different name or at a different location on your disk.

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## Close

Shortcut: ⌘W

Choose Close from the File menu (or click the window's close box) to close the active window.

If the active window is a character window you are asked if you want to integrate the changes you made into the font. Click Yes to replace the old character with the new one, No to leave the character as it was, or Cancel to continue editing the character.

If the active window is a font window, you are asked if you want to save the changes you made to the font. Click Yes to save the changes, No to abandon the changes, or Cancel to continue working with the font.

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## Close All

Choose Close All from the File menu to close all the open windows. This command closes each window just as if you chose Close repeatedly.

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## Page Setup

Choose Page Setup from the File menu to verify or change printing options.

The "Page Setup" dialog box typically lets you specify information about the paper size you want to use (specific options depend upon which printer driver is selected). If a "Vertical Condense" option is available, it should be checked to obtain the best print quality.

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## Print

Shortcut: ⌘P

Choose Print from the File menu to print a sample of the font in the active font window. The "Print" dialog box typically lets you specify how many copies to print, the quality setting to use, and so on (the actual choices depend upon which printer driver is selected).

To print a true sample of the font, choose Fast or Standard quality and click OK (Best quality does not print the font you are viewing...to achieve Best quality the printer driver uses a font that is 2, 3, or 4 times larger than the font you view on the screen).

The sample prints the font's name, size, and family number in Shaston 16, then prints two sample sentences and all the characters available in the font. The style of the printed font is the same as the style(s) that are checked on the View menu.

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## Quit

Shortcut: ⌘Q

Choose Quit from the File menu to quit working with Font Factory GS.

Any open windows will be closed just as if you chose Close from the File menu, then Font Factory GS returns to the previous application (usually the "Out to Launch" program launcher or Apple's Finder).