# 5. CHANGING CHARACTER LOOKS

This chapter describes how to do formatting that affects characters. You do this formatting with the Character Looks menu, with pop-up menus and with special keys. Using these facilities you can:

- Change *typefaces* (e.g., Modern, Classic)

- Change *type styles* (e.g., Italics, Bold)

- Change *type size*

- Create superscripts and subscripts

- Change other "looks" associated with characters, e.g., underlining.

The Character Looks menu is best used for applying looks to an entire document, or specifying several character properties at once, while the pop-up menus and special keys are best used for making simple changes to small pieces of text.

## About Fonts

A font is a collection of characters in one size and style of type, e.g., 10-point Modern Italic. In order to make the fullest use of TEdit font displaying and printing capabilities the font files must be stored in an accessible place, for example on your disk. For a short discussion on how to install fonts so that TEdit can use them please consult the font installation section of your workstation user's guide.

## The Character Looks Menu

You can open the Character Looks menu by selecting **Character Looks** from the Basic Commands menu (see figure 20). Alternatively, you can select the **Char Looks** command from the Expanded menu.
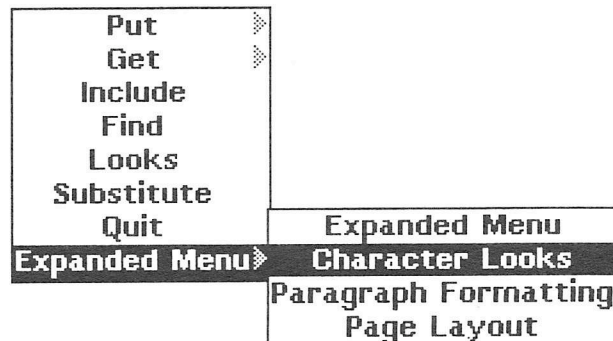
```
        Put          ▷
        Get          ▷
      Include
        Find
       Looks
     Substitute
        Quit              Expanded Menu
   Expanded Menu▷     Character Looks
                     Paragraph Formatting
                        Page Layout
```

*Figure 20. Using the Basic Commands Menu to open the Character Looks menu*

The Character Looks menu is shown in figure 21.

```
┌─────────────────────────────────────────────────────────────┐
│ Character Looks Menu                              ·          │
├─────────────────────────────────────────────────────────────┤
│ APPLY  SHOW  NEUTRAL                                          │
│ Props: Bold Italic Underline StrikeThru Overbar              │
│                                                              │
│ TimesRoman  Helvetica  Gacha  Modern  Classic                │
│                                                              │
│ Terminal  Other                              otherfont: {}   │
│ Size: {}  Normal  Superscript  Subscript distance: {}        │
└─────────────────────────────────────────────────────────────┘
```
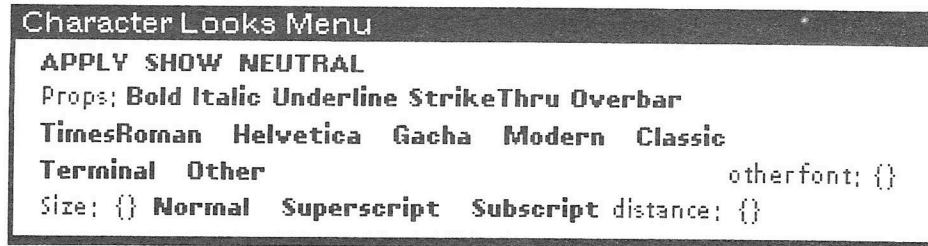
*Figure 21.   The Character Looks menu as it appears when first opened*

## The NEUTRAL Command

At the top of the Character Looks menu are three commands: **APPLY**, **SHOW**, and **NEUTRAL**.  You use these commands to manipulate the paragraph looks of text in a TEdit window. Using the **APPLY** and **SHOW** commands is explained in Chapter 4, The TEdit Menu, "TEdit's Persistent Menus."  You will find an explanation of the **NEUTRAL** command below.

Use the **NEUTRAL** command to make changes to portions of the character looks in a document.  For example if you had used 10 point type throughout a document and wanted to change the point size of some of the text in the document to eight point you could:

1. Select the text you want to change in the document .

2. Select **NEUTRAL** in the Character Looks menu.

3. Put an eight (8) between the curly brackets after the size field.

4. Select **APPLY**.

The selected text is changed to eight-point type.  No other looks are changed.  Thus if the selected text was 10 point modern italics with underlining the text would now be 8 point modern italics with underlining; only the point size was changed. You can use the **NEUTRAL** command to alter any of the character looks of a piece of text while leaving other looks unchanged.

When you first open the Character Looks menu it is "neutralized" meaning that if you apply it to any text nothing will change.

## Choosing a Typeface

TEdit offers you several choices of typeface.  The typeface commands, **TimesRoman**, **Helvetica**, **Gacha**, **Modern**, **Classic**, and **Terminal**, are two-state commands.  The **Other** command allows you to make additions to the typeface commands.

All of the typefaces in the Character Looks menu are available on-screen (Display fonts); the first three print on Press printers (such as the Dover) and the others on Interpress printers. (If your printer does not have the font you choose, it will usually substitute the available font that most resembles the one you specified.)

