

Printer's Apprentice Help

Printer's Apprentice is a professional tool for exploring your type catalog. With this program, desktop publishers, designers, and layout artists can choose the perfect typeface for their creation. For aid on using the Windows help resource, press F1. Check out the Release Notes section for answers to the most popular questions...

If the headings in this help file are jaggy, add the following lines to the [FontSubstitutes] section of your WIN.INI file...

Tms Rmn=Times New Roman

Times=Times New Roman

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Introduction

Welcome to Printer's Apprentice 5.00, the fantastic font exploration program for the Windows 3.x environment. Printer's Apprentice is an entrance to the fascinating world of typography and the power of the printed word. Printer's Apprentice allows you browse the character set of all your scalable fonts as well as find their location on an onscreen keyboard. Optionally, you can view the entire character set on the screen at once or examine classical quotes set in a particular face.

Printer's Apprentice will make working with symbol and dingbat fonts a breeze. Any character can be copied to the clipboard for easy insertion into another application such as Word for Windows or Excel.

Printer's Apprentice also allows you to print specimen sheets for your entire type library. ANSI and keyboard layouts will be handy to have by the computer while other specimen sheets can be used to build a personal sample book.

Use this help file as you would use the help file for Excel or other programs. Many dialog boxes in Printer's Apprentice have a question mark button that will pull up the help system. Unfortunately, it is not yet context sensitive, so you will have to jump around a bit... In any case, have fun finding out about the character in your computer!

Installation & Setup of Printer's Apprentice



At this time, there is no separate installation program for Printer's Apprentice. As with other programs built with Visual Basic, VBRUN100.DLL is required and should be found in your Windows directory.

All Printer's Apprentice files should be placed in their own separate directory. This directory **must** be located on your path statement. (i.e. Add a ; to your PATH= statement in your AUTOEXEC.BAT file).

When Printer's Apprentice is run, it will show a window like the one above as it sorts through your fonts. If it is the first time you run PA, a small help window will popup explaining the procedure for selecting a system font. The system font is used on every specimen sheet to provide titles and other information about the font. The system font should be a simple, sans serif face such as Helvetica or TrueType Arial on the Windows 3.1 system.

Printer's Apprentice has a separate setup utility (PACONTRL.EXE) that allows you to change options for program features and specimen pages. Choosing Options.Setup from the menu will start it up. On the left side of the screen is a list box. Simply click on a setup option on the left. The settings for the option will appear on the right. Make your changes and press SAVE. A whole variety of options for the program can be set here including headers, footers, inventory print size, and viewing defaults.

Printer's Apprentice Windows

Printer's Apprentice is built around one main control panel. However, there are several other panes that allow the user to view his fonts in a variety of ways. These are all accessed through the [view menu](#) or the [toolbox](#) .

More info...

[The Main Window](#)

[The Visual Keyboard](#)

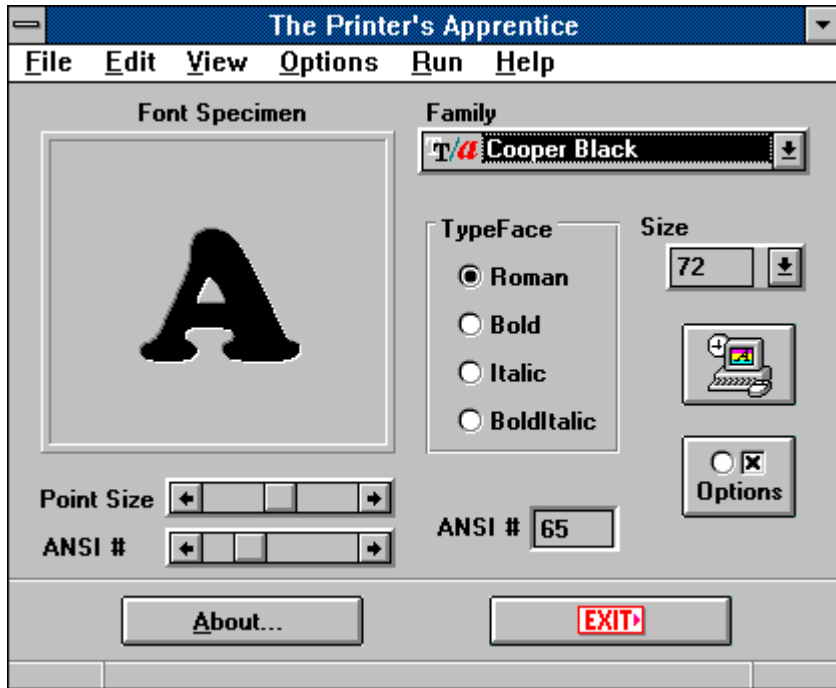
[Paragraph Window](#)

