



Right up tight

Tim Nott untangles the knotty problem of ligatures and distinguishes between dashes.

Despite the fact that Windows has supported the Unicode standard for several years, there's still no built-in way of seeing the complete contents of Unicode fonts. The Character Map only shows 256 characters, although if you have the Windows international language support installed you can see the Greek, Cyrillic and Central European character sets.

As far as I'm aware, the only way of seeing the entire contents of a Unicode font is from Word 97's Insert Symbol dialogue. So, the curious will be pleased to know that I have at last found a Unicode font viewer [Fig 1]. It's called Listfont, by H. Eichman: it's freeware, it takes up a mere 59Kb of disk space and it's on this month's cover disc. It's a bit rough-and-ready and you can't copy characters from it, but it's rather an eye-opener: did you know that Windows Arial and Times New Roman contain eight fractions, ligatures and box-drawing characters?

What is a ligature? It sounds frighteningly surgical but it has a precise meaning in typography. The letter pairs fi

and fl can often look awkward together, particularly in bold or italic forms, as the blob on the end of the f can be too close to the dot of the i or the top of the l. Ligatures cure this by combining the two letters into a single glyph and the blob of the f rather elegantly serves as the dot for the i.

As you see can from Fig 2 (pairs left, ligatures right), the top example (Microsoft Times New Roman) has not been very well implemented for the fl ligature, but it makes a rather better job of the Georgia typeface.

Be careful using ligatures. Few typefaces contain them, so if the font is changed you may end up with the dreaded 'blank square' character. If you don't have the Georgia font, it's available free from the Microsoft web site, as are several other typefaces. At the time of writing, the contact details were correct, but you may have to hunt about as



▲ FIG 2 LET YOUR FINE WORDS FLOW WITH LIGATURES

its sites move around from time to time, just to keep us on our toes.

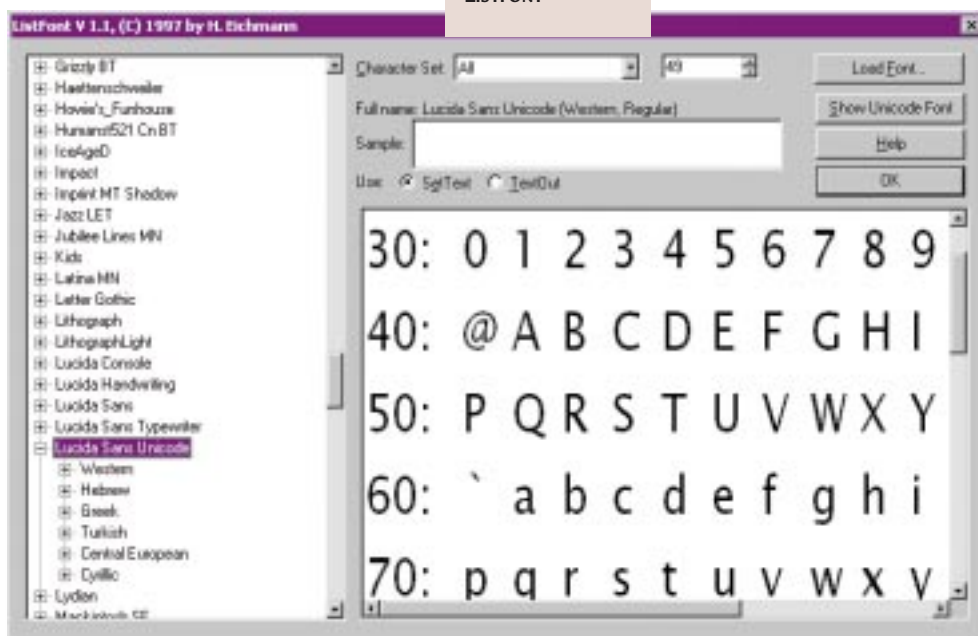
I'll be dashed

Further to the comments on hyphens, non-breaking spaces and the like, in the January '99 column, Stephanie Jenkins writes to sing the praises of the en and em dashes. These look like longer versions of a hyphen and their rather odd names come, as all Scrabble players know, from printing measures.

An em is a square whose sides equal the point size of the type, and an en is half of this. Hence a 12pt em dash is 12 points (approximately one-sixth of an

inch) long. En dashes, rather than hyphens, should be used as a substitute for the word 'to' when specifying a range or journey, such as 1939-45, A-Z or London-Paris. You can get an en dash in Word either from Insert, Symbol, Special Character or Control+minus (the key top right of the numeric keypad, not the one above P). En dashes can also be used for parenthesis – like this – and Word will obligingly AutoCorrect space-hyphen-space to space-en dash-space. Em dashes

▼ FIG 1 ALL THE GLYPHS AT LAST, REVEALED WITH LISTFONT



Questions & answers

Q While drawing in Word 97, I performed a simple task using the Snap to Grid feature. Since then, whenever I go to draw a text box it comes out at a set size, and the only way I can resize it is by clicking on Format text box and going to Size. This can be a long, frustrating process. I have reinstalled Office 97 twice but the problem is still there.

