

**LUMENA**  
**FONTS & LAYOUT**  
**USER'S MANUAL**

Lumena by John Dunn

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## Section 1

### Introduction

#### Installing Fonts & Layout on Your Lumena System Disk or Hard Disk

Before you can use it with Lumena, you must install your Fonts & Layout program on your working copy of Lumena, either on diskette or on a hard disk. The Fonts & Layout Installation Disk contains an easy-to-use utility that prompts you through the steps required to install the program.

The Installation Disk allows you to install Fonts & Layout only twice, so be sure to read through the instructions that follow and have all required materials ready before beginning.

#### Install Fonts & Layout on a Lumena Diskette

If you have version 1.06 or an earlier version of Lumena and do not have a hard disk, be sure to install Fonts & Layout on your original Lumena System Disk, which must be in drive A of your system when you load Lumena.

To install Fonts & Layout on a Lumena diskette (your Lumena System Disk if you have version 1.06 or an earlier version), you'll need:

Your Lumena System Disk or working diskette copy of Lumena Fonts Installation Disk;

MS-DOS system disk;

A blank, formatted diskette.

If you've stored any files on your Lumena diskette, you must remove all of them, particularly .PIX (picture) files, from the diskette before installing Fonts & Layout. Use the MS-DOS COPY command to copy any such files that you want to preserve onto a formatted data diskette; then use the DEL command to delete them from your Lumena diskette.

To install Fonts & Layout:

1. Load MS-DOS from diskette drive A. Set the date and time, if necessary, or simply press RETURN twice. (If necessary, use MS-DOS to format a blank diskette at this time.) Remove the MS-DOS system disk from drive A.

2. Remove the write-protect tab from the Fonts & Layout Installation Disk and place the disk in drive A. Remove the write-protect tab from your Lumena diskette and place the diskette in drive B.

3. With the A> prompt on your screen, type:

INSTALL B

and press RETURN. (If you type the command incorrectly, an error message will result, and you can enter the command again.) The installation utility prompts you to check that you have the correct diskettes in drives A and B and to STRIKE ANY KEY WHEN READY. . . .

4. Press any key. The utility copies Fonts & Layout onto your Lumena diskette. When the process is complete, this message appears:

New LUMENA disk with FONTS menu is installed.

Please remove it and insert a blank formatted disk in drive B:

STRIKE ANY KEY WHEN READY. . . .

5. Remove your Lumena diskette from drive B and put a write-protect tab on it. This is your working copy of Lumena, which now includes all Fonts & Layout menus and commands.

6. Place a blank, formatted diskette in drive B and press any key. The utility now copies the built-in font libraries onto your blank diskette. When the process is complete, this message appears:

The font library disk is in drive B:

Installation complete.

Remove the Fonts & Layout Installation Disk from drive A and store it in a safe place.

The diskette in drive B contains your font libraries--label it accordingly. It must be in drive B of your system whenever you're using any of the built-in fonts supplied by Fonts & Layout.

Remember, too, that with version 1.06 and earlier versions of Lumena, you must place your original Lumena System Disk in drive A when loading Lumena.

## Installing Fonts & Layout on a Hard Disk

To install Fonts & Layout on a working copy of Lumena on a hard disk, you need only your Fonts & Layout Installation Disk and MS-DOS.

To install the program:

1. Boot MS-DOS. If necessary, use the MS-DOS CHDIR (CD) command to change to your working Lumena directory. Remove the write-protect tab from your Fonts & Layout Installation Disk and place the disk in drive A.

2. Type:

```
A:INSTALL C
```

and press RETURN. (If you type the command incorrectly, an error message will result, and you can enter the command again.) The installation utility prompts you to check that you have the correct diskette in drive A and to STRIKE ANY KEY WHEN READY. . . .

3. Press any key. The utility copies Fonts & Layout onto your working Lumena directory. When the process is complete, this message appears:

```
New LUMENA disk with FONTS menu is installed.
```

```
Installation complete.
```

Remove the Fonts & Layout Installation Disk from drive A and store it in a safe place.

Your working copy of Lumena on the hard disk now includes all Fonts & Layout menus, commands, and font libraries. Remember, however, that with version 1.06 or earlier versions of Lumena, you must place your original Lumena System Disk in drive A when loading Lumena.

### Fonts & Layout Menus

The Main FONTS MENU, shown at the top of page 1-5, is your gateway to a series of submenus used to place text onscreen. The selection of fonts, size, and style options is available through this menu. The FONTS MENU enables you to design page layouts and to print text or an image from the screen on paper.

The submenus, also shown on the next page, are:

The TEXT MENU provides the means for actually putting characters on the screen, whether from the keyboard, from a typecase that appears onscreen, or from a disk file.

The TYPES MENU is used to select a typeface from the fonts available on your system. A complete list of the fonts available appears on page 4-1.

The CSTYLE (Character Style) MENU contains size and style options, such as italics, extended, condensed, and boldface, that affect the selected typeface.

The LSTYLE (Line Style) MENU offers features that affect line direction, line and character spacing, and the baseline angle. Commands in this menu can be used to place text that runs from right to left and to position angled banner headlines.

The PRINT MENU allows printing an onscreen image on paper, using a Quadram Quadjet or Diablo Series C color printer.

The LYOUT MENU is used primarily to design page layouts. This menu is unnecessary for most video text placement.

The DESIGN MENU is used to design characters and create your own library of font files.

## Buffers

### Important:

Both the TEXT MENU and the DESIGN MENU share a buffer with the EFX (Special Effects) MENU in the Lumena ANIMATION program. If you're using ANIMATION & LAYOUT together, be sure that your ANIMATION Events List is saved on disk before using the TEXT MENU or the DESIGN MENU. The LYOUT MENU uses the cell directory and writes cells onto the cell buffer. It does not disturb the images stored on disk.

## Style Options

Each option selected from the CSTYLE and LSTYLE MENUS is displayed in the Style Option Display at the top of your screen. The first page in each menu lists the abbreviations used for each command.

## Menus in Fonts & Layout

>	FONTS	<	TEXT	TYPES	CSTYLE	LSTYLE	
	PRINT				DESIGN	LYOUT	

>	TEXT	<	KEYBRD	MENU	GRKING	FILE	
	LAST		PRV/OK	PLACE			

>	FILE 1	<	ROME	ROMEB	SWISS	SWISSB	
	SANS		GOTHIC	SERIF	SCRIPT	MORE?	

>	FILE 1	<	GREEK	ITALY	CHINA6		
						MORE?	

>	CSTYLE	<	ITALIC	EXTND	BOLD	SIZE	
	LOCATE		EDGE/O	OUTLIN	SHAD/S	OVR/UN	

>	LSTYLE	<	SPACE	ANGLE	JUSTFY	ASPECT	
	LOCATE		LSPACE	BASLIN		DPI	

>	PRINT	<	QJ-BIG	QJ-SML	DB-SML	DB-BIG	
					DB-QK		

>	DESGN	<	START	INSERT	DEL/*	FILE	
	DSIZE		SPACE	MOVE	SAVE	CHAR	

>	LYOUT	<	BOX/H		PAGE	LOAD	
	DEL/*		MOV/CP	PICTUR	COLS/H	SAVE	

## Section 2

### A Guided Tour Through Fonts & Layout

The FONTS MENU is accessible through the Lumena MAIN MENU. After installing Fonts & Layout and loading Lumena into your computer, move the cursor into the box marked FONTS and press down on the pen. The FONTS MENU, which contains all the other related menus, appears on the screen. The FONTS MENU also contains the menus necessary for putting text onscreen in a variety of typefaces, styles, and sizes. This menu can be used for complex layout design and to define columns for text and areas for pictures. Also, text and images from the screen can be printed on paper through the FONTS MENU.

To acquaint yourself with the basic method of entering text onscreen from the keyboard:

1. Press TEXT in the FONTS MENU.
2. Press inside the KEYBRD box. The prompt LOC (location) appears in the Prompt Box. Position the cursor where your text should begin and press down.
3. Enter your text from the keyboard. The text appears onscreen in a "composing", preview mode allowing for corrections and revisions.
4. Press RETURN on the keyboard. Your text will then be fully drawn, appearing in the default mode: SERIF regular, size 30. This size represents characters that are 30 pixels high.
5. Press ESC on the keyboard to exit.

The following procedure introduces three Fonts & Layout menus and some of the basic commands used to select size and style options for text to be entered onscreen.

1. Press the box marked TYPES. A filenames menu of typefaces appears onscreen.

```
-----  
|> FILE 1 <| ROME   | ROMEB  | SWISS  | SWISSB |  
|-----|-----|-----|-----|  
|   SANS   | GOTHIC | SERIF  | SCRIPT | MORE?  |  
-----
```

Select the typeface for your text by pressing the appropriate box. For a menu of additional choices, select MORE? Another menu appears.

> FILE 1 <	GREEK	ITALY	CHINA6	
				MORE?