[Character Set Window](#)

[The Toolbox](#)

[Batch Printing Window](#)

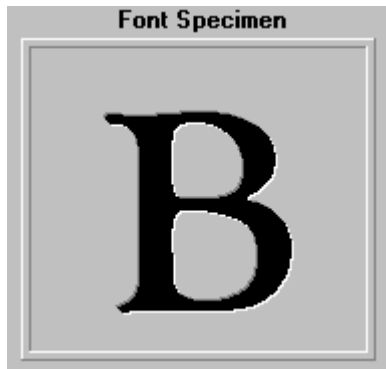
Printer's Apprentice Main Window



Presented above is the Printer's Apprentice main window. To learn more about the individual screen elements, click on the descriptions below.

1. The Font Specimen
2. Family Name
3. Font Size
4. Typeface
5. Point Size Scroll Bar
6. ANSI Scroll Bar
7. Font Manager Button
8. Setup Button
9. ANSI Number

The Font Specimen



The Font Specimen shows a sample character of the current specimen font. A change in the current family, weight, point size, and sample character will all be reflected in this window. The attributes of the current sample character may be saved by using the OPTIONS.SAVE_ATTRIBUTES command.

The Family Name



This drop-down list box shows the names of all fonts available to the user based on the current printer. Note: only printer fonts are displayed. The contents of the list are based on the current printer and type manager software in place on the system. Printer's Apprentice will use the current font as the default face when you select the OPTIONS.SAVE TEXT ATTRIBUTES command.

Printer's Apprentice is designed to work *best* with scalable type families. In the listbox, scalable families are noted with a small -> **T/a**, while bitmapped or fixed point size families are denoted with a small -> **BM**. Bitmapped fonts are based on a fixed size pixel map and do not work well with Printer's Apprentice. Our program utilizes a variety of sizes for printing purposes. Bitmapped fonts may not display correctly on the screen either.

Point Size



This small listbox displays a number of pre-defined sizes to display the specimen character at. The user may also click in the text area to enter in a different size. If a particular size is not available, as in the case with bitmap fonts, the specimen character may not change to represent the new size. The current size may be saved as the default by using the OPTIONS.SAVE TEXT ATTRIBUTES command.

Typeface (Weight)



TypeFace 4

Roman

Bold

Italic

BoldItalic

The family may be displayed in any one of four traditional variations on the original characteristics of the face. These include normal/roman, **bold**, *italic*, and ***bolditalic***. Only four variations are supported by Windows 3.x. Click on one of the radio buttons to change the way the specimen is displayed.

Point Size Scroll Bar



Clicking the arrowed ends will cause the character specimen to increase or decrease in size by one point . Clicking in the middle of the scroll bar causes point size to change by ten points. The default point size may be changed by using the OPTIONS.SAVE TEXT ATTRIBUTES command.

ANSI Scroll Bar



Clicking this scroll bar with the mouse will move you through the character set contained in the current typeface. As mentioned earlier, the ANSI set is used by Windows. Capital letters are in the range of 65 to 90 and lower case letters are from ANSI 97 to 122. The default specimen character may be changed by using the OPTIONS.SAVE TEXT ATTRIBUTES command.

Font Manager Button



Pressing this button will call up your font manager software program. This button may be configured by using the setup screen. Printer's Apprentice defaults to the Windows 3.1 control panel, but may be set to Adobe Type Manger if needed. ATM & TT are currently the only font managers that Printer's Apprentice supports as far as running from PA. Hopefully, we will support others in the future...

