

TIMWORKS

User's Manual

Font Pack 2

For use with Word Writer
for Commodore* 64 and 128

Font Pack 3

For use with Publish ◀ It!
for Apple* //e (enhanced), //c
and //GS computers

Published by Timeworks, Inc.

* Registered trademarks of Commodore Business Systems and
Apple Computer, Inc.

PUBLISH IT! is a registered trademark of Timeworks, Inc.

Personal Computer Software

Timeworks has put the **personal** in Personal Computer Software.

We have pooled creativity, technical knowledge, manufacturing expertise, and conscientious quality control to bring you the versatility and reliability demanded by the computer generation.

Timeworks programs utilize maximum computer capacity. Our manuals are user-friendly, written in plain easy-to-follow language, then carefully edited to provide continuity and correlation with the program.

If superior design, maximum capability, effective graphics and dependable performance are important to you, look into Timeworks **personal** computer software.

You'll be amazed at the difference a **personal** commitment can make.

For other Timeworks software see your local Timeworks dealer, or contact Timeworks, Inc., for a list of our latest software.

Timeworks, Inc.
625 Academy Drive
Northbrook, IL 60062

Table of Contents

Introduction.....	1
For Apple PUBLISH IT! Users	4
Fonts, Faces and Special Effects	5
For Commodore WORD WRITER Users.....	8
Saving Installed Font Tables.....	8
Directory of this Font Pack.....	10
The Fonts	11

Introduction

Welcome to the Power Users Club! The fonts included with this FONT PACK enhance your publishing repertoire. These typefaces give you even more ways to add impact and effectiveness to your presentations, advertisements, flyers—everything you print.

You have very little new to learn. You install these fonts and then use them like the ones which came with your original PUBLISH IT! or WORD WRITER program. Considering that this FONT PACK contains more than 20 different fonts, any of which can be underlined, boldfaced, italicized, subscripted or superscripted—or a combination like bold/italic—you have thousands of possibilities.

For Apple PUBLISH IT! Users

To get started using your new fonts, follow these instructions:

1. Choose Install Font from the Apple menu. A Dialog Box will appear, listing all the fonts available for installation. Be sure your Font Disk is in your data drive when you choose this item. If you have only one 5.25-inch drive, PUBLISH IT! will prompt you to insert your Font disk.
2. Choose a font from the list and click on INSTALL.

NOTE: If you are using a single 3.5-inch drive, you must use a file copy program to copy the new fonts to your working program disk. Otherwise, PUBLISH IT! will not be able to locate the new fonts.

The maximum number of fonts allowed at any one time is 24. You will have 21 fonts installed in your original PUBLISH IT! program, so you will have to de-install some if you wish to add more than three new ones.

To remove a currently installed font, choose De-Install Font from the Apple menu. A Dialog Box will appear and display a list of currently installed fonts. Click on the one you wish to remove, and click on REMOVE. Repeat this process for each font you wish to de-install.

NOTE: The system fonts—DesPlaines 12 and Deerfield 12—cannot be de-installed. If you load a document that calls for a font which is not currently installed, PUBLISH IT! will substitute DesPlaines 12.

WARNING: Never de-install a font while you have a document on the screen.

■ **Fonts, Faces and Special Effects**

Text font, size and style are chosen from the FONT menu. As with other text options, these are assigned by selecting a text range and then choosing the appropriate menu options.

PUBLISH IT! automatically chooses Deerfield 12-point as the start-up text font.

To change to a new font, select an area of text, or just click on  and then select Select Font... from the FONT menu. Alternately, you may press   to select a font. A scrolling Dialog Box will appear with all the available fonts and sizes. At the end of this manual examples are shown for all the fonts that are available in this Font Pack.

Click on the font and size you want to use. Then click on OPEN. The block you have marked will convert to this font and size.

Style (special effects) options are selected from the FONT menu also. Style choices include Plain, Bold, Italic, Underline, Outline, Shadow, Superscript, and Subscript.

If you establish a new text type (font, size and style) without selecting a block of characters, the text insertion point takes on the chosen text type, so any characters typed from that point on will be in the new type.