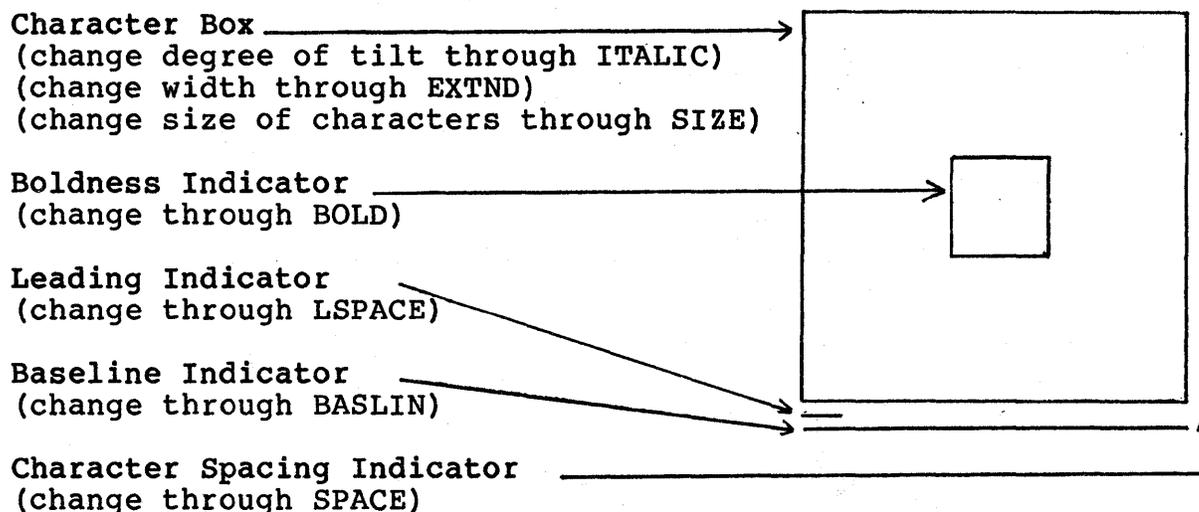
When you've made your selection, the FONTS MENU reappears onscreen.

2. Proceed to the CSTYLE (Character Style) MENU, where size and style options are available for your text.

> CSTYLE <	ITALIC	EXTND	BOLD	SIZE
LOCATE	EDGE/O	OUTLIN	SHAD/S	OVR/UN

A temporary Character Box is displayed whenever the CSTYLE or the LSTYLE (Line Style) MENU is onscreen, helping to define the chosen options.

The diagram below illustrates the Character Box and option guides that appear onscreen:



In addition, a numerical indicator appears below the Style Option Display whenever you select any of the options in the top row of the CSTYLE MENU. The indicator shows the following information for each option:

ITALIC--relative tilt of characters, either left or right of vertical.

**EXTND**--overall width of characters, expressed in percentage of normal width; for example, 120 indicates that characters will be extended to 120 percent of normal width, and 90 that characters will be condensed to 90 percent of normal width.

**BOLD**--width of the strokes making up each character (and therefore the overall boldness or lightness of characters), expressed in percentage of normal; for example, 150 indicates that characters will be 50 percent bolder than normal, and 75 that characters will be 25 percent lighter than normal.

**SIZE**--height of average uppercase character, expressed in pixels (see page 5-6 for an explanation of pixels and point sizes in Fonts & Layout).

Parts of the Character Box will spin, tilt, expand, or move in response to the selected style option command. This gives you a visual indication of how your text will appear. For example:

3. Press **SIZE** and then press down anywhere on the tablet. The Character Box increases and decreases in size with the left and right movements of the pen. Press down on the screen to set the size. The selected size is displayed on the Style Option Display.

To select any other character style option in the **CSTYLE MENU**, press inside the corresponding box, then press anywhere on the tablet. Any style command can be cancelled by pressing inside the Prompt Box when the prompt appears.

**ITALIC** - The Character Box tilts in the direction of the cursor to show how the characters will tilt. Press down to set the degree of tilt. (Press **ITL** in the Prompt Box to cancel the **ITALIC** style. Characters will then appear in the **SERIF** style.)

**EXTND** - The left and right sides of the Character Box follow the left or right movements of the pen, showing the width of the character as it is extended or condensed. (Press **EXT** in the Prompt Box to cancel this command. Characters will then appear in their default proportions.)

**BOLD** - The Character Box contains a small rectangle showing the pen size that will be used to draw the characters. Moving the pen to the right makes the rectangle larger--text will be bolder; moving the pen to the left makes the rectangle smaller--text will be lighter. (To cancel the BOLD style, press inside the Prompt Box when BLD appears.)

**OUTLIN** - The Character Box is surrounded by the Outline Box, which increases and decreases with the right and left movements of the pen. The Outline Box moves through four increments to display the thickness of the outline. (To cancel outlining, press OUTLIN, then press OUT in the Prompt Box.)

**SHAD/S** - The Shadow Box moves around the Character Box, as directed by movements of the pen, to position the shadow. (To cancel this command, press SHAD or S, then press in the Prompt Box.)

4. After selecting size and style for your text, press inside the menu label (CSTYLE) to return to the FONTS MENU.
5. Press inside the box marked TEXT. The TEXT MENU appears.

```
-----  
|> TEXT <| KEYBRD | MENU | GRKING | FILE |  
|-----|-----|-----|-----|  
| LAST | PRV/OK | PLACE | | |  
-----
```

Next, press PRV in the PRV/OK box, then press KEYBRD.

The Prompt Box will display the prompt LOC (location). Press down on the tablet to indicate a starting point for your text. Now type in your text from the keyboard. When you've finished, press the RETURN key.

Your text will appear in a temporary mode, with a white box surrounding a reduced version of each letter entered. If you're satisfied with the placement of the text, press the ESC key on the keyboard--the TEXT MENU will reappear. Press OK in the PRV/OK box--your text will appear in the typeface, size, style, and color that you've selected.

## Section 3

### Text Menu

>	TEXT	<	KEYBRD	MENU	GRKING	FILE
	LAST		PRV/OK	PLACE		

The TEXT MENU is used to put type on the screen from the keyboard, a disk file, or the typecase that appears in place of the menu.

The commands BS (backspace), SP (space bar), and CR (carriage return) can be used only when you're entering text from a typecase through the MENU command.

If your text won't fit in a layout box, you can change the type size or leading through the CSTYLE or LSTYLE MENUS, then use the LAST command to redraw the text.

The PRV/OK command allows text to be placed onscreen in a temporary mode. This command also works with the LAST command to redraw blocks of text in the preview mode, allowing you to make corrections and revisions before permanently committing text to the screen.

**COMMAND:** KEYBRD (keyboard)  
**PURPOSE:** Type text from the keyboard.  
**PROMPTS:** LOC (location)  
**EXIT:** Press ESC key.

**PROCEDURE:**

1. Press KEYBRD.

The prompt LOC appears.

2. Press inside the box where subsequent text should appear.

OR

Press a point outside a box where text should begin.

3. Enter text from the keyboard.
4. Press ESC to exit.

**EFFECTS:**

Text entered from the keyboard will appear in the designated place, in the typeface, size, and style selected. If no type and style selections were made, text will appear in the default mode: SERIF, size 30.

If the point pressed is outside a layout box, text will begin at that point. RETURN works as on a typewriter, with subsequent lines of text beginning below the starting point.

If the designated place for text is inside a box created through the LAYOUT MENU, text will begin at the upper left corner of the box (or, in a horizontal box, at the lower left). In justified text, RETURNS are treated as spaces; in centered text, RETURN signals a new line.

**COMMAND:** MENU

**PURPOSE:** Enter text from the menu typecase onscreen.

**PROMPTS:** LOC (location)

**EXIT:** Press EX in the typecase, or press ESC on the keyboard.

**PROCEDURE:**

1. Press MENU.
2. Press inside the box where subsequent text should appear.

OR

Press a point outside a box where text should begin.

3. Enter text by pressing on each character desired.

The text first appears across the top of the screen in a composing mode. To draw in the text, press CR (carriage return). To draw in the text and exit the keyboard, press EX in the typecase.

4. To exit, press ESC on the keyboard.

**EFFECTS:**

As each character is selected, text first appears in the upper left corner of the screen. When you press RETURN or ESC, the text appears in the designated place, in the typeface selected through the TYPES MENU, and in the size and style selected through the style menus. If no type and style selections were made, text will appear in the default mode: SERIF, size 30.

The characters in the typecase that appears onscreen resemble the selected typeface, but as they have been reduced and condensed to fit the menu area, they may be difficult to read. To assist in the selection of characters, press AC (Alternate Character set) in the Status Box to display the Mindset character set. This typecase is designed only to assist with the selection of characters. Actual onscreen text will appear in the typeface selected through the TYPES MENU.

The Status Area contains the commands BS (backspace), SP (space bar), and CR (carriage return) for use while entering text with the MENU command.

If the point pressed is outside a layout box, text will begin at that point. If the designated place for text is inside a box created through the LAYOUT MENU, text will begin at the upper left corner of the box (or, in a horizontal box, at the lower left).

**COMMAND:** GRKING (greeking)  
**PURPOSE:** Fill an area with forms simulating a block of text to assist in rough layout.  
**PROMPTS:** LOC (location)  
**EXIT:** None needed.

**PROCEDURE:**

1. Press GRKING.
2. Press inside the layout box where subsequent text should appear.

**EFFECTS:**

Random forms designed to simulate the "look" of text fills the designated area.