Setup Button



Clicking this will simply invoke the [setup dialog box](#) with a host of options for Printer's Apprentice.

ANSI Number



The ANSI number of the current character specimen is displayed here. The user may jump to a particular spot in the character set by changing the value in this text box.

The Visual Keyboard



A unique feature of Printer's Apprentice is the on screen, visual keyboard. This feature is similar to a utility on the Macintosh platform, the KeyCaps desk accessory. The visual keyboard allows you to find special characters on the IBM keyboard. To see the keyboard with the current font on the keys, pull down VIEW.KEYBOARD. The typeface used on the keys will change whenever you change the family listbox in the Printer's Apprentice main window . This window may be minimized or moved around on the screen as needed. Minimizing the Printer's Apprentice main window will also minimize the keyboard on the desktop.

The (physical) keyboard or the mouse may be used to send keys to the small edit window



above the keyboard. When the family is changed, these characters will also change. Clicking the buttons with the mouse has the same effect as using the (physical) keyboard. Changes to shift state and the caps lock keys will be reflected on the visual keyboard.

You can also use the edit window to send characters to the Windows clipboard. With the caret in the edit window, pressing shift and the arrow keys will highlight the text. Press CTRL-INS to copy the text to the clipboard. Pressing SHIFT-DEL will cut the text out and place it into the clipboard. Use SHIFT-INS to paste data into the edit window.



This small button closes the visual keyboard.

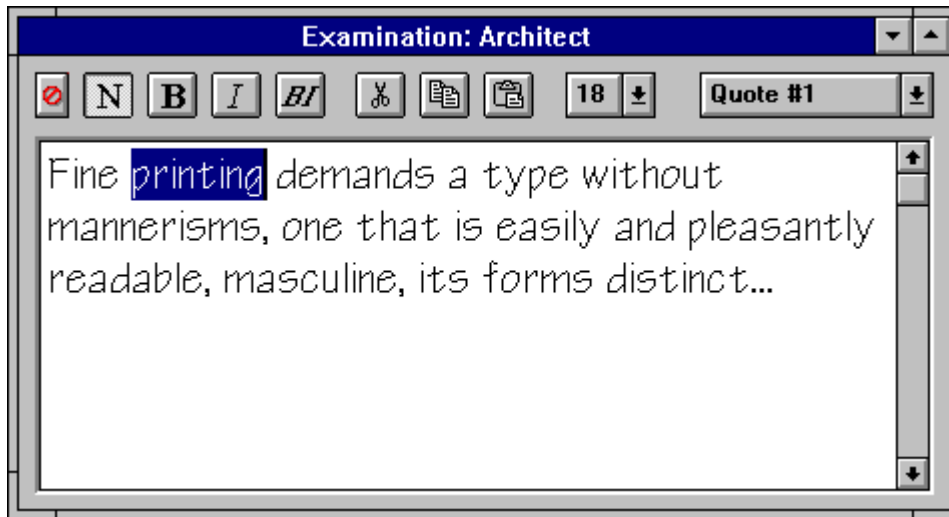


Clicking this button will clear the contents of the edit window.



This is the copy button. It will send the contents of the edit box to the clipboard with no formatting codes.

