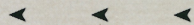


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TrueType fonts

for your

Apple Computer

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WestCode
SOFTWARE

Product Registration No.

v1.0 **31-00866-100**

TYPEWEST

User Manual

TrueType Fonts

for the Macintosh and Apple IIGS

WestCode Software, Inc.
15050 Avenue of Science, Suite 112
San Diego, California 92128
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Castcraft Software, Inc.

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ONE



Introduction

Welcome to TypeWest™ — a collection of forty professional fonts for use on your Macintosh or Apple IIGS computer. From business reports to home projects, the TypeWest fonts will make your ordinary documents more effective and professional looking by adding style and elegance. And, because the TypeWest fonts take advantage of Apple's powerful TrueType™ font technology, you'll get excellent results on the screen and in print.

Outstanding Typefaces

The fonts in this package are from the extensive OPTIFont™ type library of Castcraft Software, a leading type foundry that began creating typefaces in 1936. With years of experience in the printing and typeface design industries, ranging from the days of hot metal type, to photo type and today's computerized digital fonts, Castcraft knows what it takes to create precision typefaces. WestCode Software has teamed up with Castcraft to make the best of their typefaces available at a price that will fit within anyone's computing budget.

Each TypeWest font has been carefully chosen to ensure outstanding results, whether you have a dot-matrix, inkjet or laser printer. We guarantee you'll appreciate the style and quality of these fonts from the first time you use them!

Customer Support

At WestCode Software our company “mission” is to create outstanding, innovative products. This package reflects our dedication to producing well-designed software combined with comprehensive and educational user documentation that helps you get the most from your purchase.

Our goal is to ensure that you’re satisfied with our products and service. If you ever have a question or problem with one of our products, and you can’t find an answer in the manual, call us for a quick solution. Our knowledgeable and friendly technical support staff is available to help you from 10:00 A.M. to 5:00 P.M. Pacific Time, Monday through Friday. Call or write to:

Please include your product registration number on all correspondence and have it available whenever you call.

(619) 487-9233 Technical questions about products
(619) 487-9200 General information and sales
(619) 487-9255 Fax

WestCode Software, Inc.
Attn: Technical Support
15050 Avenue of Science, Suite 112
San Diego, CA 92128

When calling, you should be at your computer, have this manual handy, and be prepared to give the following information:

- The Product Registration number on the inside cover of this manual.
- Your hardware setup (computer type, memory, etc.).
- The version of your System software.
- A description of the problem.

Modem users can also receive product support on *America Online* (keyword: **APR**) and *Genie* (A2 bulletin board), e-mail: **WestCode**.

Registration

Please take a moment now to complete the Registration Card included with this package. Registration will allow us to notify you of product improvements and to tell you about new products. It only takes a few minutes to fill out and mail the card, so please do it now.

Remember, product support is available only to registered users.

Customer Comments

We're always looking for ways to improve our products and frequently add new features requested by our customers. We welcome and encourage your comments for making our products and service even better. We're also interested in ideas for new products that you'd like to see produced.

System Requirements

To use TypeWest you'll need the following:

Macintosh

- A Macintosh with at least 1 MB of memory. We recommend additional memory if you're using a high-resolution printer, such as the HP DeskWriter.
- Apple System software 6.0.7 or later.
- Apple's TrueType INIT, if you're not using System 7.

Apple IIGS

- An Apple IIGS with at least 1.25 MB of memory. More memory is recommended if you are using a high-resolution printer, such as the HP DeskJet.
- Apple GS System software 5.0 or later (including System 6.0).
- Pointless v2.0 or later (Pointless is WestCode's TrueType font interpreter for the Apple IIGS). If you need Pointless, call us at (619) 487-9200 to order it.