**NOTE:** The GRKING command can be used only inside a layout box; otherwise it has no effect.

**COMMAND:** FILE  
**PURPOSE:** Recall text from a disk file.  
**PROMPTS:** LOC (location)  
**EXIT:** None needed.

**PRELIMINARY COMMAND:**

Source text files can be created through almost any editor or word processor and should have no format control characters in them. To be accessed through this menu, files must have names of six or fewer characters and the extension .TXT (for example: WORDS.TXT).

**PROCEDURE:**

1. Press FILE.

The filenames menu appears, as well as the prompt LOC.

2. Press inside the box or on the line where subsequent text should appear.

OR

Press a point outside a box where text should begin.

3. Press the name of the text file desired.

**EFFECTS:**

Text from the disk file appears in the designated place, in the typeface and style selected. If no type and style selections were made, text will appear in the default mode: SERIF, size 30.

If the designated place for text was inside a box created through the LAYOUT MENU, text will begin at the upper left corner of the box (or, in a horizontal box, at the lower left).

If the point pressed was outside a box, text will begin at that point, with line separations appearing as they do in the source text file.

If the text from the disk file will not fit onscreen or within the specified layout box, the message NO MORE ROOM appears onscreen. You can reduce your character size through the CSTYLE MENU, then try reading in the disk file again. It may be necessary to shorten the file itself or to split it into shorter, separate files (using your text editor or word processor) in order to fit the text into the format desired.

**COMMAND:** LAST

**PURPOSE:** Redraw the last entered block of text after changing the characteristics.

**PROMPTS:** LOC (location)

**EXIT:** None needed.

**PRELIMINARY COMMAND (optional):**  
PRV/OK (TEXT MENU)

Use PRV to redraw the text in the preview mode in the "LAST" location, to allow for corrections and revisions.

It is impossible to correct text permanently drawn over an image. Text previously placed in the "LAST" location must be erased, as the redrawn copy will overwrite.

Press OK to draw in the text permanently onscreen.

**PROCEDURE:**

This command is useful for viewing the same text in a different size, style, or color. To redraw the last entered block of text after the required changes in size, style, and color have been made through the CSTYLE and LSTYLE MENUS:

1. Press LAST.  
The prompt LOC appears.
2. Press inside the box where text should be redrawn.

**EFFECTS:**

The block of text most recently entered through KEYBRD, MENU, or FILE is redrawn in the selected location, according to the characteristic changes selected.

**COMMAND:** PRV/OK

**PURPOSE:** Put subsequent text on the screen in a temporary mode.

OR

Draw in the characters currently onscreen in the temporary preview mode.

**PROMPTS:** PRV

**EXIT:** None needed.

**PROCEDURE:**

1. Press PRV.

The prompt PRV appears.

2. Enter text from the keyboard, onscreen typecase, or disk file.

As text is entered, each character is represented by a box of its exact size that contains a simple form of the character.

3. To turn PRV off and cancel the temporary text, press PRV.

OR

To draw in the temporary text, press OK in the command box. (If a color change is required, select the color immediately before pressing OK.)

**EFFECTS:**

This command turns the temporary mode alternately on or off.

When the mode is on, all subsequent text appears in a temporary mode rather than fully drawn. This enables you to examine the text before committing it to the screen or overwriting the image.

**RELATED COMMAND:**  
LAST (TEXT MENU)

Use LAST to reposition text in the PRV mode before it is redrawn onscreen.

**COMMAND:** PLACE

**PURPOSE:** Place single characters by hand.

**PROMPTS:** None.

**EXIT:** Press EX in the typecase. or press ESC on the keyboard.

**PROCEDURE:**

1. Press PLACE.

The typecase appears at the bottom of the screen. The characters in the typecase that appears onscreen resemble the selected typeface, but as they have been reduced and condensed to fit the menu area, they may be difficult to read. To assist in the selection of characters, press AC (Alternate Character set) in the Status Box to display the Mindset character set. This typecase is designed only to assist with the selection of characters. Actual onscreen text will appear in the typeface selected through the TYPES MENU.

2. Press a character.

A representation of the character in a box of its exact size appears at the tip of the cursor. Align the cursor, not the bottom edge of the box, with the desired baseline for the character.

3. Press the pen to place the character anywhere on the screen.

**EFFECTS:**

Single characters can be placed by hand in any location. Note, however, that PLACE always uses the characteristics set for the full screen, regardless of whether the character is placed inside or outside a layout box.

Each character selected appears at the cursor, which is always centered on the baseline of the letter. Pressing down on the pen causes the character to be drawn. Since the cursor is on the baseline, positioning can be accurate even for characters with descenders.

The GRAV command in the GRIDS MENU can assist in the precise alignment of character baselines.

**NOTE:** When using PLACE to align script, make sure that lowercase characters with descenders are aligned along their normal baseline, not along the lower edge of the letterform box.

## Section 4

### Types Menu

> TYPES <	ROME	ROME B	SWISS	SWISS B
SANS	GOTHIC	SERIF	SCRIPT	MORE?

The TYPES MENU displays the names of the fonts libraries available on your system. Pressing any typeface box selects that type for all text subsequently drawn on the screen. Typefaces can be changed easily to meet your requirements.

The above filenames menu of typefaces is an example. Menus will vary according to the font library or disk being used.

The typefaces available on the Mindset Lumena Fonts & Layout program are:

**ROME:** A high-resolution font, similar to "Times Roman".

**ROME B:** A bold version of ROME. (The high-resolution character sets cannot be "bolded" through the CSTYLE MENU in FONTS, so bold versions of these font libraries are supplied.)

**SWISS:** A high-resolution font, similar to "Helvetica".

**SWISS B:** A bold version of the SWISS font. (See note at ROME B.)

**SERIF:** Another "Times Roman-like" font. This lower-resolution font has thicker serifs, can be bolded, and presents better than ROME in small formats.

**SANS:** Another "Helvetica-like" font. This sans serif font is the most legible when you're drawing characters in small formats.

**SCRIPT:** This font presents a hand-drawn cursive look. When spaced normally, the lowercase characters connect together into continuous words.

**GREEK:** A set of upper and lowercase greek characters. A standard set of numerals and special characters is included for ease of use.

**GOTHIC:** This font library contains an English Gothic character set.

**ITALY:** A style of gothic characters, sometimes referred to as "Lombardic Gothic".

**CHINA6:** A set of 90 ideograms, included for artistic value only.

**COMMAND:** MORE?

**PURPOSE:** Display the names of additional fonts, or typefaces, available.

**PROMPTS:** None.

**EXIT:** To exit the TYPES MENU without selecting a new font, glide the pen off the right side of the screen.

**PROCEDURE:**

To display the names of additional font libraries on the same disk:

1. Press MORE?

OR

To display names of fonts on another disk:

1. Insert the new disk in your file disk drive (selected through the F command).
2. Press MORE?

**EFFECTS:**

Names of additional font libraries are displayed.

**NOTE:** Once a font is selected, the disk containing that library must remain in place until you're finished selecting characters from that font.

## Section 5

### Cstyle Menu

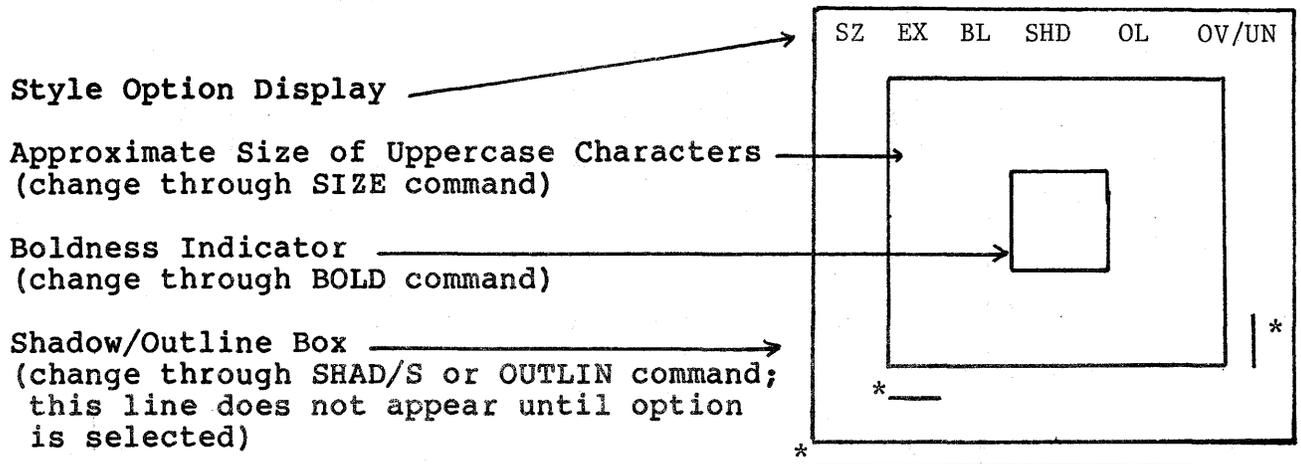
> CSTYLE <	ITALIC	EXTND	BOLD	SIZE
LOCATE	EDGE/O	OUTLIN	SHAD/S	OVR/UN

The CSTYLE MENU allows you to select style options for the text typeface. The style, size, and angle are displayed at the top of the screen whenever this menu is onscreen. If no type or style options are selected, Lumena uses its default font, SERIF, and a size of 30 pixels. No style options are included in the default mode.

