

FONT SELECTION IN MULTIPAGE PRINTING

OVERVIEW

It is standard for two different fonts to be used in different parts of a multi-page transcript.

For the main body of the transcript, a **proportional** font is used. Proportional fonts are generally easier to read at the small sizes called for in compressed printing.

However a **monospaced** font is used for administrative pages like the title page, appearance page, etc. Monospaced fonts allow items on the title page to lineup correctly, whereas with a proportional font they would not:

(using Courier, a monospaced font)	
CASE NUMBER:	AB123456
CASE NAME:	Smith vs. Jones
JUDGE:	Hon. Collis D. Smizer
DATE:	Thursday, January 29, 2004

(using Times New Roman, a proportional font)	
CASE NUMBER:	AB123456
CASE NAME:	Smith vs. Jones
JUDGE:	Hon. Collis D. Smizer
DATE:	Thursday, January 29, 2004

So it is customary to use a monospaced font for the administrative pages to get them to line up, and a to use a proportional font for the body of the transcript to make it easy to read.

HOW ECLIPSE MANAGES FONT SELECTION

Any paragraph style that is set to behave as Fixed will use a monospaced font. These are, by default, the paragraph styles Fixed and Centered.

Every other paragraph style will use the font selected in Print/Multipage Options. This can be any font you want, but the default is Times New Roman, a proportional font that works quite well.

Thus a sample transcript would print like this in multipage:

This is a fixed paragraph.

(This is a parenthetical.)

This is a centered paragraph.

Q Is this a question?

A No, this is an answer.

THE LAWYER: I object, this is actually colloquy.

The Fixed and Centered lines are rendered in the monospaced font; the rest is done in the proportional font.

CHANGING THE PROPORTIONAL FONT

This is a simple matter of going to Print/Multipage Options/Font and picking the font you want. If you wanted to print multipage transcripts in Tahoma instead of Times New Roman, you need only change it in the above location and the multi-page transcript will look like this:

This is a fixed paragraph.

(This is a parenthetical.)

This is a centered paragraph.

Q Is this a question?

A No, this is an answer.

THE LAWYER: I object, this is actually colloquy.

Note that the multipage font selection overrides any font choices you have made in the document itself or in your user settings. These are ignored; the multipage font is used for all paragraphs except Fixed and Centered.

CHANGING OTHER PRINT SETTINGS

If you want to change anything else, including customizing the monospaced font, you will need to make a MULTIPAGE.SET file. Here's how:

1. Create a scratch user, via User tab/Save Settings. Note that when you first create a user you will be automatically switched to it. If you make the scratch user and then return to it later, make sure you load that user so as not to overwrite your regular print settings.
2. Make whatever changes you need to make in the Current Document to get the multipage printing to look right. See below for a list of things you might change.
3. Copy Current Document to Master Format in the scratch user.
4. From the scratch user, export to a .SET file via User tab/Export settings. Call it MULTIPAGE.SET or some such thing.

This will create a settings file that can be used solely for multipage printing. Thus you don't have to constantly tweak your settings, or load/unload .SET files manually, to have a different group of settings in effect for multipage printing as you have the rest of the time.

To select your .SET file for use in multipage printing:

1. Press Alt-O to open the print dialog. (Keep in mind that you must be in an .ECL file to do so.)
2. Click Multipage Settings.
3. Click Settings file.
4. Select the .SET file you created above.

This choice will be saved in your user settings, so you don't have to select it each time you print multipage.

WHAT TO CHANGE

Here are some of the items you may want to change in the multipage .SET file:

- **Laser Box.** If you want to change the location of the box edges, add a Text Box to the Current Document via the Document tab. Then, click and drag to change its location. You can't really preview the multipage print, so you'll have to print a page, then use trial and error to determine exactly where the box should go.
- **Location of Page Number.** Change it in the Document tab.
- **Omit Headers/Footers.** There is a way to omit these in User Settings; position them off the page by setting Header Margin or Footer Margin to an absurdly high number.
- **Character Spacing.** This is the horizontal space between characters. You may want to increase this to widen things out a bit.

This is not an all-inclusive list. Theoretically, anything you can change in the standard print format can be changed for multipage printing as well, and saved in the MULTIPAGE.SET file.

FONT ISSUES

- **Printing In One Font.** As mentioned at the beginning, the monospaced font is used on paragraphs set to behave as Fixed. The proportional font selected in Multipage Options will be used for all others.

If you want the entire document to print in one font, set the Behaves As for Fixed and Centered paragraph styles to Normal. This is done on the Paragraphs tab/Advanced button.

The entire document will print using the proportional font. The title pages won't line up, but some reporters don't care about this.

- **Changing the Monospaced Font.** This is where things can get kind of tricky.

Again, the Fixed and Centered paragraph types (those set to behave as Fixed) will use a default monospaced font. To change the monospaced font, go to the Paragraphs tab, select the paragraph style, click Advanced, click Text Font, and pick the font you want. Usually, people will want the monospaced font to be larger or bolder (rather than a different face altogether).

Sounds easy enough, but here's the kicker: the font you select here has to exist in the Master Font Table of both the Current Document and the Master Format as well as the MULTIPAGE.SET file.

In other words, if you go to Paragraphs tab/Advanced button/set the font to Courier New Bold 20 pt, and export it to the MULTIPAGE.SET file, then Courier New Bold 20 pt needs to be available in the Master Font Table of both the Master Format and the Current Document.

Not only that, it has to occupy the same position in the Master Font Table. By default, the first three slots (0 through 3) are reserved for Regular, Italic, Bold, and Bold Italic for the Main Font. When you add the new font, it should appear in slot 4, assuming that no other stray fonts selected.

In practice, here's how it'll go:

1. Select the desired monospaced font via Paragraphs tab/Fixed paragraph style/Advanced button/Text font.
2. Make the same selection for the Centered paragraph style.
3. Go to Documents tab/Advanced/Master Font Table.
4. Check the number assigned to this font. If you're lucky, it'll be 4.
5. Export that to the .SET file along with any other changes you want.
6. Go into the Master Format you're actually going to be using with this multipage SET file (not the scratch user you made).
7. Go to Documents tab/Advanced/Master Font Table.

8. Click Add Font.
9. Select the same font you did in Step 1. Make sure the size and attribute (bold/italic/normal) are identical.
10. Confirm that the font number is the same as you sent to the SET file in step 4.
11. You'll need these in the Master Font Table in the Current Document as well for this job to print. So switch to the Current Document and repeat steps 6-10.

Your future jobs will not need this extra step, because they'll have been created in a Master Format that already has this information in place.