What's in this Package

The following items should be in your TypeWest package:

- Three 3.5" disks in either Macintosh or Apple IIGS format
- TypeWest User Manual (this book)
- Registration and Change of Address cards
- License Agreement

TypeWest in other Disk Formats

The TypeWest fonts are also available in other disk and font formats. For instance, if you purchased TypeWest for use with your Apple IIGS, and you would like to use these same fonts on your Macintosh, you may purchase a set of Macintosh disks. Similarly, if you are using TypeWest on your Mac and would like the PostScript versions of the fonts, you may purchase them at a reduced price. Please consult the order form included with this package for more details.

About this Manual

This manual has been designed to make the installation and use of the TypeWest fonts an easy process, whether you're working with a Macintosh or an Apple IIGS. The sections which describe the installation of the fonts are specific to the computer being discussed, while the rest of the material in this manual applies to both computers.

Do you know the basics?

This manual assumes that you are comfortable working with your computer and know how to select menu items, open files, click on buttons and so forth. If terms such as *double-click*, *icons* and *System software* are new to you, please refer to the manuals that came with your computer.

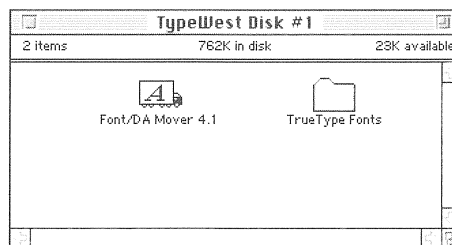
TWO



TypeWest and the Macintosh

This chapter explains how to install the TypeWest fonts on a Macintosh computer.

The Mac version of TypeWest is supplied on three 3.5" disks. The TypeWest fonts are located in the **TrueType Fonts** folder on each disk. Also included on the first disk is Apple's **Font/DA Mover** utility, which allows System 6 users to install fonts.



The fonts are inside **suitcase** files, which are used to store fonts and other system resources. Each suitcase may contain one or more fonts. System 7 users can open suitcases and view their contents by double-clicking on a suitcase icon.



System 7 users may also preview a TrueType font by double-clicking on a font's icon. The Finder will display a sample of the font in three different sizes.

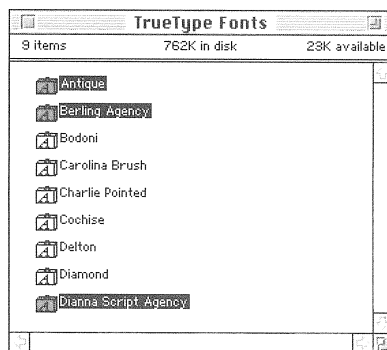
Installing TypeWest

If you are using System 7.0 or later on your Macintosh, please read the following instructions to install the TypeWest fonts; otherwise, read the “Installing with System 6” instructions found later in this chapter.

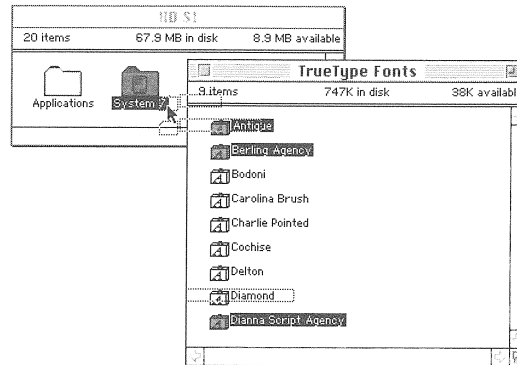
Installing with System 7

Installing TrueType fonts with System 7 is a very simple process, as described below.

- 1 Place one of the TypeWest disks into the disk drive. A window will appear revealing the contents of the disk. Open the **TrueType Fonts** folder by double-clicking the folder’s icon.
- 2 Next, select which fonts you wish to install. To select all of the fonts at once, choose **Select All** from the **Edit** menu (or type *command-A*); or to select specific fonts, shift-click on the fonts you want (hold down the *shift* key while clicking on each font’s name).



- 3 To install the fonts on your computer, drag the highlighted font names to the **System** folder on your hard disk.