Not all typefaces lend themselves well to all options. For example, the BOLD command has no effect on high-resolution typefaces. A "bold" effect can be added to such characters with the extended style available through the EXTND command.

It is important to remember that ZAP cannot be used in the CSTYLE MENU (or LSTYLE or LAYOUT MENUS, either). Using ZAP will confuse the Character Box, and it will remain onscreen even after another menu has been selected. Be sure to relocate to the FONTS MENU before using ZAP to clear the screen.

A temporary Character Box that assists in the selection of options is displayed onscreen whenever the CSTYLE or LSTYLE MENU is onscreen. Parts of the Character Box will spin, tilt, expand, or move in response to the selected style option command. This provides a visual indication of how your text will appear. The following diagram illustrates the onscreen guides that appear with the Character Box:



\*These guides apply to the LSTYLE options only.

The value or mode of each option selected is shown in the Style Option Display:

SZ	30	IT0	EX	100	BL	100	SHD	OL	OV/UN
	SIZE	ITALIC		EXTND		BOLD	SHAD/S	OUTLIN	OVR/UN

If no style options are selected, the options are displayed in the default mode, and text entered will appear in size 30, regular width, medium boldface. Any shadow or outlines selected will appear in the default mode OV, "overwrite". If OUTLIN is selected, the prompt OL will be displayed. If SHAD/S is selected, the prompt SHD will be displayed.

**COMMAND:** ITALIC  
**PURPOSE:** Italicize subsequent text, or cancel ITALIC.  
**PROMPTS:** ITL  
**EXIT:** None needed.

**PROCEDURE:**

To italicize subsequent text:

1. Press ITALIC.

The prompt ITL appears.

2. Press anywhere on the tablet.

The Character Box tilts toward the cursor as you move the pen, showing how the characters will tilt. Text can be tilted forward and backward. Numbers below the Character Box indicate the relative tilt of characters.

3. Press down to set the degree of tilt.

To cancel italics:

1. Press ITALIC.

2. Press ITL in the Prompt Box.

**EFFECTS:**

Subsequent text is italicized, or if ITALIC was canceled, subsequent text is in "regular" mode.

**COMMAND:** EXTND (extended)  
**PURPOSE:** Extend or condense subsequent text or cancel  
EXTND.  
**PROMPTS:** EXT  
**EXIT:** None needed.

**PROCEDURE:**

To extend or condense subsequent text:

1. Press EXTND.

The prompt EXT appears.

2. Press anywhere on the tablet.

The Character Box appears, with one side following the left and right movements of the cursor, showing the width as you stretch or squeeze a standard character. The number below the Character Box indicates the overall width of characters, expressed in percentage of normal width; for example, 120 indicates that characters will be extended to 120 percent of normal width, and 90 that characters will be condensed to 90 percent of normal width.

3. Press down to set the character width.

To cancel EXTND:

1. Press EXTND.
2. Press EXT in the Prompt Box.

**EFFECTS:**

Subsequent text is extended or condensed as selected, or if EXTND was canceled, text appears in "standard" width.

COMMAND: BOLD  
PURPOSE: Display subsequent text in boldface or cancel BOLD.  
PROMPTS: BLD  
EXIT: None needed.

PROCEDURE:

1. Press BOLD.  
The prompt BLD appears.
2. Press the Prompt Box to select the default, "medium".

OR

Press anywhere on the tablet.

The Character Box, displayed in both style menus, contains a small rectangle that indicates the pen size used to draw characters. The number below the Character Box indicates the width of the strokes making up each character (and therefore the overall boldness or lightness of characters), expressed in percentage of normal; for example, 150 indicates that characters will be 50 percent bolder than normal, and 75 that characters will be 25 percent lighter than normal.

EFFECTS:

Subsequent text appears in boldface, or if BOLD was cancelled, text appears in "medium" width.

RELATED COMMAND:  
EXTND (CSTYLE MENU)

Not all typefaces lend themselves well to the BOLD option. This command has no effect on high-resolution typefaces. Lumena may approximate boldface by replicating dots or scaling characters unequally. To add a boldface effect to such typefaces, use EXTND.

**COMMAND:** SIZE  
**PURPOSE:** Select the size for subsequent text.  
**PROMPTS:** SIZ  
**EXIT:** None needed.

**PROCEDURE:**

1. Press SIZE.  
The prompt SIZ appears.
2. Press the Prompt Box to select the default size.

OR

Press anywhere on the tablet.

The Character Box changes size, increasing and decreasing with the movements of the pen. Press down to set the desired size.

**EFFECTS:**

Subsequent text appears in the size selected.

Size is usually measured vertically in pixels, or dots on the screen. Within scaled page layouts (see LAYOUT MENU), Fonts & Layout attempts to scale characters typographical "points". In this case, the size selected will be in "points" instead of pixels.

Because the thin lines within characters become less than the width of a pixel when high-resolution typefaces (ROME and SWISS) are drawn in a very small size, parts of the characters will "disappear" when drawn onscreen.

For better results when you're drawing very small characters, use the lower-resolution typefaces (SERIF and SANS). These typefaces are drawn in a manner that guarantees that the thinnest line in any character is never less than one pixel wide. The computer stores the positions of characters and strokes to a very high degree of accuracy, then "truncates" them to the nearest pixel when drawing the actual characters. This may result in variations in the shape of the same character when it's drawn in various locations on the screen.

When a size of 6 or less is selected, Fonts & Layout will "greek" rather than draw legible text.

**COMMAND:** LOCATE

**PURPOSE:** Select the layout box to be affected by subsequent style commands.

**PROMPTS:** LOC (location); 2P (2 points)

**EXIT:** None needed.

**PROCEDURE:**

1. Press LOCATE.

All layout boxes appear, as well as the prompt LOC.

2. Press inside the box or area where the style characteristics are to be changed. Pressing in the Prompt Box selects the entire screen as the location.

**EFFECTS:**

Subsequent text in each box, page, or column appears in its own typeface, character size, color, and style options as selected.

If the layout contains several boxes, use LOCATE in each box before changing the characteristics. This command displays the current layout box to be affected by subsequent style commands.

**COMMAND:** EDGE/O\* (edges/outside edges)  
**PURPOSE:** Select smooth anti-aliased edges for characters or cancel EDGE/O.  
**PROMPTS:** EDG; OUT  
**EXIT:** None needed.

**PROCEDURE:**

1. Set up your spectrum of "fading" or "blending" colors, using the FADE command in the Lumena EDGES MENU (in the TOOLS MENU).

2. Press EDGE.

The prompt EDG appears.

OR

Press O.

The prompt OUT appears.

3. Press anywhere onscreen to confirm your selection, or press in the Prompt Box to cancel edges.

To cancel EDGE/O:

1. Press EDGE, or press O.

2. Press EDG, or press OUT in the Prompt Box.

**EFFECTS:**

Subsequent characters appear with edges blended into the colored area of the characters, when EDGE is selected.

In the O option, the character edges are blended into the background area, away from the character.

**NOTE:** The EDGE option can result in the fading of small characters almost to the point of invisibility. It is recommended that the O option only be used with small characters.

This EDGE/O command requires careful manipulation of the Lumena color map. For detailed information on smooth edges, refer to the Lumena EDGES MENU.

\* This command is available only in the TV mode.

**COMMAND:** OUTLIN (outline)  
**PURPOSE:** Add outline detail to subsequent text characters, or cancel OUTLIN.  
**PROMPTS:** OUT; 1C (1 color)  
**EXIT:** None needed.

**PROCEDURE:**

To outline text characters:

1. Press OUTLIN.

The prompt OUT appears, and the Outline Box surrounds the Character Box.

2. Glide the pen back and forth.

The Outline Box expands and decreases in four increments, showing the depth of the outline.

3. Press the pen to select the desired depth of outlining.

To cancel outlining:

1. Press OUTLIN.
2. Press OUT in the Prompt Box.

**EFFECTS:**

Subsequent text is outlined after it is drawn onscreen, or OUTLIN is canceled.

**NOTE:** You cannot directly draw outlined black characters on a black background. To achieve the effect of "hollow" outlined characters on a black background, draw your characters in a color other than black. Then use the XCHCOL command in the Lumena COLOR MENU (for TV display) or PALET MENU (for monitor display) to change the "inside" color of the characters to black. (If you remap your Lumena palette, follow the same procedure to draw outlined characters in any color that you have mapped as the background color--that is, placed in the left-most solid color position on the palette.)

**COMMAND:** SHAD/S (shadow/solid shadow)

**PURPOSE:** Select the style, direction, and color of character drop shadows or cancel drop shadows.

**PROMPTS:** SHD; 1C (1 color)

**EXIT:** None needed.

**PRELIMINARY COMMAND:**  
OVR/UN (CSTYLE MENU)

Particularly when you're using solid shadows, OVR will usually create a "step" effect as each successive shadow character overwrites the right edge of the last character drawn. So you should select UN when you want to create shadow characters that appear to lie on the same plane.