Paragraph Window



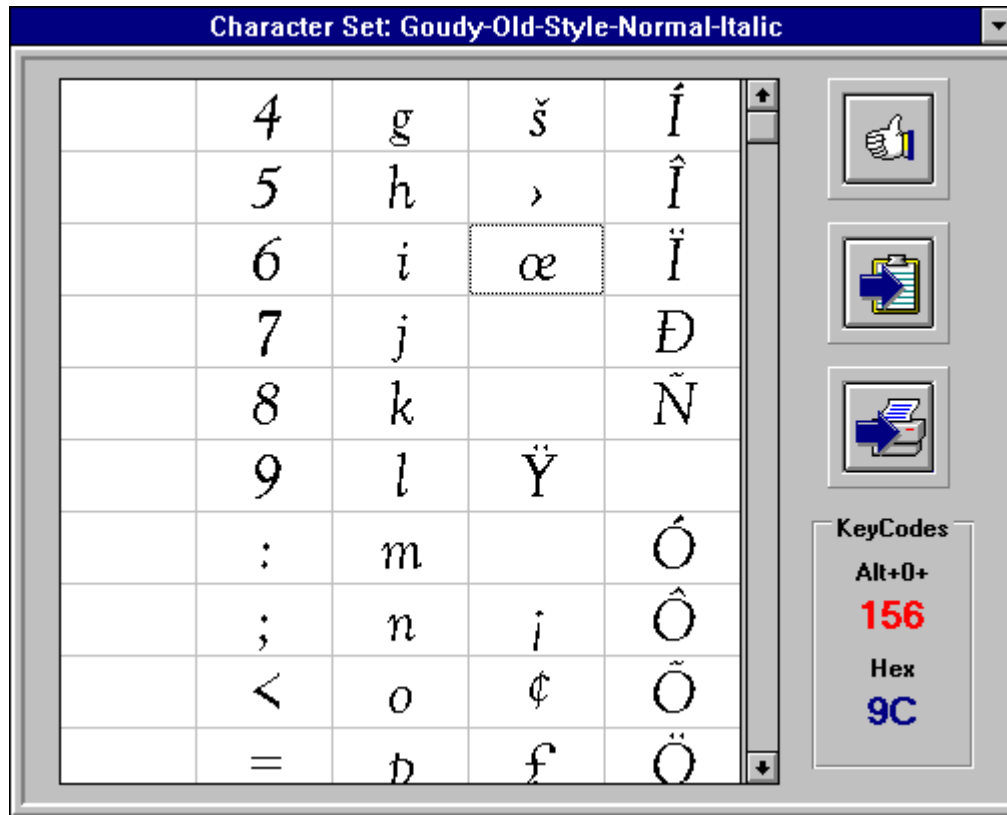
In this window, the user may view a variety of pre-defined strings, special symbol sets, or random text entered from the keyboard. Use the two listboxes to change font and point size. Click the red "no" button in the upper left corner to close the paragraph window. Note: This window is sizable and may be sized for ease of viewing.

The list box at the top right of the sizable window lists four sets of characters and ten quotes. The defined quotes may be changed by using the quote box in the setup window . The four symbol sets include the alphabet in both upper and lower case, the numerals, punctuation marks, and the extended characters.

The text strings may be viewed in normal, bold, italics, and bolditalic. Use the buttons at the top left of the window to change paragraph attributes.

In addition to viewing character strings set in your favorite typefaces, the paragraph window may be used to cut , copy , and paste special characters between Printer's Apprentice and other application programs. Simply use the mouse to select the desired character and press the copy button .

Character Set Window



This window allows you to view the entire character set of your typeface in a large, easy to read format. The grid contains all 255 characters in the font. To see more, click the scroll bars. Selecting a character in the grid with the mouse will change the specimen character in the main Printer's Apprentice window. To copy the selected character to the clipboard, use the arrow & clipboard button. The arrow & printer icon will bring up the print options box. Clicking the thumbs up icon will close the window.

The character set window also shows the ANSI codes in red for the selected character. The ANSI code may be used to enter the character directly into an application. For example to use the "œ" character, hold down the ALT key and press "0156" on the numeric keypad. The HEX code is also displayed in blue for programmers.

Floating Toolbox

The Printer's Apprentice toolbox works just like the toolboxes in programs such as AMI Pro and 123/W . It serves as a simple alternative to repetitive menu clicks. You can make Printer's Apprentice default to displaying the toolbox by selecting the toolbox option in the default views section of the setup window .



Spec sheet 1, II, Character Set

Quick char sheet, keyboard, ANSI Page

Inventory, batch printing, print dialog box

Screen keyboard, paragraph window, character set

Close toolbox, help, setup options

Batch Printing Window

The Batch Printing window allows you to print specimen sheets for groups of fonts. Use the arrows to move fonts from the list of available fonts to the list of fonts to be printed. You can also double click on a list to add or delete the face name. Select the sheet you wish to print from the drop down list box at the top of the window.

Commands

Listed below is an index to the Printer's Apprentice command set.