NOTE If you're using System 7.0, the TrueType fonts will be copied to the System file in your System Folder. If you are using System 7.1 or later, the fonts will be copied to the Fonts folder.

After dragging the fonts to the System folder, your Macintosh will indicate that fonts need to be stored in the System file in order to be available to the Macintosh. Click the **OK** button to automatically move the fonts to the appropriate area.

Repeat these steps to install the fonts from the other TypeWest disks.

That's it. You're now ready to start enjoying your new TypeWest fonts!

Installing with System 6

To use TrueType fonts with System 6.0.7 or later, you need to have the **TrueType** init file and associated printer drivers installed; check your System folder for these files. You already have the necessary files installed if you are currently using other TrueType fonts.

To install TrueType fonts on a Macintosh using System 6:

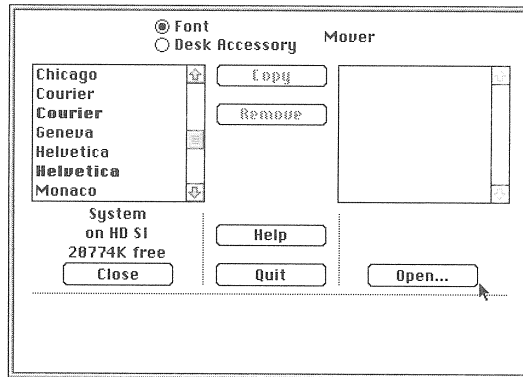
- 1 First, make sure that you are running under the Finder, as opposed to MultiFinder. If MultiFinder is running, choose **Set Startup** from the Special menu, click **Finder**, then restart your Macintosh.

- 2 Place **TypeWest Disk #1** into the disk drive. A window will appear with the contents of the disk.

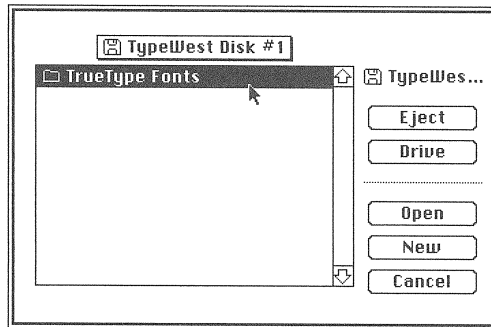


Font/DA Mover 4.1

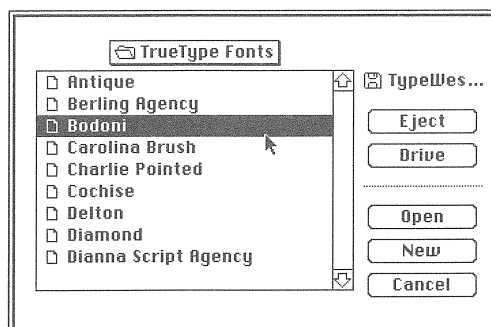
- 3 Copy the **Font/DA Mover** utility to your hard disk by dragging the Font/DA Mover icon to your hard disk icon. Then start the Font/DA Mover by double-clicking on its icon. The Font/DA Mover window will appear:



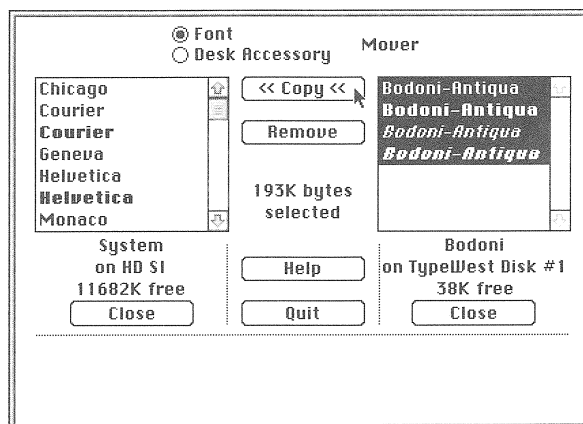
- 4 Click the **Open** button on the right side of the window. Then click the **Drive** button until **TypeWest Disk #1** is selected. From this disk, open the **TrueType Fonts** folder.