If this command is used, shadows will appear in the default mode, OVR.

The selected mode is displayed in the Style Option Display.

**PROCEDURE:**

To select a single drop shadow or solid shadow:

1. Press SHAD to select a drop shadow.

Press S to select a solid block shadow.

The prompt SHD appears, and the Shadow Box surrounds the Character Box, following the movements of the pen to allow positioning of the shadow.

2. Press down to select the depth and direction of the shadow.

The prompt 1C appears.

3. Select the color required for the shadow.

To cancel SHAD/S:

1. Press SHAD, or press S.
2. Press SHD in the Prompt Box.

**EFFECTS:**

Subsequent text casts a drop shadow (displayed as separate from the character) or a solid shadow (displayed as an extension of the character) after it is drawn, or shadows are canceled.

NOTE: You cannot directly draw block-shadowed black characters on a black background. To achieve the effect of "hollow" block-shadowed characters on a black background, draw your characters in a color other than black, block-shadowed in the desired outline color. Then use the XCHCOL command in the Lumena COLOR MENU (for TV display) or PALET MENU (for monitor display) to change the "inside" color of the characters to black. (If you remap your Lumena palette, follow the same procedure to draw shadowed characters in any color that you have mapped as the background color--that is, placed in the left-most solid color position on the palette.)

**COMMAND:** OVR/UN (overwrite/underwrite)  
**PURPOSE:** Change the characteristics of shadows and outlines.  
**PROMPT:** None.  
**EXIT:** None needed.

**PROCEDURE:**

1. Press OVR to select shadows and outlines cast over the background color and behind the character.

OR

Press UN to select shadows and outlines cast only on the background color.

**EFFECTS:**

Subsequent shadows and outlines appear in the selected mode.

**NOTES:** In the OVR (overwrite) mode, which is the default mode, shadows and outlines are cast over the background color behind the character. It is possible to overwrite parts of the surrounding characters.

In the UN (underwrite) mode, shadows and outlines are cast on the background color only, and will not affect the surrounding characters.

Particularly when you're using solid shadows, OVR will usually create a "step" effect as each successive shadow character overwrites the right edge of the last character drawn. So you should select UN when you want to create shadow characters that appear to lie on the same plane.

Section 6

Lstyle Menu

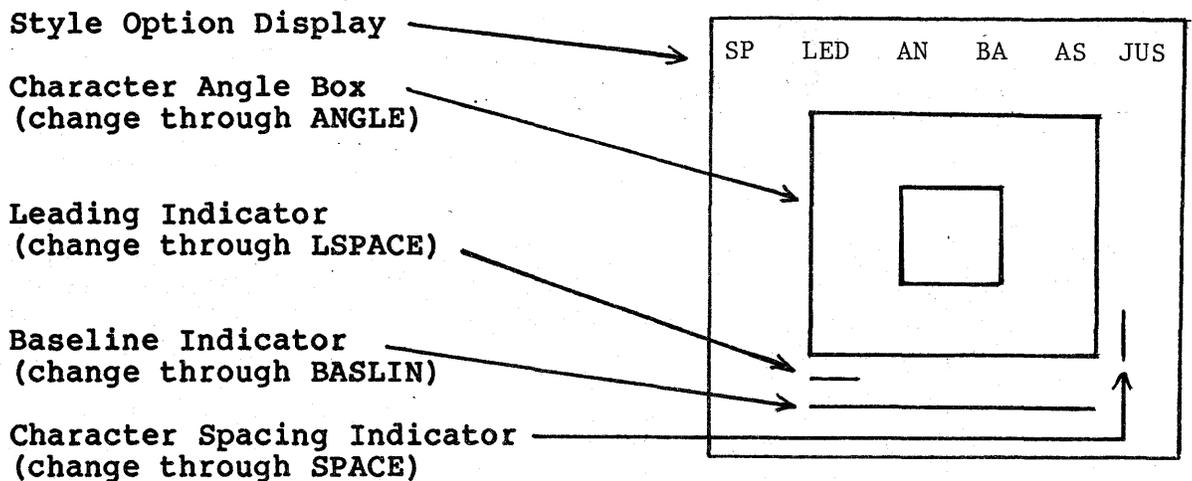
> LSTYLE <	SPACE	ANGLE	JUSTFY	ASPECT
LOCATE	LSPACE	BASLIN		DPI

The LSTYLE (Line Style) MENU allows you to select options specific to your lines of text: character spacing and text leading (space between lines), the baseline (starting point) and angle for text, and so forth.

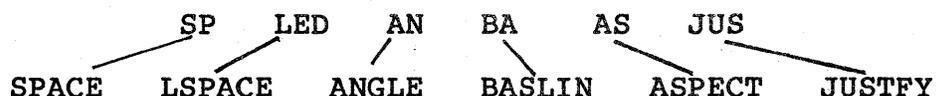
This menu also enables you to adjust the proportions of text characters to match the aspect ratio of your screen. Since monitors vary in aspect ratio, the default aspect is set as the median for most common types of monitors. If you have selected an aspect ratio other than the default mode, it must be reset each time you enter Lumena, in order to maintain the adjusted ratio.

NOTE: It is important to remember that ZAP should not be used in the LSTYLE MENU (or the CSTYLE or LYOUT MENUS) as it will confuse the Character Box. Be sure to go back to the FONTS MENU before using ZAP.

The following diagram illustrates the Character Box and command guides that are displayed while you're using the LSTYLE MENU.



Information about each option selected is displayed in the Style Option Display. The abbreviations in the display refer to the following commands:



**COMMAND:** SPACE

**PURPOSE:** Adjust the amount of space between characters (kerning), or cancel the adjusted space.

**PROMPTS:** SPC

**EXIT:** None needed.

**PROCEDURE:**

To adjust the amount of space between characters:

1. Press SPACE.
2. Press anywhere on the tablet.

The Spacing Indicator to the right of the Character Box moves to indicate the width of space between characters. Gliding the pen to the right increases the space, and to the left decreases the space. A numerical indicator below the Character Box shows the amount of space expressed as a percentage of character width. The amount of space is also indicated in the Style Option Display.

3. Press down to set the amount of space between characters.

To cancel the adjusted space between characters:

1. Press SPACE.
2. Press SPC in the Prompt Box.

**EFFECTS:**

Characters in Fonts & Layout are spaced proportionally, with each character spaced according to individual height and width. The SPACE command adds or subtracts space between characters while retaining the correct proportions.

When the command is used to decrease space, the Spacing Indicator appears inside the Character Box and the characters will then overwrite.

**COMMAND:** ANGLE  
**PURPOSE:** Manipulate the angle of characters, or cancel ANGLE.  
**PROMPTS:** ANG  
**EXIT:** None needed.

**PROCEDURE:**

To manipulate character angle:

1. Press ANGLE.
2. Press anywhere on the tablet.

The Character Angle Box tilts on its lower left corner, moving clockwise as you glide the pen left, and counterclockwise as you glide right. The degree of the angle (measured from the vertical) appears in the Style Option Display.

3. Press down to set the degree of the angle.

To cancel ANGLE:

1. Press ANGLE.
2. Press ANG in the Prompt Box.

**EFFECTS:**

Subsequent characters appear at the selected angle, or if ANGLE was canceled, characters appear in the default mode, "regular".

**RELATED COMMANDS**  
BASLIN (LSTYLE MENU)

The ANGLE command tilts only characters, without tilting lines of text. Use the BASLIN command in the LSTYLE MENU to change the angle of a line of text.

**COMMAND:** JUSTFY

**PURPOSE:** Change the justification of text within a layout area (box, page, or column) or on the entire screen.

**PROMPTS:** JUS

**EXIT:** None needed.

**PROCEDURE:**

1. Press JUSTFY.

The prompt JUS appears.

2. To justify, or align, the text at left or right, press on the left or right side of the box. To center each line or text, press in the center of the layout area or screen. To fill the area or screen with text justified left and right, press inside the Prompt Box.

**EFFECTS:**

Subsequent text is justified within the layout box as selected.

**RELATED COMMAND:**

If you want to change justification in a layout area other than the one shown on the screen,, use the LOCATE command to select the area before using JUSTFY.

**COMMAND:** ASPECT

**PURPOSE:** Adjust the proportions of characters to match the aspect ratio of the screen, or return to the default aspect ratio.

**PROMPTS:** ASP

**EXIT:** None needed.

**PROCEDURE:**

To change the aspect ratio:

1. Press ASPECT.
2. Press anywhere on the tablet and move the pen left or right.

A temporary diamond-shaped box appears, changing proportions as you move the pen. When the diamond resembles a square standing on one corner, the aspect ratio is correct.

3. Press down to set the correct aspect ratio.

OR

To return to the default aspect ratio:

Press ASP in the Prompt Box.

**EFFECTS:**

The default aspect ratio has been set for the most commonly used monitors. Since many monitors require different aspect ratios, the ASPECT command allows you to adjust the proportions of text characters to match the aspect ratio of your screen.. If your monitor requires an adjusted aspect ratio, be sure to reset the ratio each time you start working with Lumena.