[File Menu](#)

[Edit Menu](#)

[View Menu](#)

[Options Menu](#)

[Run Menu](#)

File Menu

FILE.PRINT - Printer's Apprentice currently can handle seven different specimen sheets. The specimen sheet will use the current font listed in the main window. All of the sheets have options that may be changed by clicking the small plus button next to the checkboxes. The settings you select are all saved to the PA.INI file. Listed below are brief notes about each sheet:

Specimen Sheet I - Best for viewing the alphanumeric characters with some text. The default strings and header may be changed by clicking the small button to the left of the checkbox.

Specimen Sheet II - This design is based on an ad I saw in a publishing magazine. Spec Sheet II prints a string of text in a variety of point sizes. The default string, as well as the headers and footers may be changed through the options button.

ANSI Chart - The ANSI chart will print out a reference guide to all characters in the font's character set . This is very handy to have for those dingbat fonts.

Keyboard Guide - Another handy guide to dingbat fonts, this will print a graphical keyboard as well as a chart of the extended characters.

Character Printout - If you need to examine the current specimen character in a variety of printed sizes, use this sheet.

Character Set - Prints a full page examination of the complete alphabet, symbols, numbers, and extended characters of a typeface.

FILE.PRINT INVENTORY - The inventory option is used to print a laundry listing of fonts available on your system. A window similar to the batch window pops up prompting you for a list of which fonts you want to be included on the list. For example, you may wish to print a listing of all your Adobe fonts, all the shareware fonts, or all those beginning with the letter B. Additional options for footers and the inventory size are available by pressing the Options button on the lower right corner of the screen. NOTE! This print command can take a while! Be prepared!

FILE.BATCH PRINTING - This allows you to print a whole slew of specimen sheets in one fell swoop. See Batch Window for more information on this option.

Edit Menu

EDIT.COPY - Places a copy of the specimen character into the Windows clipboard . The character is sent with no formatting, so you will have to change the font and point size of the character in the application you paste the character into.

EDIT.COPY LINK - Only for diehard chipheads who like to play with DDE and links! This feature was built in as a programming exercise, but has remained. Try this with Word for Windows: Use copy link to place a character in the clipboard. In WinWord, select edit.paste link. Arrange the windows so both PA and WinWord are visible. Now use the ANSI Scroll Bar in Windows to change the specimen character. The character in the WinWord document should change too. Just a small look at DDE!

EDIT.SEND TO WINWORD - For those of you who use Microsoft's Word for Windows, this uses the DDE and macro capabilities of the package to send the specimen character, complete with formatting codes intact, to Word for Windows. For this to work, there must be an open document in the Word panel. The character is place at the current cursor position.

View Menu

VIEW.KEYBOARD - Shows the Printer's Apprentice visual keyboard .

VIEW.CHARACTER SET - Printer's Apprentice has both a small ANSI chart as well as a larger one. This displays the larger character window .

VIEW.PARAGRAPH - The paragraph window allows you to view both predefined and user defined strings in a paragraph form.

VIEW.TOOLBOX - Printer's Apprentice also sports a sharp looking floating toolbox for easy access to functions.

Options Menu

OPTIONS.REREAD FONTS - Use this to refresh the font list after you change printer options from the Windows Control Panel.

OPTIONS.COLOR - You may view the specimen character in several different colors by using this option. The specimen color is saved to the PA.INI when you use the OPTIONS.SAVE TEXT ATTRIBUTES menu pick.

OPTIONS.SETUP - Opens the setup window.

OPTIONS.SAVE TEXT ATTRIBUTES - This saves the name of the current font, font size, specimen character, and color to the PA.INI. These options will be used by default the next time you start Printer's Apprentice.

Run Menu

You can run a variety of related utilities directly from Printer's Apprentice. These programs include the Windows Control Panel, the clipboard viewer, Adobe Type Manager, and the Windows 3.1 Character Map.

Release Notes

Postscript - Despite being the best printer language available, it is still a troublesome to use with Windows. If you are using an HP III with a Pacific Data, HP, or other Postscript cartridge, I recommend you use the original, native PCL mode of the HP printers. Your ATM fonts will still work and TrueType will have no problem with it. Using ATM and TrueType with the PCL mode is the easiest way to get fantastic output from your HP or compatible printer.

