MODULE 9   CHARACTER STYLES

This module will introduce character styles. Character Style is the identity of a chara
It could be bold, italic, underlined. It also includes the type face and type size.

Follow the instructions for the exercises.

PREREQUISITES

Completion of Module 8. PRINTING.

OBJECTIVES

At the end of this module you will have learned:

    1.   How to open the character menu.

    2.   How to make characters bold, italic, underlined or with strikethru.

    3.   How to select type faces and sizes.

    4.   How to make text all upper case, all lower case, and small caps.

    5.   How to input superscripts and subscripts.

CHARACTER STYLES

Character Style is the way a character looks. It could be bold. It could be underlined It could be italic. It also includes the size and design of a character.

Character styles are selected by marking a command in the Character menu. To see the Character menu, you select a character, word or line and hold down the Com key and press Look key:

) Enter the Editor.

) Open your document directory; Get <CHARACTER-STYLES>.

) Begin reading from the screen. The heading below (CHARACTER MENU) should
     be visible on the screen. If it is not on the screen, check to see if the title in
     the document menu is correct.

If you have not selected the proper title, open the document directory, select the proper title and get the correct document.

) Begin reading from the screen.

Character Menu

) Select the character "S" in this line.

) Hold down the Com key and touch the Look key.

The menu at the top of your screen should look like the first five lines of the following

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Character menu                         Neutral  Detail  Apply
Type:  Bold   Italic   Underline   Strikethru   Footnote  Style:
Face:  Times Roman  Helvetica  Elite  Symbol  Greek  Titan  Old English
     Roman PS  Letter Gothic  Spare 1  Spare 2  Spare 3
Size:  4  6  7  8  9  10  11  12  14  18  24  30  36  pts.
Case:  Normal  Upper  Lower  Small caps
Offset:  None  Superscript  Subscript  <> pts.
Tab pattern:  Tab.stop  ▬▬ ▬▬ ══    None
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To expand your menu to look like the one above:

) Mark Detail. Your menu should look like the one above.

Look at the top line of the Character menu. Detail is still highlighted to let you kno
is expanded. Helvetica is highlighted, which tells you the type face or style of this
Helvetica. Times Roman is the preset default option that the system assigns.

10 is the type size (height) of the character. Type faces are measured in points, a st
printing industry unit equal to 1/72 of an inch. With the HyType printer you do not ma
size as it will be 10-pitch, 12-pitch, or proportional spacing. When you turn on the s
preset option is 10.

Case: refers to lower and upper case characters. The preset selection is Normal, which
the characters will be upper and lower. You can choose to have all Upper case, all Low
case, or Small caps.

Offset: refers to the typing line. The preset option is None. If you have superscript
subscripts, you would place them above or below the lines. You would mark the appropri
option and Apply.

Select this paragraph. The entire paragraph should be underscored and the cursor shoul
turned into a paragraph symbol.

You should always mark "Neutral" before changing any options so only those options you
mark will affect what you have selected.

) Mark Neutral.

The options should now appear grey. You are going to make the paragraph you selected 1
point Bold.

) Mark 12 and mark Bold.

As with the Print menu, these will not take effect until you mark Apply.

) Mark Apply.

The paragraph is now bold and the size of the type is larger than the rest of this docu

To dehighlight Bold, mark it again. To dehighlight 12, select another size.

) Dehighlight Bold.

) Change the type size back to 10.

You are going to underscore the above three lines and make them italic.

)   Select the three lines.

)   Mark Underscore.

)   Mark Italic.

)   Apply.

Look at the line beginning with Type: in the Character menu. You can highlight any or
these options.

)   Select the word Character in the above paragraph.

)   Mark Bold, Italic, Underline, Strikethru

)   Apply.

)   Dehighlight all of those options.

Look at the line beginning with Face: These are type styles available for you to use.

)   Select the above paragraph.

)   Mark Times Roman.

)   Apply.

There are charts in your Reference Manual and Fonts Manual which tell you which of the
styles are available in which sizes.

Look at the line beginning with Case: Normal means upper and lower case. Upper means
Upper case. Lower means all Lower case. Small Caps means all of the letters will be u
case, but the first letter of the word will be 2 points larger than the other character
is typed as an upper case character. Therefore, if the word were 10 points, the first
would be 12 points. (SMALL CAPS OR SMALL CAPS)

)   Select the first line of the preceding paragraph.

)   Mark Small Caps.

)   Apply.

)   Mark Normal.

The last option line in the Character menu is Offset: You would use this if you were d
equations, footnotes, etc. The preset setting for superscripts and subscripts is 4 poi
or below the line of type. You can change this setting by inserting a different number
brackets after Subscript <>.

)   Move the cursor to the end of this document.

)   Type H2O.

)   Select 2.

)   Mark Subscript and type 2 in the brackets <2>.

)   Apply.

Your example should look like this: H_2O

)   Mark Normal.

Practice using the Character menu options including the superscripts and subscripts.   S
document under the title <your initials-CharacterStyles>.

Proceed to the next module.

SUMMARY   BASIC CHARACTER FORMATTING

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To open the character menu:...Select a character, word or line.

Hold down the COM key while touching the
LOOK key.   COM LOOK.

To choose type;..............Mark Bold, Italic, Underline, Strikethru,
Apply.

To choose face;..............Mark appropriate face, Apply.

To choose size;..............Mark appropriate size, Apply.

To choose case:..............Mark Normal, upper, lower or small caps,
Apply.

To choose offset;............Mark superscript or subscript. The preset
points are 4; if you want to change that setting,
type new number in brackets. Apply.

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