**COMMAND:** LOCATE

**PURPOSE:** Select the layout box to be affected by subsequent style commands.

**PROMPTS:** LOC (location)

**EXIT:** None needed.

**PROCEDURE:**

1. Press LOCATE.

All layout boxes appear, as well as the prompt LOC.

2. Press inside the box where the style characteristics are to be changed.

Press inside the Prompt Box to select the entire screen as the location.

**EFFECTS:**

Each box or column created with the LYOUT MENU will have its own character size and style options, as selected.

If a layout contains several boxes, use LOCATE to select each box changing its characteristics. This command displays the current layout box to be affected by subsequent style commands.

**COMMAND:** LSPACE

**PURPOSE:** Adjust the amount of space, or leading, between lines of text, or cancel the adjusted amount of space.

**PROMPTS:** LED (leading)

**EXIT:** None needed.

**PROCEDURE:**

1. Press LSPACE.
2. Press anywhere on the tablet.

The Leading Indicator moves below the Character Box, indicating the amount of space between lines. Gliding the pen to the right increases the leading, and gliding it left decreases the leading. A numerical indicator below the Character Box shows the amount of leading expressed as a percentage of character height. The amount of leading is also indicated on the Style Option Display.

3. Press down to set the desired amount of space between lines.

**To cancel LSPACE:**

1. Press LSPACE.
2. Press LED in the Prompt Box.

**EFFECTS:**

Subsequent lines of text are spaced according to the selected distance.

**NOTE:** The default or standard spacing is one and a half times the height of the Character Box.

**COMMAND:** BASLIN

**PURPOSE:** Adjust the baseline angle for subsequent text, cancel the adjusted baseline, or place text that appears right to left.

**PROMPTS:** BAS

**EXIT:** Glide the pen to the right side of the tablet.

**PROCEDURE:**

To select a baseline angle:

1. Press BASLIN.

The prompt BAS appears.

2. Press anywhere on the tablet. A temporary rubberband baseline appears and follows the movements of the pen.
3. Press down to set the baseline angle.

To cancel BASLIN and select the default starting point (upper left corner) and angle (zero - horizontal):

1. Press BASLIN.
2. Press BAS in the Prompt Box.

**EFFECTS:**

The baseline is adjusted for subsequent text.

If a baseline is selected inside a layout box, subsequent text begins at the starting point selected for the baseline and follows the angle selected.

This command resets the character angle to match the baseline. To tilt characters, set the baseline with BASLIN, then change the character angle with ANGLE (CSTYLE MENU).

**COMMAND:** DPI (dots per inch)  
**PURPOSE:** Adjust the width of margins between columns.  
**PROMPTS:** DPI  
**EXIT:** None needed.

**PROCEDURE:**

1. Press DPI.  
The prompt DPI appears.
2. Press anywhere on the tablet.  
A square box appears onscreen.
3. To increase or decrease the width of margins between columns, increase or decrease the size of the box by gliding the pen left or right.
4. Press down to set the size of the box.

To select the default size for margins between columns:

1. Press DPI.
2. Press DPI in the Prompt Box.

**EFFECTS:**

The size of margins between columns is dependent on the size chosen for the square box.

**NOTE:** The default size for margins between columns is adjusted for the aspect ratio of the most commonly used monitors (see ASPECT command). To adjust the default size of these margins for a monitor with a different aspect ratio, adjust the size of the box that appears onscreen until it measures 1 inch square.

**RELATED COMMAND:**  
COLS/H (LYOUT MENU)

Use DPI to adjust the dots per inch for margins between columns before drawing the columns.

## Section 7

### Print Menu

> PRINT <	QJ-BIG	QJ-SML	DB-SML	DB-BIG
			DB-QK	

The PRINT MENU enables you to print an image from the screen. The menu displays the names of printers, Quad Jet (QJ) and Diablo (DB), that can be used with your system and a size indication:

BIG produces a 9 by 7 1/2-inch print for a full screen image.

SML produces a 7 1/2 by 5 1/2-inch print.

Both printers operate in either the monitor or television mode. They also feature full color-mapping.

QK (quick) produces a 3 by 5-inch print, but is limited to eight colors. The printing is completed in approximately 5 minutes. This format can be used only in the monitor mode, not in composite or "TV" mode.

To print an image:

1. Press in the box specifying your printer and the size print you want.
2. Press OK? in the Prompt Box.

To stop printing before the image is completed, press ESC.

## Section 8

### Design Menu

> DESGN	<	START	INS/AF	DEL/*	FILE
DSIZE		SPACE	MOVE	SAVE	CHAR

The DESGN MENU allows you to design and edit your own characters for your own font libraries.

A character is described through a series of strokes. Each stroke has a starting point, followed by a series of points that are joined together to complete the stroke. The starting point of the stroke is always indicated by a red point. (If the starting point doesn't appear in red, use the G command to call the default color map to the screen.)

This menu can also be used to edit or add characters to the following font libraries supplied with Fonts & Layout: SERIF, SANS, SCRIPT, and GOTHIC. Size and style options from the LSTYLE and CSTYLE MENUS can be used with characters created with the DESGN MENU.

The following menus are used to edit an existing font library or to create a new font library:

The START command allows you to start a new character stroke in a character, or to start a new character.

Use INS/AF (insert before/insert after) to insert new points in a character stroke.

To delete some or all of the points in a character, use DEL/\*.

A font library can be brought to the screen for editing or a new font library created for editing through the FILE command.

The DSIZE command sets the amount of space necessary for the character being designed.

The SPACE command allows you to set the amount of space in an average uppercase letter of your new font.

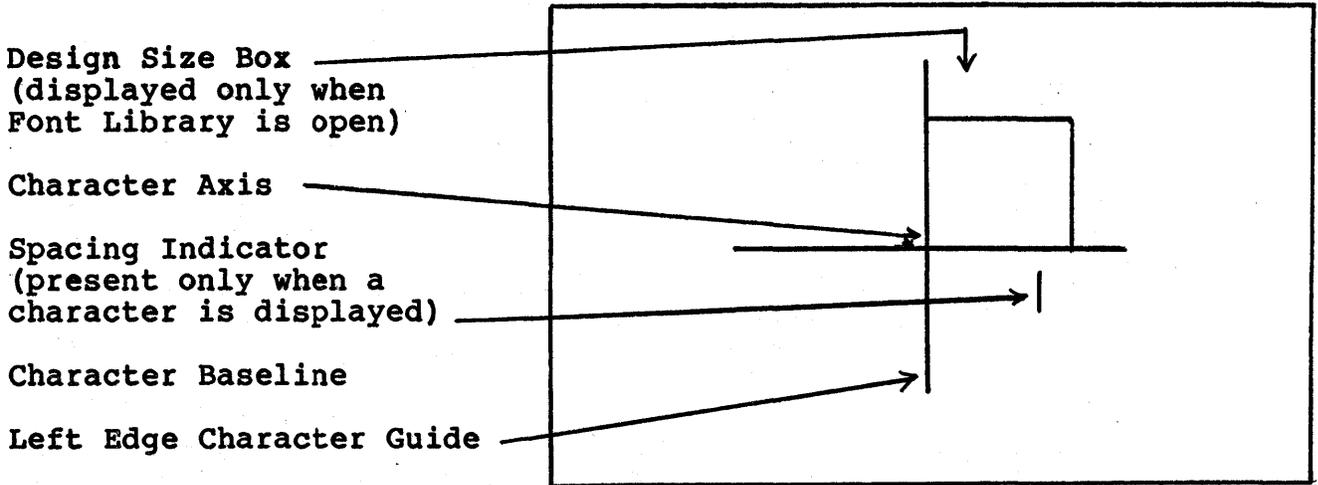
Use the MOVE command to reposition points in a character stroke.

Use SAVE to save a character to a font library.

The CHAR command allows you to select a character for editing.

The character editing commands START, INS/AF, DEL/\*, MOVE, and SPACE do not make permanent selections. Use SAVE to make permanent changes to character data on disk. Once SAVE is pressed, the file is updated.

The following diagram illustrates the temporary Character Box and the command guides that are displayed onscreen when you're using DESGN MENU.



Follow this procedure to create your own font library files:

1. Go to the DESGN MENU. Any image you've been working onscreen is placed in a temporary memory buffer, and gravity lines appear onscreen to assist you in designing characters.
2. Press 1 on the keyboard. A list of the files on the disk in drive B appears onscreen. Type in a filename of six characters or less for the font library you plan to create, then press RETURN.
3. Press FILE. Your new font library filename appears in place of <FILE 1>--that is, in the upper left position--in the tpestyles menu.
4. Press your new filename, then press OK? in the Prompt Box. (This actually opens a font library file on your disk under the specified name, and adds your filename to a subsequent tpestyles menu--from now on, you must use the filename listed in the subsequent tpestyles menu, not the one shown in the upper left position of the first tpestyles menu, to access your new font library file.) A letterform box, showing the proportions of an average uppercase character, appears onscreen.