TrueType - TrueType is Microsoft's answer to Adobe Postscript. Printer's Apprentice has been tested with TrueType fonts and will recognize them if you are using Windows 3.1. TrueType, Adobe Type 1, and all other scalable fonts are designated with the small **T/4** in the font lists.

Where is the CANCEL button? - I know...we all want a CANCEL button to abort those huge runs. VB has no internal support for halting a print job. I have seen kludge attempts, but they are not very smooth. As I repeat below, don't try to do ridiculously large jobs at once. Printer's Apprentice will probably hang on you. I have helped matters a bit by allowing you to select which fonts you want run in the inventory sheets. I have also added a little disclaimer dialog right before you print an inventory letting you know that Printer's Apprentice will most likely take a LONG time to print... we will see what the future brings.

Huge Runs - Do not try and print batch runs of hundreds of fonts at once! Go easy on the poor old VB print engine and try to stick to around twenty or so font sheets at once. If you try to print an inventory for 300 fonts at one time, PA will most likely give up. Try doing all your fonts that begin with A through D then E through H or some other systematic approach. I don't know why, but the Visual Basic print engine can only take so much before it chokes! With any luck, Microsoft will improve the engine for release 2.0!

Superprint - Superprint is a set of tweaked drivers claiming to speed up Windows printing. I have not personally used or tested the program, but other users have mentioned that Superprint does not like printing programs written in Visual Basic. This is also mentioned in the documentation for other font programs like Printer's Apprentice. Switch to your original drivers when you use PA.

Norton Desktop - Visual Basic programs have a tendency to move to the back of a stack of open windows when launched from Norton Desktop 1.0. Both companies, Symantec and Microsoft, have acknowledged this but. Look for a fix when ND 2.0 is released...

Bitmapped & Cartridge Fonts - The original HP II printer relied on fixed size, bitmapped fonts. The newer HP III and Postscript printers use scalable technology to render many sizes from a single outline file. It is not recommended to ask Printer's Apprentice to print spec sheets for fonts with only one point size. Look for the small BM next to the font name to determine if it is bitmapped or not.

Huge Temp Files - Windows uses temporary files to hold print files before sending them out to the printer. If you are doing a batch print of 150 fonts, be sure you have about four or five megs free on your hard drive. If Printer's Apprentice fills your drive, it will most likely crash...

Bum Font Files - Many fonts distributed through BBS systems run the risk of being bad. I don't know why, but occasionally they are corrupted. These bad fonts cause utter chaos with Printer's Apprentice. When Adobe Type Manager came to the Windows scene, many people converted Macintosh format Type 1 faces to PC format using a program called WFMBoss. An early version of this program had a bug that caused an occasional UAE with its fonts. If PA is acting funny, look at your font list, one or two may be bad...

Exiting Windows - Sometimes exiting Windows while a Visual Basic program is running will cause a UAE. The reason for this is unknown. Windows 3.1 will hopefully fix the problem.

Font Limits - Depending on who you speak with, the practical limit on fonts ranges from 150

to 400. Microsoft says 150, Adobe says 400 with ATM. Who knows... Having over 200 fonts in your system may cause Printer's Apprentice to be unreliable. Try trimming your list down a bit.

System Resources - To be honest, Printer's Apprentice is a system HOG. I apologize, it is tough to write lean, mean programs in Visual Basic. I have made every effort to make this program as fast and as small as possible. We are still working on trimming the fat... Future modules for Printer's Apprentice may come in EXE form so you don't have to run the whole thing at once...

About Lose Your Mind Software

Lose Your Mind Software is dedicated to bringing you the finest in low cost utilities for the Windows platform. We are run by Bryan T. Kinkel, a 1992 graduate of the University of Richmond. While Printer's Apprentice is our first project, you can be sure to find new, innovative programs that really make your work more enjoyable! Other employees of Lose Your Mind Software include Marilyn Kinkel (technical support and head cheerleader), Ted Kinkel (educational grants and business guidance), Claire Kinkel (envelope stuffer), and Maggie (killer, miniature dachshund)...

Special Thanks goes out to John Stanko, Rob Wasserman, the folks at Sheriden Software, all my beta testers, and everyone who has taken the time to register early versions of Printer's Apprentice.