- 5 Select a font suitcase from the list, then click the **Open** button to view its contents.



- 6 The box on the right will display a list of the fonts in the suitcase you just selected.



Select all of the fonts in the suitcase by holding down the *shift* key while clicking on each font's name. Then click the **Copy** button to copy the fonts to the System file on your hard disk.

- 7 After the fonts are copied, click the **Close** button to close the suitcase.
- 8 Repeat steps 5 through 7 to install additional fonts from this disk.

To install the fonts from another TypeWest disk, click the **Open** button on the right side of the window. Then click **Eject** and insert the next disk. From the new disk, open the **TrueType Fonts** folder.

Once you've installed the fonts you want to use, click the **Quit** button to return to the desktop.

You're now ready to start using your new fonts!

What's Next

To learn more about your new TrueType fonts and how to use them, read Chapter 4, "Working with Fonts."

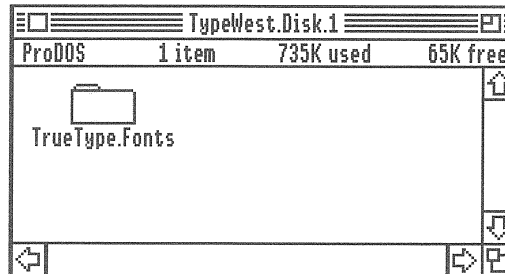
THREE



TypeWest and the Apple IIGS

This chapter explains how to install the TypeWest fonts for use with Pointless™ on an Apple IIGS computer.

The Apple IIGS version of TypeWest is supplied on three 3.5" disks. The TypeWest fonts are located in the **TrueType.Fonts** folder on each disk.



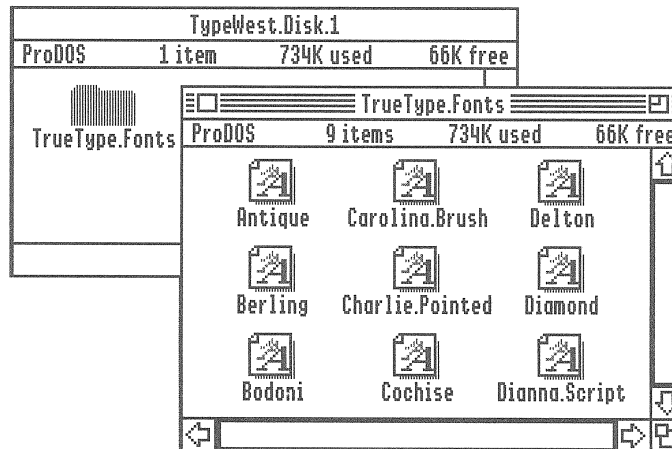
The following instructions describe how to install the fonts on a hard disk, or with a 3.5" disk drive. Please read the appropriate section for your hardware configuration.

Note *You need Pointless v2.0 to use the TypeWest fonts. If you have an earlier version, call (619) 487-9200 to upgrade to the latest version.*

Installing on a Hard Disk

Read the following instructions to install the TypeWest fonts on an Apple IIGS with a hard disk. If your computer does not have a hard disk, please read the section titled “Installing with a 3.5” Disk.”

- 1 Find the folder named **System**, located on your hard disk, and open it by double-clicking on the folder icon. Then look for the **Fonts** folder, which is inside the **System** folder, and open it as well.
- 2 Insert one of the TypeWest disks into your disk drive. A window will appear showing the contents of the disk.
- 3 Open the **TrueType.Fonts** folder to see the fonts on the disk.