To quickly cycle through the different type options, pull down the FONT menu, and you will see these options:

Next Size (⌘) (N)
Next Typeface (⌘) (T)

Highlight a block of text and then press (⌘) (T) or select the Next Typeface option from the FONT menu. The block you have marked will automatically change to the next typeface available in the same size. If you press (⌘) (T) again it will change again. Keep pressing (⌘) (T) to cycle through to the original typeface.

Press (⌘) (N) or select the Next Size option to cycle through the available type sizes for the current font.

This is a convenient way to view alternatives right on your computer display.

Plain Text

Use this option to return to the basic style of a font (like the one pictured in the manual), if you have been using for example, bold or italics.

Select a range of text, then choose Plain from the FONT menu, or hold down the (⌘) key and press (P). This will erase all the attributes (bold, italics, etc.) of the following text.

Bold Face

Choose Bold for a more dramatic (thicker) style of a font.

Select a range of text, then choose Bold from the FONT menu, or hold down the (⌘) key and press (B).

Italics

Choose Italics to make a word or phrase stand out (slanted) from the rest of the text.

Select a range of text, then choose Italics from the FONT menu, or hold down the **(⌘)** key and press **(I)**.

Underlining Text

Choose Underline as another way to make a word or phrase stand out from the rest of the text.

Select a range of text, then choose Underline from the FONT menu, or hold down the **(⌘)** key and press **(U)**.

Outline Faced Lettering

Outline is a graphic style of a font. Each letter looks like a frame. It should be used sparingly for such things as announcements, brochures or invitations.

Select a range of text, then choose Outline from the FONT menu.

Shadow Face Lettering

Like Outline, Shadow should be used sparingly for special effects.

To use this option, select a range of text, then choose Shadow from the FONT menu.

Superscript and Subscript

Superscript (and Subscript) are mostly used in technical publications (i.e. footnotes in a mathematical, medical or chemical article or promotion piece).

Choose Superscript to set text a half line above the other text or Subscript to set text a half line below the other text.

Select a range of text, then choose Superscript or Subscript from the FONT menu, or hold down the **(⌘)** key and press **(H)** or **(L)**.

Combining Styles of a Font

You can combine all styles of a font (Bold, Italics, Underline, etc.) except Superscript and Subscript for special effects or emphasis.

To combine styles:

1. Select a range of text, then choose the first style (i.e. Bold) from the FONT menu to select and you are returned to the screen's Work Area.
2. Pull down the FONT menu. You will see a check mark next to Bold, which indicates it has been selected.
3. Select the next style and you are returned to the screen's Work Area.
4. Repeat Steps 2 and 3 as many times as you want. If you click on a style again, the check mark will disappear, and that style will no longer be active.

You will be in the combined style until you select another style or font.

NOTE: In addition to the 24 font limit, there is a limit on the number of unrecognized font names that can be installed. PUBLISH IT! keeps an internal list of font names that it “knows.” If you install a font with a name that isn’t in the list, the program writes this name in a file called DTP.PARM. This file can only hold four “unrecognized” names. Following is a list of the font names PUBLISH IT! “knows”: Barrington, Deerfield, DesPlaines, Glenview, Madison, Northbrook, Racine, Ravinia, Westwood and Wilmette. Any other font name installed will be in the DTP.PARM file. Remember, the limit is four.

To view the fonts and their disk locations, see Pages 10 through 18.

For Commodore WORD WRITER Users

To get started using your new fonts, follow these instructions:

1. From the Font Library that follows, select the fonts you like.
2. Copy your selected fonts to your WORD WRITER Work disk, using the WORD WRITER Install program and the instructions in your WORD WRITER program manual.
3. Install your new fonts using the Fonts/Install option in the WORD WRITER Install program.

Remember, since you can only have ten fonts installed at any one time, you may need to de-install some of your current fonts before installing any new ones. To de-install any of the installed fonts, use the Fonts/Deinstall option in the WORD WRITER Install program.