DAVE ARRO

a It sounds as if you may have Snap to Grid active and set to a fairly large size, and that these settings have

been saved into a template. Hence, new text boxes and other objects are automatically created at the grid size [Fig 3]. Open the drawing toolbar, click on Draw and select Grid... from the menu. You can then turn off the grid or change its spacing. Hitting the Default... button will make these changes permanent for all subsequent documents using the current template.

Q After typing a document in Word 97 and going on to the second page, I often find that after formatting or changing text, the document requires only one page. Word seems to leave the second page there, and thus printing produces two pages. Is there any way of deleting the second page before printing?

DAVID TURNER

a The most likely cause is that you have an unseen page break, or perhaps a succession of paragraph breaks in the document. If you go to Tools, Options, View and turn on all the non-printing characters (known as formatting marks) you

Fig 4

Sub Fax()

```
Application.ActivePrinter = "WinFax"
Application.PrintOut
Application.ActivePrinter = "My printer"
```

should be able to delete the extraneous marks which are responsible for the empty second page. If this is a regular occurrence, it's probable that the template contains the problem marks. So, to remove the culprits, edit the relevant .DOT file with the formatting marks made visible.

Q In AmiPro you can click on File Management and get a nice list of all the documents and the comments attached to each. In Word 2 and Word 6, Find File will bring up a list of all documents and clicking on any one will present document info. In Office 95 and Office 97, Find File has disappeared and you have to use Open. This is reasonable, but in both cases the comments component is seriously curtailed. Has anyone written a macro which can do in Office 95 or 97 what is built in to AmiPro?

TONY E.

a You don't need a macro, Tony. The File Open dialogue has a view option to show the properties or a preview of the selected document alongside the file list. But there's an easier way which doesn't even involve running Word. If you right-click on a

document in Windows Explorer and then select Properties, you'll get the same tabbed property sheet that you get using Word's File Properties command on an open document.

Q I've been looking for a utility that allows endnotes, which can be used with DOS-based WP programs. It must be technically possible because years ago Olivetti included one, but I cannot find one now. Could you help?

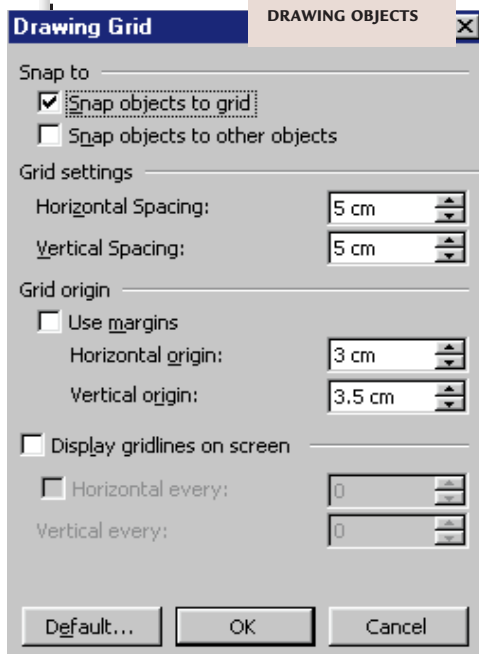
GUY MEYNELL

a WordPerfect 6.0 for DOS, Microsoft Word 6.0 for DOS and Locoscript Professional all support footnotes and endnotes. I'm not sure about the first two, but the last is still being marketed (see 'PCW Contacts', below).

Q Is there an easy, one-button way to send a fax from Word 97? The macro that came with Winfax seems not to work.

GERRY GEOGHAN

a A simple VBA macro will do the trick. Change it to suit the name of your printer as displayed in dialogues, and this will send the fax then politely restore your default printer [Fig 4].



▲ Fig 3 LARGE GRID SETTINGS CAN CAUSE PROBLEMS WITH DRAWING OBJECTS

are also used for parenthesis but usually without spaces—like this—and Word will also AutoCorrect word-hyphen-hyphen-word to word-em dash-word. Control+Alt+minus gives an em dash on demand. WordPerfect users need to go to Insert Symbol, (Control+W), 4,33 and 4,34, respectively.

There is, as Stephanie points out, a problem with en dashes in Word (but not with WordPerfect) when used in the first way. Word will allow a line to break after the dash; hence 1939–45 can get split over two lines, which looks awful. If anyone can think of a way to prevent this, glory awaits you.

PCW CONTACTS

Tim Nott can be contacted via the PCW editorial office (address, p10) or email wp@pcw.co.uk
Free Microsoft fonts from www.eu.microsoft.com/typography
Locoscript 01306 747757
www.locomotive.com