Next, you'll need to select the fonts you want to install. To select all of the fonts, choose **Select All** from the **Edit** pull-down menu (or type *command-A*); or to select a few fonts, highlight the individual fonts you want by shift-clicking on them (hold down the *shift* key while clicking on a font icon).

- 4 Once you have selected the fonts which you would like to use, drag them to the **System/Fonts** folder (the folder you opened in Step 1).

Repeat these steps to install the fonts on the other TypeWest disks.

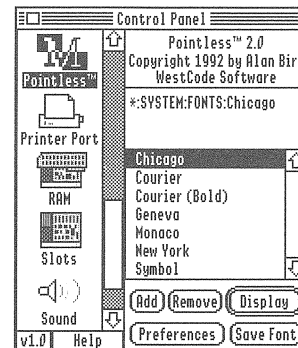
You are now ready to enjoy your new fonts!

Installing with a 3.5" Disk

Read the following instructions to install the TypeWest fonts on an Apple IIGS with one or more 3.5" disk drives.

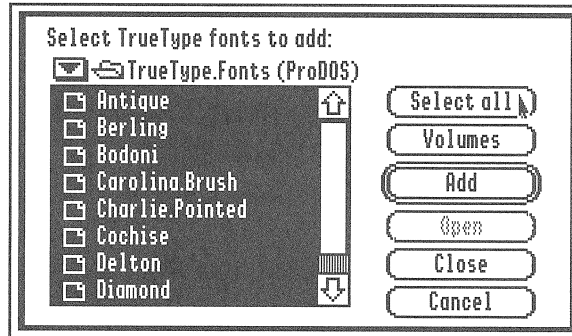


- 1 Select the **Control Panel** item from the **Apple** pull-down menu. Click on the scroll bar arrows to scroll through the icons shown at the left of the control panel window until you find the **Pointless** icon. Then, double-click on the icon to open the Pointless control panel window.



- 2 To add the TypeWest fonts, click the **Add** button, then insert one of the TypeWest disks into the disk drive.
- 3 Open the **TrueType.Fonts** folder by clicking the **Open** button.

Pointless will display a list of the fonts on this disk. If you would like to install all of the fonts on this disk, click the **Select All** button. Otherwise, you may select individual fonts by command-clicking them (hold down the *Apple* key while clicking on a font name).



- 4 Finally, click the **Add** button to add the fonts to the Pointless font list. All of the newly added fonts will be displayed in the Pointless font list window.

Repeat these steps to install the fonts from the other TypeWest disks.

After closing the control panel, you're ready to start enjoying your new fonts!

Note *Since the fonts are still located on the individual TypeWest disk, Pointless will ask you to insert one of these disks whenever you use these fonts. If you want to avoid this, you can move the fonts to another disk, such as a data disk, and re-install the fonts using the previous steps.*

FOUR

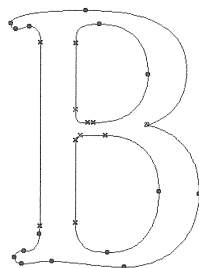


Working with Fonts

This chapter provides information about font technology and terminology, as well as type tips that will help you get the most from your new TypeWest fonts.

What is TrueType?

The TypeWest fonts are provided in the TrueType™ format. **TrueType** is the latest advance in scalable outline font technology, producing more readable type on the screen and excellent results when printed. The standard TrueType font format is in use today on Macintosh, Apple IIGS and PC Windows-based computers.



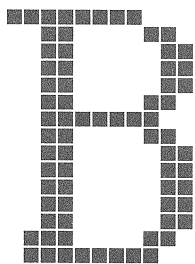
In a **TrueType font**, the characters — letters, numbers and symbols — are stored as outlines which are defined by the lines and curves that make up each character's shape.

Since the character outlines are a series of mathematical equations, the computer can easily scale them to any size, by reducing or enlarging the outlines, without any distortion or loss in sharpness.



Each scaled outline is then filled with a pattern of dots that most accurately fit the shape of the character to the resolution of the screen or printer.