■ Saving Installed Font Tables

WORD WRITER normally saves the table of installed fonts along with the document. If you set up a document with different fonts installed, anytime that document is loaded, its font table will replace the current one. There are two ways to get the original settings back:

- 1.) **Default Font Document**—If you have a set of fonts you use often, set up the fonts, create a blank document and then save it with a name like font.table. When you need this set of fonts, load the blank font.table file and your default fonts are immediately available. Enter your text and save the file with a new, different name. You can create many default documents (each with different names) with font sets for various purposes.

- 2.) **Merging the file**—The file will be “loaded,” but the font table information will not. This is useful if you want to look at a file but do not want to disrupt the existing font information. (If you try to print, the existing font table information will be used.)

Following is a directory of the artwork contained in this FONT PACK followed by a reproduction of each font file. Note that, due to memory restrictions, not all fonts shown are available for the Commodore.

Note that Glenwood and Sterling are only upper case letters. If you type lower case letters, the characters will appear in upper case.

DIRECTORY OF THIS FONT PACK

<u>File Name</u>	<u>Apple Disk Location</u>	<u>Commodore Disk Location</u>
ADDISON.18	Side 2	Side 1
ADDISON.24	Side 2	Side 1
ADDISON.36	Side 2	Side 1
ADDISON.48	Side 2	Side 1
AURORA.18	Side 1	Side 1
AURORA.24	Side 1	Side 1
AURORA.36	Side 1	Side 1
AURORA.48	Side 1	Side 1
BERWYN.12	Side 1	Side 1
BERWYN.14	Side 1	Side 1
BERWYN.24	Side 1	Side 1
BILTMOR.12	Side 1	Side 1
BILTMOR.14	Side 1	Side 1
BILTMOR.18	Side 1	Side 1
BILTMOR.24	Side 1	Side 1
GLENWOOD.24	Side 2	Side 1
GLENWOOD.36	Side 2	Not Available
MEDINAH.18	Side 1	Side 1
MEDINAH.24	Side 1	Side 1
MEDINAH.36	Side 1	Side 1
MEDINAH.48	Side 1	Not Available
NAPERVILLE.12	Side 2	Side 1
NAPERVILLE.14	Side 2	Side 1
NAPERVILLE.18	Side 2	Side 1
STERLING.18	Side 2	Side 1
STERLING.24	Side 2	Side 1
STERLING.36	Side 2	Side 1
STERLING.48	Side 2	Not Available

Addison 18
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

ADDISON.18

Addison 24

ADDISON.24

Addison 36

ADDISON.36

Addison 48

ADDISON.48

Aurora 18
ABCDEFGHIJKLMN OPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

AURORA.18

Aurora 24

AURORA.24

Aurora 36

AURORA.36

Aurora 48

AURORA.48

Berwyn 12
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

BERWYN.12

Berwyn 14

BERWYN.14

Berwyn 24

BERWYN.24

Biltmor 12
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

BILTMOR.12

Biltmor 14

BILTMOR.14

Biltmor 18

BILTMOR.18

Biltmor 24

BILTMOR.24

GLENWOOD 24
ABCDEFGHIJKLMNO
PQRSTUVWXYZ
ABCDEFGHIJKLMNO
PQRSTUVWXYZ
1234567890
GLENWOOD.24

GLENWOOD 36

GLENWOOD.36
(not available for Commodore 64/128)

Medinah 18

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

1234567890

MEDINAH.18

Medinah 24

MEDINAH.24

Medinah 36

MEDINAH.36

Medinah 48

MEDINAH.48

(not available for Commodore 64/128)

Naperville 12
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

NAPERVILLE.12

Naperville 14

NAPERVILLE.14

Naperville 18

NAPERVILLE.18

STERLING 18

ABCDEFGHIJKLMNOPQRSTUVWXYZ

ABCDEFGHIJKLMNOPQRSTUVWXYZ

1234567890

STERLING.18

STERLING 24

STERLING.24

STERLING 36

STERLING.36

STERLING 48

STERLING.48

(not available for Commodore 64/128)

TIMEWORKS LICENSE AGREEMENT

SINGLE USER PRODUCTS—This is a license agreement. This document sets forth the terms and conditions of the license, between you and Timeworks, Inc. If you do NOT accept this Agreement, please return the disks, along with the rest of the package contents, immediately to the party from whom it was acquired for a full refund.