Most of the text in this chapter is Modern 10 regular. If you did a **Show** of it, the Character Looks menu would look like figure 22.



*Figure 22. The Character looks menu after doing a Show of text formatted in the font Modern 10 medium regular regular*

If you want to neutralize a typeface choice that you have made, move the cursor into the white space between one of the commands and press either the left or middle button.

When you first create a TEdit window, TEdit puts the text you type in its *default* typeface and size, which is usually 10-point Gacha. If, for example, you wanted to change the text to Modern 12-point typeface you could:

1.  Select the text that you want to change.

2.  Select **Modern** in the Character Looks menu.

3.  Move the cursor over the Size: entry and press the left mouse button.

    ● A blinking caret appears between the curly brackets

4.  Type 12 between the brackets.

5.  Select **Apply** in the menu.

    ● The typeface will change to Modern 12 regular.

    ● If you haven't used Modern 12 regular for anything before you will experience a minor delay while TEdit looks for and loads the correct font file.

    ● If you attempt to change your text to a typeface that is unavailable to TEdit the message, Can't find font, along with the name of the font TEdit couldn't locate, will be printed in the prompt region.

## Changing a Typeface for an Entire Document

A very convenient way to specify a typeface for an entire document is to:

1.  Select everything in the document using the **All** command in the Expanded menu (see Chapter 4, The TEdit Menu).

2. Select the typeface you want from the Character Looks menu.

3. Select **Apply**.

The existing text and whatever new text you type will be put in the specified font.

## Adding a Typeface Choice

The final choice in the typeface line, **Other**, lets you add new typefaces to the Character Looks menu. To add a typeface that isn't offered on the menu, first type the name between the brackets after "other font." Then select the **Other** command. The new typeface is not added to the menu until you apply it to some text. The next time you apply the menu, the new typeface will be applied to the text you've selected and added to the menu.

Note: When you close the Character Looks menu, TEdit does not "remember" that you've added another typeface. Each time you open the Character Looks menu, you will have to add the choice again. However, when you add a typeface to the pop-up looks menu (see below), it stays on the menu and will appear when you select that menu from *any* TEdit window.

## Choosing a Type Size

Type size refers to the distance from the top to the bottom of the characters that represent the highest and lowest points in an alphabet. Type sizes are measured in *points*; there are about 72 points to an inch. For example, in a 10-point type there is a distance of about 10 points between the top of the *b* and the bottom of the *y*.

However, the apparent size of the characters may vary considerably among typefaces of the same type size; for example, TEdit's 10-point Times Roman is larger than its 10-point Modern. Also, two versions of the same typeface purchased from different vendors may vary in size, so that TEdit's Times Roman may look different from others you have used.

To change a type size, select the text, fill in the "Size:" field with a valid number and select **Apply**.

## Using the Props: Commands

In addition to a typeface, the Character Looks menu allows you to specify some properties of the text, like boldfacing, italics and underlining. All of these "Props:" commands are three-state commands.

Of the five "Props:" commands two, **Bold** and **Italic** are type styles, and are usually associated with a typeface to make up a font, e.g, Modern 10 Bold Regular. The other three Props: commands, **Underline**, **StrikeThru** and **Overbar** are independent of any font.

All the "Props:" commands operate in the same way: apply the menu with a property turned on and that text will take on that property, i.e., become bold, underlined, etc; apply the menu with a property turned off and that look is removed from the text. Apply the menu with a property in neutral and that look is unaffected.

You can apply any and all of these commands to a selection simultaneously; Modern 10 Bold Italic, underline, struck through and with an overbar looks like: ~~*To specify boldfacing (or*~~.

## Using Superscripts and Subscripts

TEdit enables you to create superscripts and subscripts, that is, to offset characters from the normal *baseline* (the base of a line of characters). The Character Looks menu allows you to specify the exact distance. To specify the distance above the baseline a superscripted character should lie, fill in the distance field in the Character Looks menu, select **Superscript**, then select **Apply**. If you apply **Superscript** without filling in the distance field, the text will be raised by two points. The Character Looks **Subscript** command works in the same way as **Superscript** and both are two-state commands.

Select **Normal** if you want to return superscripted or subscripted characters to their normal baseline printing. The menu defaults to normal baseline printing.

## Using the Keyboard to Change Character Looks

You can also change some character looks on selected text by using special keys (such as Bold, Italic, and Underline) on the 1108 or 1186 keyboard. For example, you can put text in bold (without affecting typeface or size) by selecting the text, then pressing the Bold key. Pressing a shifted key turns off the corresponding text property (e.g., boldness).