5. Press CHAR. A blank typecase appears in place of the menu.
6. Press AC. The standard Mindset character set appears in the typecase as a guide, since the character you create must be placed in their proper locations so that you can later type them in from the keyboard. To start designing your font library, for example, press the uppercase A in the typecase. The DESGN MENU reappears.
7. Press START, then create your A, using the letterform box onscreen as a guide. Your characters need not fill the letterform box. The bottom line of the box represents the baseline on which your characters will be drawn when used normally; both descenders and extenders may be drawn when used normally; both descenders and extenders may be drawn outside the box. When you've finished creating a character, press ESC. (Characters may be edited at any time using the INS/AF, MOVE, and DEL commands.)
8. Press SPACE. A cursor appears on the letterform box baseline and responds to left and right movements of the pen. Position the cursor beyond the rightmost edge of the character you've created, then press down with the pen to set the character spacing.
9. Press SAVE. A small icon of the character you've designed appears to the right of the character. The same icon is placed in the typecase, in the position you selected in step 6--press CHAR to see the icon in the typecase.
10. Press \* to clear the letterform box, then start at step 5 to create the next character in your font library.

To modify existing font libraries and save the results as a new library, add these steps between steps 6 and 8 and skip step 7:

- 6a. Press FILE, then press the name of the font library you want to modify.
- 6b. Press CHAR. The font library appears in a typecase in place of the menu. Press the character you want to modify.

- 6c. Press FILE, then press MORE? Another tpestyles menu appears that includes the new font library filename you entered in step 2. Press the new font library filename in the upper left position of the first tpestyles menu. (Do not press the filename in the upper left position of the first tpestyles menu --if you do, the program will assume that you want to create a new library under that name and erase all the characters already stored in the library.)
- 6d. Modify the character you chose in step 6b using the MOVE, INS/AF, and DEL commands. When you've finished, go to step 8 in the procedure for creating a new font library.

**COMMAND:** START

**PURPOSE:** Start a new character stroke in the character displayed, or start a new character.

**PROMPTS:** STP (start point); NEW

**EXIT:** Press in the Prompt Box, or press ESC.

**PRELIMINARY COMMAND:**  
CHAR (DESGN MENU)

If a character is to be edited, bring it to the screen through the CHAR command.

**PROCEDURE:**

1. Press START.

The prompt STP (starting point) appears.

2. Press the pen on the starting point for a new character stroke.

The prompt NEW appears.

3. Press on the next position through which the character stroke must pass.

A highlighted bold line appears, indicating the effect of the point. Repeat step 2 as often as necessary, pressing successive points to describe the complete path of the character stroke.

**EFFECT:**

A new character stroke is displayed on a character, or a new character is started.

**RELATED COMMAND:**  
SAVE (DESGN MENU)

Strokes added to a character are not added immediately to the font library file. Use the SAVE command to make your strokes or characters permanent.

**COMMAND:** INS/AF (insert before/insert after)  
**PURPOSE:** Insert points in a displayed character stroke.  
**PROMPTS:** INB or INA; INS  
**EXIT:** Press in the Prompt Box.

**PROCEDURE:**

1. To insert new points before the last point pressed--that is, between it and the red dot starting point--press INS. The prompt INA appears.

OR

To insert new points after the last point pressed, press AF. The prompt INA appears.

2. Press the pen on the highlighted stroke where the new points are to be inserted. The prompt NEW appears.
3. Press the pen where a new point is to be inserted.  
Repeat step 3 as often as necessary to describe the inserted section of the stroke.
4. Press inside the Prompt Box when all the points are inserted.

**EFFECTS:**

This command adds new detail to a character by inserting new data points between the original points, or adding character strokes.

**RELATED COMMAND:**  
START (DESGN MENU)

Use START to connect the new points and create new character strokes.

**COMMAND:** DEL/\*  
**PURPOSE:** Delete some or all of the points in a character.  
**PROMPTS:** DEL; OK  
**EXIT:** Press in the Prompt Box.

**PROCEDURE:**

To delete single points in a character:

1. Press DEL.  
The prompt DEL appears.
2. Press the pen over the point to be deleted from the character.  
Repeat this step for each point to be deleted.
3. Press in the Prompt Box when you've completed your deletions.

To delete an entire character:

1. Press \*.  
The prompt OK? appears.
2. Press in the Prompt Box to delete the character, or press elsewhere on the tablet to cancel deleting the character.
3. Press in the Prompt Box when you've completed your deletion.

**EFFECTS:**

The selected point(s) or character is deleted.

This command is also used to "clear the board" before loading another character with the CHAR command.

**RELATED COMMAND:**  
SAVE (DESGN MENU)

These deletions are not permanent until the SAVE command is used.

COMMAND: FILE

PURPOSE: Select the font library to be edited, or create a new font library.

PROMPTS: OK?

EXIT: None needed.

**PRELIMINARY COMMAND:**

To create a new font library, type 1 on the keyboard, then type in a name of six or fewer characters.

**PROCEDURE:**

1. Press FILE.

A tpestyles menu of available font libraries appears in the menu area. Press MORE?, if necessary, until the name of the font you want to edit appears.

2. Press inside the box to select the library to be edited.

OR

2. Press in the upper left box to select a new library.

The prompt OK? appears.

3. Press in the Prompt Box to create the new library.

**EFFECTS:**

The selected font library is opened, or a file is created for a new library to be stored in.

Subsequent characters designed are stored in the file selected, or in the newly created file.

**NOTE:** Whenever you press FILE in the DESGN MENU, then press the filename in the upper left box, the program opens a new font library file on your disk under that name and adds that name to a subsequent tpestyles menu. From now on, you must use the filename listed in the subsequent tpestyles menu, not the one shown in the upper left position of the first tpestyles menu, to access your new font library file. If you press the filename in the upper left box, the program will erase the contents of the file and re-initialize a new file under that name.

**COMMAND:** DSIZE (design size)  
**PURPOSE:** Set the design size of a font library.  
**PROMPTS:** OK?  
**EXIT:** Press in the Prompt Box.

**PROCEDURE:**

1. Press DSIZE.

A letterform box appears onscreen, and increases and decreases with the left and right movements of the pen.

2. Press to select the design size.

The prompt OK? appears.

3. Press in the Prompt Box to set the design size.

**EFFECTS:**

A newly created font library is in the size selected.

DSIZE should be used only before you create a new font library. If it is used on an existing library, the size and appearance of all the characters in that library will be altered. You might, for example, wish to increase the size of the letterform box before designing a highly detailed font.

**COMMAND:** SPACE

**PURPOSE:** Set the amount of space for the character being designed.

**PROMPT:** 1P (1 point)

**EXIT:** Glide the pen off the right side of the tablet.

**PROCEDURE:**

1. Press SPACE.

A "ghosted" version of the cursor follows horizontal and vertical movements of the pen's cursor.

2. Position the ghosted cursor and press the pen to set the required spacing.

**EFFECTS:**

The required amount of space is set for the character being designed. Selecting space for a character allows you to accommodate various character shapes with the appropriate amount of space.

Characters are usually designed to remain between the left edge guide and the Spacing Indicator; however, loops and descenders can extend beyond this guide.

**COMMAND:** MOVE

**PURPOSE:** Reposition points in the strokes of the character onscreen.

**PROMPTS:** MOV

**EXIT:** Press in the Prompt Box.

**PROCEDURE:**

1. Press MOVE.  
The prompt MOV appears.
2. Press any point of the displayed character, then move the pen to the new position and press down.  
The point is repositioned and the character is redrawn. Repeat this step as often as necessary.
3. Press in the Prompt Box when all the moves are completed.

**EFFECTS:**

The position of points in the character stroke is adjusted, and the character is redrawn.

**NOTE:** When several points are layered, use MOVE to separate these points, select the required point, then move the others back.

**COMMAND:** SAVE  
**PURPOSE:** Save characters to a font library.  
**PROMPT:** OK?  
**EXIT:** None needed.

**PROCEDURE:**

To store a character in a new font library file:

1. Press CHAR. If necessary, press AC--the standard Mindset typecase appears as a guide to selecting the proper location for the character. Select a location for the character by pressing the location in the typecase.
2. Press SAVE. If you're saving the character over an existing character, press OK? If you've just created the character for the first time, the OK? prompt does not appear.

A small version, or icon, of your character appears to the right of the character you've designed onscreen. The same icon is also placed in the typecase in the location you specified in step 1.

**EFFECTS:**

The character displayed is stored in the font library last opened by the FILE command and in the position indicated by the last CHAR command.

The character editing commands START, INS/AF, DEL/\*, MOVE, and SPACE do not make permanent changes in your font library. Use SAVE to make permanent changes to character data on disk.

**COMMAND:** CHAR

**PURPOSE:** Select the character to be designed, edited, or stored.

**PROMPTS:** See PROCEDURE.

**EXIT:** None needed.

**PRELIMINARY COMMAND:**  
DEL/\* (DESGN MENU)

Use DEL/\* to "clear the board" in order to read in a character to be edited.

**PROCEDURE:**

1. Press CHAR.

The menu is replaced by the character typecase.

2. Press in the typecase to select the character required for editing.

OR

If necessary, press AC--the standard Mindset typecase appears as a guide to selecting the correct location for each character you design. Press the desired spot in the typecase in order to design a new character or to save the newly created character.

**EFFECTS:**

This command reads in the selected character, or selects the location in the typecase for the character to be designed.