TrueType was developed to replace the outdated method of storing typefaces as **bitmap fonts**, where each character is made up of individual dots, called *pixels* or *bits*, that are mapped in a specific pattern forming the character.



Since bitmap fonts are designed at specific sizes — usually 10, 12, 14, 18 and 24 point — they can't be used at other sizes without distorting the shape of the characters, producing “jagged” text that has a rough, stair-stepped appearance. Because of this, you need to install a separate bitmap font for each different size you want to use, as well as separate fonts for your printer.

TrueType solves the limitations of bitmap fonts — the result is crisp, smooth type. And a single TrueType font can create any size needed for the screen or printer, saving disk space and making font management easier.

Now that you have a clear understanding of how TrueType fonts work, it's important for you to know how to work with them.

Types of Type

An important consideration when creating a document is the selection of typefaces which will most effectively convey the message and mood you want to present. The typefaces you choose should help make your documents clear and understandable — don't be tempted to use more than two or three typefaces in a single document, since more may distract the reader from what you're trying to say.

To help with font selection, typefaces are grouped into different categories that describe the visual characteristics of the typefaces and their corresponding usage.

Serif and Sans serif

Most typefaces can be classified as either *serif* or *sans serif*.

Serif typefaces have small strokes, that look like little feet, at the ends of each letter's main strokes. These small horizontal elements make a line of type easier to read; therefore, serif typefaces are traditionally used for long blocks of text.

Sans serif typefaces are unadorned with embellishments like serifs. They have a uniform, modern appearance.

When used in combination for headings and body text, the contrast between serif and sans serif type will make the page more interesting to look at and easier to read.

Sans Serif Fonts are useful for Headings

Serif fonts are designed for readability and are best used for long passages of body text.

Fonts are further divided into categories that indicate the general visual aspects of the typefaces. These categories describe fonts as: *Text*, *Display* or *Decorative*.

Text Fonts

Text fonts are designed for readability and are most often used for long passages of text, such as the body text in reports, newsletters, articles and books. Text fonts are typically used at small sizes, 10 to 14 point, but they also frequently work well at large sizes for titles and headings. At first glance, many text fonts look alike, but a closer inspection will reveal the subtle differences that give each font its own unique personality. Some examples are:

Berling
Goudy
Bodoni

Display Fonts

Display fonts are more bold and dramatic than text fonts. They're designed to catch the reader's attention and are commonly used for headings, titles, signs and presentations. Display fonts look best when used at sizes larger than 14 point. A few of the display fonts in the TypeWest collection are:

Souvenir
Franklin Gothic
Formula One

Decorative Fonts

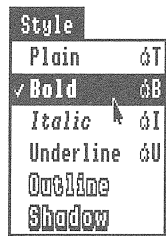
Decorative fonts have a stylized appearance which stands-out on the page and presents a particular look or feeling. They are often fancy or ornate, and sometimes exhibit a playful touch. Some common uses for decorative fonts are invitations, awards, logos, posters and advertisements. Because decorative fonts often have fine details, they are typically used at larger point sizes.

Dianna Script Agency
CHARLIE POINTED
Carolina Brush

Styles and Families

A single typeface design may have several different style variations — such as an italic font, or different weights, like bold. It may also have different width variations, such as condensed or wide. Each of these variations is actually a different font, and a group of these fonts based on a common design is called a **font family**.

Style Options



Most of the text fonts in TypeWest are provided in at least four styles: plain, italic, bold, and bold italic. The plain style is often referred to as roman or regular in typographic terms.

Fonts with these separate styles will appear as one font in the Font menu. When you apply a style from the Style menu options, the computer will automatically use the appropriate font.

For example, to use the **Goudy Bold** font, choose **Goudy** from the Font menu, then choose **Bold** from the style options.