TIMEWORKS SOFTWARE LICENSE

- 1. LICENSE GRANT**—Timeworks grants to you the right to use one copy of the Timeworks software program (the "PROGRAM") on a single computer work station. The PROGRAM cannot be pooled, shared among or between multiple computers through networking or other similar communication programs. Each computer is required to have its own copy of the Timeworks PROGRAM.
- 2. COPYRIGHT**—The PROGRAM is owned by Timeworks or its suppliers and it's protected by United States copyright laws and international treaty provisions. Therefore, you must treat the PROGRAM like any other copyrighted material (e.g., a book or musical recording) except that you may either (a) make one copy of the PROGRAM solely for back-up or archival purposes, or (b) to transfer the PROGRAM to a single hard disk provided that you keep the original solely for back-up purposes. You may NOT copy the written materials that accompany the program.
- 3. OTHER RESTRICTIONS**—You may NOT rent or lease the PROGRAM, but you may transfer the PROGRAM and accompanying written materials on a permanent basis provided you retain no copies and the recipient agrees to the terms of this Agreement. You may NOT reverse engineer, decompile, or disassemble the PROGRAM.
- 4. DUAL MEDIA**—If the PROGRAM package contains both 3 1/2 and 5 1/4 disks, then you may use only the disks appropriate for your single-user computer. You may NOT use the other disks on another computer or loan, rent, lease, or transfer them to another user except as part of the permanent transfer (as provided above) of all PROGRAM and written materials.

LIMITED WARRANTY

- 1. LIMITED WARRANTY**—Timeworks warrants that the PROGRAM will reasonably perform in accordance with the accompanying written materials for a period of (90) days from the date of receipt. Any implied warranties on the PROGRAM are limited to (90) days. Timeworks does NOT warrant that the functions contained in this PROGRAM will meet your requirements, or that the operation of the PROGRAM will be uninterrupted or error free. Some states do NOT allow limitations on implied warranties, so the above limitation may NOT apply to you.
- 2. CUSTOMER REMEDIES**—Timeworks's entire liability and your exclusive remedy shall be, at Timeworks' option, either (a) return of the price paid or (b) repair or replacement of the PROGRAM that does NOT meet Timeworks' Limited Warranty and which is returned to Timeworks with a copy of your receipt. This Limited Warranty is void if failure of the PROGRAM resulted from accident, abuse, or misapplication. In no event shall Timeworks' liability shall exceed the total amount of the purchase price/license fee actually paid by you for the use of this PROGRAM.
- 3. NO OTHER WARRANTIES**—TIMEWORKS DISCLAIMS ALL OTHER WARRANTIES, EITHER EXPRESSED OR IMPLIED, INCLUDING BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, WITH RESPECT TO THE PROGRAM, AND THE ACCOMPANYING WRITTEN MATERIALS.
- 4. NO LIABILITY FOR CONSEQUENTIAL DAMAGES**—IN NO EVENT SHALL TIMEWORKS OR ITS SUPPLIERS BE LIABLE FOR ANY DAMAGES WHATSOEVER (INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOSS OF BUSINESS, PROFITS, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION, OR OTHER PECUNIARY LOSS) ARISING OUT OF THE USE OF OR INABILITY TO USE THIS TIMEWORKS PRODUCT, EVEN IF TIMEWORKS HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. BECAUSE SOME STATES DO NOT ALLOW THE EXCLUSION OR LIMITATION OF LIABILITY FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES, THE ABOVE LIMITATION MAY NOT APPLY TO YOU.

This agreement will be governed by the laws of the State of Illinois. Should you have any questions concerning this Agreement, please write to Timeworks, Inc., 625 Academy Drive, Northbrook, IL 60062.