## Section 9

### Layout Menu

> LAYOUT <	BOX/H		PAGE	LOAD
DEL/*	MOV/CP	PICTUR	COLS/H	SAVE

The LAYOUT MENU is used in designing complex page layouts to meet exact specifications. Its commands allow for drawing pages to scale, defining columns and boxes for text, and indicating picture positions.

It is not necessary to use this menu when placing text onscreen in ordinary circumstances. Instead, the LAYOUT MENU is meant to assist with specific layout requirements.

The following outline describes menus and commands that affect the placing of text in a layout.

Select the typeface required for subsequent text from the TYPES MENU.

The CSTYLE MENU offers character size and style selections for subsequent text. The LSTYLE MENU offers a selection of options specific to lines of text. It is recommended that you experiment with the individual commands in these two menus before combining a variety of styles for text.

The PRV/OK command (TEXT MENU) enters text in temporary mode. It offers a measure of protection against errors, allowing you to make corrections before permanently committing the text to the screen. This is especially valuable as a time-saver while you're "getting to know" layout. This command also works with the LAST command (TEXT MENU) by redrawing the last-entered block of text in the temporary mode after changes in size, color, or style have been made.

Use LOCATE (CSTYLE and LSTYLE MENUS) to select individual layout boxes where style options are to be changed before entering text. Be sure to use LOCATE in each box where characteristics are to be changed.

A layout box, column, page, or picture symbol can be repositioned or copied with the MOV/CP command.

Use the BOX command to define rectangles for text placement in a layout. Although text can be placed without using this command, BOX allows you to create layout formats that can be saved for future use.

The PAGE command should be used to ensure that the proportions of your layout will match your desired page proportions.

Use LOAD to read text from a word processing file into a layout box.

Use DEL to delete a single layout box, or \* to delete all the boxes in a layout.

PICTUR creates a picture symbol box without your having to leave the LYOUT MENU and go to the Lumena SHAPES MENU.

COLS/H is used to create evenly spaced vertical columns or horizontal text boxes.

Layouts used frequently can be saved to disk and recalled through SAVE and LOAD (LYOUT MENU). Filenames for page layouts (as well as image and text files) must contain six or fewer letters.

Information entered through the CSTYLE and LSTYLE MENUS is stored with the physical layout. However, text and drawings must be saved through the DISK MENU.

All layout boxes disappear from the screen when another menu is brought to the screen. They reappear within the LYOUT MENU is re-entered. The last layout box created reappears when the CSTYLE MENU is entered.

It is important to remember that ZAP should not be used in the LYOUT, CSTYLE, or LSTYLE MENUS, as it confuses the Character Box. Be sure to relocate to the FONTS MENU before using ZAP.

**COMMAND:** BOX/H (box/horizontal)  
**PURPOSE:** Define a rectangular area in which to place text.  
**PROMPTS:** 2P (2 points); JUS (justify)  
**EXIT:** None needed.

**PROCEDURE:**

1. Press BOX (text runs left to right).

OR

Press H for a horizontal box (text runs bottom to top).

2. Press two diagonal corners to define the area.

The prompt JUS appears.

3. To justify, or align the text at left or right, press on the left or right side of the box. To center each line of text, press in the center of the box. To fill the box with text justified left and right, press in the Prompt Box.

**EFFECTS:**

The box accepts text according to the format set by this command.

**COMMAND:** PAGE  
**PURPOSE:** Define a scaled page size to assist with layout.  
**PROMPTS:** SIZ; 2P  
**EXIT:** None needed.

**PROCEDURE:**

1. Press PAGE, then press anywhere on the tablet.

The prompt SIZ appears, and the default page (size 8 1/2 by 11-inches) is displayed onscreen. The displayed sizes increase with movements of the pen to the right or the top of the tablet.

2. Press down to select the page size.

The prompt 2P appears.

3. Press two diagonal corners to define the page onscreen.

The prompt JUS appears.

4. To justify, or align the text at left or right, press on the left or right side of the box. To center each line of text, press in the center of the box. To fill the box with text justified left and right, press in the Prompt Box.

To select the default page size, 8 1/2 by 11-inches:

1. Press PAGE, then press SIZ in the Prompt Box.

**EFFECTS:**

The page, in the proportions selected, appears onscreen to assist with layout.

**RELATED COMMANDS:**

DEL

To delete a page:

1. Press DEL, then press inside the page to be deleted.

**COMMAND:** LOAD

**PURPOSE:** Load saved page information from a disk file onto the screen.

**PROMPTS:** LOD

**EXIT:** None needed.

**PROCEDURE:**

1. Press LOAD.

A menu of filenames appears at the bottom of the screen, showing the names of picture files on disk.

2. Press the name of the required file.

**EFFECTS:**

All the information saved in the file, including boxes, style options, picture symbols, and columns, appears onscreen, replacing the previous layout, if any. Actual pictures and text do not appear when a disk file is loaded through this menu. Text and pictures should be loaded while in the DISK MENU under the Lumena MAIN MENU.

**COMMAND:** DEL/\*  
**PURPOSE:** Delete box, column, or picture symbols from the layout page.  
**PROMPTS:** DEL; OK?  
**EXIT:** None needed.

**PROCEDURE:**

To delete specific elements within a layout:

1. Press DEL.
2. Press within the box, page, column, or picture symbol that is to be deleted from the layout.

OR

1. Press \*.
2. Press inside the Prompt Box to complete the command. Press elsewhere on the tablet to cancel the command.

**NOTE:** Although layout boxes will disappear from your screen when you exit the menu, they remain in computer memory until you delete them.

**EFFECTS:**

Text and pictures remain intact, while layout lines and symbols are deleted from the page.

Use this command to change or eliminate selected elements while working with a layout. Layout lines and symbols disappear from the screen when you leave this menu, but will reappear when you enter it again.

**COMMAND:** MOV/CP (move/copy)  
**PURPOSE:** Move or copy a layout box or picture symbol.  
**PROMPTS:** MOV, CPY  
**EXIT:** None needed.

**PROCEDURE:**

To reposition a layout box or symbol:

1. Press MOV.  
The prompt MOV appears.
2. Press inside the box or symbol to be moved.  
The box or symbol then follows the movements of the pen.
3. Press down to set the box or symbol in its new location. To keep the box or symbol in its original position, glide the pen off the right side of the tablet.

To copy a layout box or picture symbol:

1. Press CP.  
The prompt CPY appears in the Prompt Box.
2. Press inside the box or symbol to be copied.  
An exact copy of the original box or symbol follows the movements of the pen.
3. Press down to position the copy of the original layout box or symbol.

**EFFECTS:**

The physical layout information is repositioned or copied.

**COMMAND:** PICTUR  
**PURPOSE:** Position a picture symbol in layout.  
**PROMPTS:** 2P (2 points)  
**EXIT:** None needed.

**PROCEDURE:**

1. Press PICTUR.
2. Press two diagonal corners in the selected area to position the picture symbol.

**EFFECTS:**

A box containing crossed diagonals appears in the selected location, indicating a picture in the layout.

The TEXT MENU will not allow text to begin in a picture box. However, text started outside a picture box may cross into the box unless it is contained by its own separate layout box.

**COMMAND:** COLS/H (columns/horizontal)  
**PURPOSE:** Define and display one to five columns of exact size.  
**PROMPTS:** LOC (location); 1P (1 point)  
**EXIT:** None needed.

**PRELIMINARY COMMAND:**  
DPI (LSTYLE MENU)

Use DPI to adjust the dots per inch for margins between columns.

**PROCEDURE:**

1. Press COLS for vertical columns.

OR

Press H for horizontal columns.

The prompt LOC appears.

2. Press inside the box or page where columns are to appear.

From one to five columns appear onscreen. The number of columns changes with movements of the pen.

3. Press the pen to select the required number of columns.

**EFFECTS:**

The selected number of columns are displayed onscreen.

Text placed in vertical columns reads right to left, beginning at the top. Text placed in horizontal columns reads bottom to top, beginning at the lower left corner.

**COMMAND:** SAVE  
**PURPOSE:** Store current layout information in a disk file.  
**PROMPTS:** SAV  
**EXIT:** None needed.

**PRELIMINARY COMMANDS:**

Type 1 on the keyboard, then type into the filenames menu the name under which the page information is to be stored.

**PROCEDURE:**

1. Press SAVE.

The menu of filenames appears at the bottom of the screen.

2. Press the name under which the layout information is to be stored.

**EFFECTS:**

All layout information, including boxes, columns, and picture symbols, is saved in a disk file with the extension .LYT. Information entered from the CSTYLE and LSTYLE MENUS is also stored.

**NOTES:** This command does not save text or drawings from the layout. Information pertinent to the physical layout only is saved. Text and drawings should be saved from the disk option in the MAIN MENU.

Whenever you press SAVE in the LYOUT MENU, then press the filename in the upper left box, the program opens a new layout file on your disk under that name and adds that name to a subsequent menu of layout files. From now on, you must use the filename listed in the subsequent menu of layout files, not the one shown in the upper left position of the first menu of layout files, to access your new layout file. If you press the filename in the upper left box, the program will erase the contents of the file and re-initialize a new file under that name.

**RELATED COMMANDS:**  
SAVE (DISK MENU)

Use SAVE in the DISK MENU to save images on disk.