These individual font styles are desirable because they are more than just a slanted or bolded version of the plain font — they are separate hand-crafted designs with their own unique characteristics. For instance, if you look closely at an italic font within a font family, you'll see that it actually has a slightly different design than the plain version of the font.

Style Tips

The **bold** style is useful for making headlines, sub-headings and titles stand-out.

The **italic** style is commonly used to emphasize a character, word or phrase. It's also useful for captions.

Character Sets

The **character set** of a font consists of the letters, numbers, punctuation marks and symbols in the font.

Most of the TypeWest fonts contain a standard set of characters, including the upper and lower case alphabet, numbers, punctuation marks, international characters, and a variety of symbols. A few of the fonts are *Caps Only* fonts, which have only the upper case letters and standard punctuation marks.

The typeface samples located at the end of this manual show the complete character set of each TypeWest font.

Typing Symbol Characters

The symbol characters in each font can be entered directly from the keyboard by holding down the *option* key while typing another key, or by holding down the *option* and *shift* keys while typing. Some examples are:

- To type a Bullet symbol, hold down the *option* key while typing the number 8.
- ¢ To type a cents symbol, hold down the *option* key while typing the number 4.
- © To type a copyright symbol, hold down the *option* key while typing the letter g.

To find the key combinations for other symbols, use the **Key Caps** desk accessory on the Macintosh, or the **Display** option in the Pointless control panel on the Apple IIGS.

Note *Not every font included with TypeWest will have the same set of symbols available.*

Quotes “ ” ‘ ’

Most of the TypeWest fonts include a set of typographic quotes, affectionately known as “curly” quotes, that will give quoted phrases or words a professional typeset appearance.

Type *option-[* to make an opening quote, and *option-shift-[* to make a closing quote. To enter an opening single quotation mark, type *option-]*, and to enter a closing single quote or apostrophe, type *option-shift-]*.

Compare these to the standard " and ' characters, which should only be used to indicate inches and feet.

Dashes - — —

You're most likely aware of the hyphen (-) character. However, you may not be familiar with the *em-dash* and *en-dash* characters available in most fonts: —, —.

Use an **em-dash** to indicate a dash, instead of typing double hyphens as you would on a typewriter. To type an em-dash, hold down the *option* and *shift* keys while typing the hyphen.

Use the **en-dash** to indicate a range, such as a range of pages 25–72 or a range of dates 1909–1989. To type an en-dash, hold down the *option* key while typing the hyphen.

International Characters

Many fonts include foreign language characters, such as ä é î ð and ÿ. These characters are entered with two keystrokes. First type the accent and then type the letter. Use the following option key combinations to select the accent symbol: *option-`* for ` , *option-e* for ´ , *option-i* for ^ , *option-n* for ~ , and *option-u* for ¨ .

For example, to type an *ë*, hold down the *option* key while typing a *u* (nothing will appear), then type an *e* (the character will then appear).

The TypeWest Font Collection

Text Families

Berling Agency
Berling Agency Italic
Berling Agency Bold
Berling Agency Bold Italic

Bodoni Antiqua
Bodoni Antiqua Italic
Bodoni Antiqua Medium
Bodoni Antiqua Medium Italic

DelTon Light
DelTon Book

Goudy Regular
Goudy Italic
Goudy Bold
Goudy Bold Italic

Planet Light
Planet Light Italic
Planet Bold
Planet Bold Italic

Stymie Medium Condensed
Stymie Bold Condensed

Univers 57
Univers 58
Univers 67
Univers 68

Display and Decorative Fonts

Antique Bold
CHARLIE POINTED
Cochise Black
Diamond Demi Bold
Diode
Formula One
Franklin Gothic Medium
Franklin Gothic Wide
Hobo Agency Bold
Souvenir Bold
STENCIL BOLD