*Table 2. The character looks commands and where they are available*

| Aspect | Pop-up? | Looks Menu? | Function Key |
|--------|---------|-------------|--------------|
| Type Face | Yes | Yes | DEFAULTS (1108) |
| Size | Yes | Yes | SMALLER/LARGER † |
| Italics | Yes | Yes | ITALIC |
| Boldface | Yes | Yes | BOLD |

*Table 2.   The character looks commands and where they are available—continued*

| Aspect | Pop-up? | Looks Menu? | Function Key |
|---|---|---|---|
| Underlining | No | Yes | UNDERLINE |
| Strike Thru | No | Yes | STRIKEOUT (1186) |
| Overbar | No | Yes | — |
| Subscripts | No | Yes | SUBSCRIPT (1108) SUB/SUPER (1186) |
| Superscripts | No | Yes | SUPERSCRIPT (1108) SUB/SUPER (1186) |

† You cannot use the SMALLER/LARGER key to move from one type size to another if there are gaps in the intermediate sizes. For example, if you wanted to increase the size of some text from 12-point Modern to 18-point Modern  you couldn't do this by pressing the SMALLER/LARGER key three times if there is no 16-point Modern font.  The path from 12-point Modern to 18-point Modern passes through the non-existent 16-point Modern. Therefore TEdit, unable to find 16-Point Modern, would print the error message:  `Can't find font MODERN 16 (MEDIUM REGULAR REGULAR)` and never reach 18-point Modern. The text would change to 14-point Modern.

## Using the Character Looks Pop-up Menus

First select the text you want to format.  Then choose the **Looks** command in the Basic Commands menu (see figure 23), which brings up three submenus in sequence:  one to select the typeface (Font), one to select the type style (Face), and one to select the type size (see figure 24).
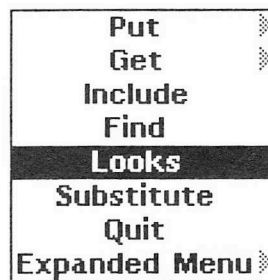


*Figure 23.   The Looks command selected in the Basic Commands menu*

You may select an option in each menu, or press a mouse button outside the menu to leave the corresponding facet of the looks unchanged.  If, for example, you want to change the character size while leaving the typeface and type style alone, just press a button without making a selection in the Font and Face menus. Select a size when you come to the Type Size menu.  In general, any aspect of the character looks that you don't explicitly change will remain the same.
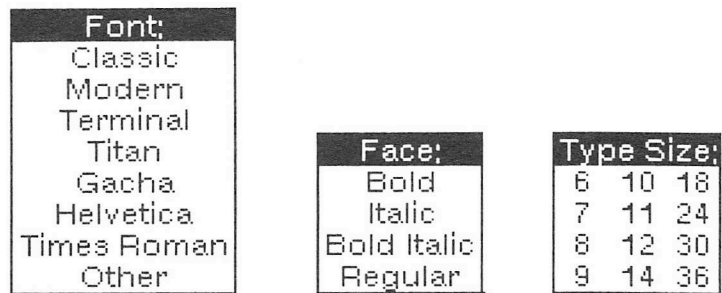
*Figure 24. The Font, Face, and Type Size menus*

## Adding a New Typeface to the Font Pop-up Menu

If you select **Other** in the Font menu, TEdit print the prompt, Name of font: in the prompt region. Type in the name of the font you want to use and press <RETURN>. The new font name will be added to the menu.

Unlike the Character Looks menu the Font menu "remembers" the new font choices you add and, in fact, propagates the addition so that the new font choice will appear on the Font menus in all TEdit windows.

## Copying Character Looks

There are two ways to copy character looks, using the SAME key (or the META key, if any, on the 1100 or 1132 keyboard) or using sequential **Show** and **Apply** commands in the Character Looks menu.

## Using the SAME Key

When you use the SAME key to copy looks you will have a target selection, the letters, words or paragraph(s) to which you want the looks copied and a source selection, the letter or word the looks are copied from. Thus, to use the SAME key to copy character looks you could:

1.  Select the target of the character looks. The target selection can be any size, ranging from a single character to an entire document.

    ● The target selection will underlined in the usual way.

2.  Hold down the SAME key.

3.  Select either a single letter or whole word of the *source* of the character looks. Do not select an entire paragraph with the middle button or you will copy paragraph looks instead of character looks (see Chapter 6, Changing Paragraph Looks).

    ● The source selection will be underlined with a heavy dashed line.

- If the source has more than one set of character looks then only the looks of the first letter of the source are copied to the target.

4. Release the SAME key.

- The target will assume all the character looks of the source, including any character looks props such as underlining, boldfacing, etc.

Using the SAME key works to copy character looks within a TEdit window or from one TEdit window to another.

You can abort a copy operation by holding down a mouse button, releasing the SAME key, then releasing the mouse button.

## Copying Looks Using the Character Looks Menu

The second way to copy character looks is to use the Character Looks menu in a series of **Show** and **Apply** commands. You will have a source and a target just as when you use the SAME key but this time you will pass through the Character Looks menu.

1. Select the text whose looks you want to copy, the source.

- When you use the Character Looks menu to copy looks, the source can be any size selection, including whole paragraphs, but TEdit will copy the looks only of the first character in the source.

2. Select **Show** in the Character Looks menu.

- TEdit will fill in the menu to show the looks of the selected text.

3. If you are copying looks within a TEdit window, select the target to which you want to copy the looks.

4. Select **Apply** in the menu.

- The target will take on the character looks of the source.

If you are copying looks from one window to another, you will have to manually fill in the menu of the second window.