Many sincere apologies to ALL those who registered and had to wait so long to get this release...

Typography is the art of designing letterforms for the printed page.




The clipboard is a section of memory Windows sets aside to store data shared between programs. The Clipboard viewer (CLIPBRD.EXE) is a separate program that allows you to examine the contents and format of the clipboard.

Copy will place a copy of the selected text or object into the clipboard. To copy a selection, click EDIT.COPY or use the CTRL-INS key combination. In some Printer's Apprentice windows,

you can use the copy button  .

Cut deletes the currently selected object or text from the active document and places it into the clipboard. Use SHIFT-DEL or EDIT.CUT. In some Printer's Apprentice windows, you can

use the copy button 

Paste will insert data from the clipboard into the current application or document. EDIT.PASTE or SHIFT-INS will paste an object from the clipboard. In some Printer's

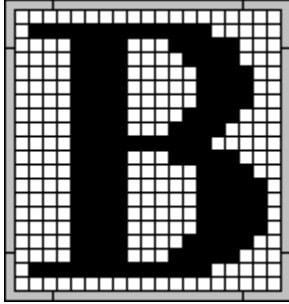
Apprentice windows, you can use the paste button



A font is a single size and weight of a typeface family. A family would be Goudy Old Style, for example, while an individual font would be Goudy Old Style Italic 14.

Scalable or vector typefaces use a set of mathematical formulas to represent its character outline. The formulas form the curves and lines that make the family look the way it does. Scalable technology allows users to generate a particular face at virtually any pointsize. Adobe's Postscript printer language was one of the first technologies to use scalable type. TrueType is Microsoft's own scalable technology and is built into both Windows 3.1 and the Macintosh System 7 operating systems. Scalable fonts are sometimes referred to as stroke or vector based fonts.

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A bitmap or raster image is a picture based on a fixed grid. Individual grid cells may be "on" or "off" to make the figure look like something. Some printers, such as the LaserJet II, use bitmaps to generate fonts. Because of the bitmap, fonts for these printers are of fixed sizes. A new bitmap must be generated for each size to avoid distortion. Scalable fonts, on the other hand, use a series of vector calculations to create a perfect outline at a particular point size. The outline is then laid on the grid and the appropriate bits are colored in to create the character.

A character set is the range of letters, numerals, and symbols displayable in a particular face. Windows 3.x uses the set defined by the American National Standards Institute (ANSI). This set has 255 available spaces for each typeface. MS-DOS uses a derivative set called ASCII (American Standard Code for Information Exchange). ASCII is a 7-bit set which does not provide for any other letterforms not included in the English language. This is a serious limitation and has led to international meetings intent on defining a new standard. Another character set, EBCDIC (Extended Binary Coded Decimal Exchange Code) is used by the old IBM mainframes.

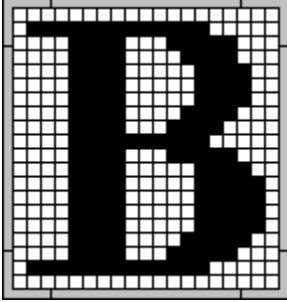
A point is $\frac{1}{72}$ of an inch.

American **N**ational **S**tandards **I**nstitute

Early versions (pre 3.1) of Microsoft Windows had very little support for fonts from different vendors. While a good number of printers and vendors were supported, the internal Windows support was very poor. Windows was supposed to be a WYSIWYG world, but screen fonts tended to look like small piles of bricks. So.... enter in font managers. These programs hooked into Windows and provided true screen fonts among other features. Adobe's Type Manager also allowed printing of Postscript faces on non-Postscript devices. Other vendors such as Bitstream, Atech, and Morefonts provided other features such as font customization and support for different font technologies.

AHT **AHT**[Ⓢ]
Sans Serif Serif

A sans serif font does not have strokes drawn at right angles to the arms, stems, or tails of letters. Helvetica is a sans serif face.



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A specimen sheet is a sample printout or press designed to show the printer the characteristics and qualities of a particular face. The Printer's Apprentice provides the user with a wide variety of spec sheets for general use.