Script Fonts

Carolina Brush
Dianna Script Agency Bold
Mistral Graff
Rondo Bold
Sport Script

abcEFG!?!&123

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z a
b c d e f g h i j k l m n o p q r s t u v w x y z ! " # \$ % & ' () * + ,
- . / 0 1 2 3 4 5 6 7 8 9 ; : < = > ? @ [\] ^ _ ` { | } ~ Ä Å Ç È Ñ Ö
Û à á â ã ä å ç è é ê ë ì í î ï ñ ò ó ô õ ö ù ú û ü ç £ · ß ´ ¨ ˆ ˜ ˘ ˙ ˚ ˛
À Á Â Ã Ä Å Æ Ç È É Ê Ë Ì Í Î Ï Ñ Ò Ó Ô Õ Ö Ù Ú Û Ü Ý Þ ß à á â ã

Plain **Type communicates not only as words, but also as art and**

Berling Agency

abcdEFGH!?!&\$1234

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z a b c d e f g h i j k l m n o p
 q r s t u v w x y z ! " # \$ % & ' () * + , - . / 0 1 2 3 4 5 6 7 8 9 ; : < = > ? @ [\] ^ _ ` { | }
 ~ Ä Å Ç È Ñ Ö Û à á â ã ä å ç è é ê ë ì í î ï ñ ò ó ô õ ö ù ú û ü ç £ · \$ ´ ¨ ˆ ˜ ˘ ˙ ˚ ˛
 ' ÿ Ý / , Â Ê Á Ë È Í Î Ï Ñ Ó Ô Õ Ö Ù Ú Û Ü Ý Þ ß à á â ã

Plain Type communicates not only as words, but also as art and emotion.

Italic *Type communicates not only as words, but also as art and emotion.*

Bold **Type communicates not only as words, but also as art and emotion.**

Bold Italic ***Type communicates not only as words, but also as art and emotion.***

abcdEFGH!?!&\$1234

ABCDEFGHIJKLMN OPQRSTUVWXYZabcdefghijklmnop
qrstuvwxyz!"#\$%&'()*+,-./0123456789:;<=>?@[\] ^ _ ` { | }
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Carolina Brush

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Plain **TYPE COMMUNICATES NOT ONLY AS WORDS, BUT ALSO AS**

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Mistral Graff

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Sport Script

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Plain *Type communicates not only as words, but also as art and emotion.*

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Plain **TYPE COMMUNICATES NOT ONLY AS WORDS, BUT ALSO AS ART**

Stymie Condensed

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A B C D E F G H I J K L M N O P Q R S T U V W X Y Z a b c d e f g h i j k l m n o p q r s t u v w x y z ! " # \$ % & ' () * + , - . / 0 1 2 3 4 5 6 7 8 9 ; : < = > ? @ [\] ^ _ ` { | } - Ä Å Ç È Ñ Ò Ó Ü ä å ä ä ä ä ä ä ç è é ê ë ì í î ï ñ ò ó ô õ ö ù ú û ü ù ° £ · Æ Ø ý æ ø Â Ã Ö Ç œ -- " ' ` y Ÿ / - - - - - , Â Ê Á È È Í Î Ï Ì Ó Ô Õ Ù Ú Û Ü ı ~ ~

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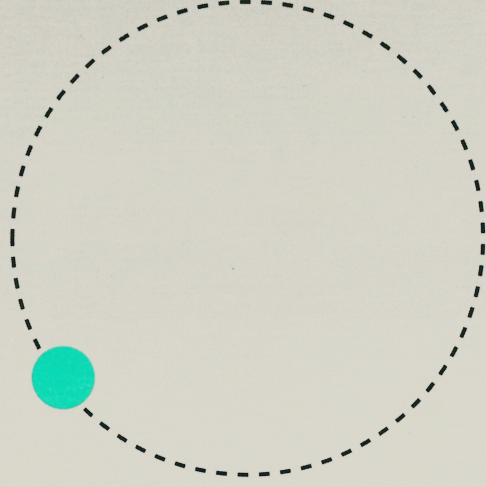
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