



## The **B**ig & **T**all of Dot Matrix

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Applies to: WordPerfect/DOS, version 5.1

**O**ccasionally, I like to begin a page of text with an old-fashioned, oversized, extremely large first letter. A laser printer with a large selection of fonts could make this easy, but I haven't retired my dot matrix printer yet. If I want an old English text style, I have to import the letter as a grabbed file from a graphics program, but if a standard letter will suffice, it can be inserted from within WordPerfect 5.1 by using the Equation Editor; no add-on products are needed for fonts or printing. This technique will work on any dot matrix printer with graphics capabilities; if you can print graphics, you can print enlarged letters.

First, set the options for Equations from Document Initial Codes. From **Format** (Shift-F8), choose (3) Document, (2) Initial Codes. From **Graphics** (Alt-F9), (6) Equation, (4) Options, set all border styles to none. Press (1) Border Style, and (1) None four times for Left, Right, Top, and Bottom. Set all inside border spaces to (0). Press (3) Inside Border Space, and then 0, (Enter) for each of the four sides of the Equation box.

Set line height to fixed. Press **Format** (Shift-F8), (1) Line, (4) Line Height, (2) Fixed. WordPerfect will provide the default height to match the current font. Press (Enter), and **Exit** (F7).

Allow several blank lines above each large letter. Press (Enter) two or three times. For each large letter, create a new equation: **Graphics** (Alt-F9), (6) Equation, (1) Create. Choose (4) Anchor Type, (3) Character. Choose (5) Vertical Position, (4) Baseline. Choose (7) Size, (3) Set Both, (1"), Enter, (1.2"), Enter, to set a letter size of one inch wide by 1.2 inches high.

Choose (9) Edit and type (FUNC{), and the letter choice for the paragraph lead, and (}). For example, for a paragraph starting with the letter T, type (FUNC{T}). Choose **Screen**, (Ctrl-F3), to display the Equation. WordPerfect will attempt to match the style of the font chosen for regular text, but the default appearance of the characters will be italics. FUNC is short for function. It is used in equations to display characters or words in normal text. The FUNC{) can be left out if you prefer the large letter to appear in italics.

Next, set the size and alignment of the equation from the Equation: Options screen. Press **Setup** (Shift-F1). Set option (1) Print as Graphics, (Y) Yes. Next, choose (2) Graphical Font Size, (2) Set Point Size, (60), (Enter). The 60 is

for 60 point letters, about 5/6", to use as a starting size. Set the next options, (3) Horizontal Alignment, (3) Right, and (4) Vertical Alignment, (3) Bottom.

Press **Exit** (F7) until you are back in the normal editing screen. The large letter will display as a character-size block.

Advance left about .10" for letters that extend to the right at their bottoms, like E, B, or M, or as much as .30" for F: **Format** (Shift-F8), (4) Other, (1) Advance, (4) Left, (.1"), (Enter), **Exit** (F7). This manually kerns the letter, or pulls the text into any blank space at the bottom right of the letter.

Check the layout with Preview: **Print** (Shift-F7), (6) View Document. Does the large letter display correctly? In the right size? Is the next letter to the right too far away, or is it overlapped with the large letter? Once you've examined the page, press **Exit** (F7) and find and correct any problems from this list.

### 7 Does the letter overlap with the line above?

Add some blank lines above the large letter. Move the cursor up one line, and then press (Enter) two or three times.

### 7 Is the letter too large or too small?

Position the cursor before the large letter, then enter the Equation Editor. Press **Graphics** (Alt-F9), (6) Equation, (2) Edit. WordPerfect will display the number of the equation. Press (Enter), (9) Edit, **Setup** (Shift-F3), (2) Graphical Font Size, (2) Set Point Size, choose a new point size, and press (Enter). Letters one inch high are about 72 point. Press **Exit** (F7) three times to return to the editing screen.

### 7 Does only a portion of the letter display?

The font size chosen is larger than the box. Choose a smaller point size of the font from the setup screen within the Equation Editor, using the steps listed above. Or, you may need to adjust the size of the equation box. Position the cursor before the large letter, and choose **Graphics** (Alt-F9), (6) Equation, (2) Edit, and press (Enter) to accept the equation number supplied by WordPerfect. Pick (7) Size, (3) Set Both, and enter the new measurements for the box size. Press **Exit** (F7).

### 7 Is the letter too far away from the next letter to the right, or do the letters overlap?

The advance code is too small or too large. To find and replace the advance code, use **Reveal Codes**, (Alt-F3), position the cursor on the advance code [AdvLft:0.1"], and press (Delete). Then choose **Format**, (Shift-F8), (4) Other, (1) Advance, (4) Left, enter the new distance to adjust the text toward the large letter, and press (Enter), and **Exit** (F7). Press **Reveal Codes** (Alt-F3) again to return to the normal editing screen.

If you are using different size fonts in the text, you may need to reset the line height to auto at the end of the paragraph. Press **Format** (Shift-F8), 1, 4, 1, **Exit** (F7). On many dot matrix printers, all the fonts are the same height, and this step may be skipped.

This is a long process for just one letter. The steps can be placed in a macro, and automated. BIGPARAG.WPM

will prompt for a letter to enlarge, set the line height to fixed, set the options for the equation, create the equation, enter the Equation Setup instructions, and insert the Advance Left code. All that leaves for us to do is checking the layout with View Document.

To begin the macro, select (Home), **Macro Define**, (Ctrl-F10). Enter the name of the macro, (bigparag), and press (Enter). Type a description for the macro, such as (Big Paragraph Introduction), and press (Enter). The screen will change to the Macro: Action screen. {DISPLAY OFF} will already be entered on the editing screen by WordPerfect.

Move the cursor past {DISPLAY OFF}, and enter the macro as shown below. The commands and the braces around the commands should not be typed; WordPerfect will insert the braces as the commands are entered. {CHAR} and {VARIABLE} must be selected from the Macro Commands menu (Ctrl-PgUp). (Enter) and (Exit) must be preceded by **Compose** (Ctrl-V). **Format** (Shift-F8), **Graphics** (Alt-F9), and **Setup** (Shift-F1) may be entered normally with the function keys. On the line of BIGPARAG beginning with "9func," the outside pair of braces must be typed normally. Unlike all the other braces, which indicate commands, this pair of braces will be entered into the formula in the Equation Editor as typed characters.

When the macro has been entered, check it against the listing. In particular, check for doubled braces on the "9func" line, for all the {Enter} and {Exit} codes, and the tildes in the prompt line beginning with {CHAR}. The spaces in that prompt should display as centered dots. All the commands should display as bolded and in braces. If in doubt, the WordPerfect 5.1 User's Manual has more details on pages 415 to 420, in the section "Macros, Macro Editor." Once everything is correct, press **Exit** (F7) to return to the main editing screen.

Macro: **BIGPARAG.WPM**

Description: Big Paragraph Introduction

```
{DISPLAY OFF}
{CHAR}let-Enter Letter to Enlarge -
{Format}142{Enter}
{Enter}32
{Graphics}641111130{Enter}
0{Enter}
0{Enter}
0{Enter}{Exit}{Exit}{Exit}
{Graphics}614354731{Enter}
1.2{Enter}
9func{{VARIABLE}let-}
{Setup}1y2260{Enter}
3343{Exit}{Exit}{Exit}
{Format}414.1{Enter}{Exit}
```

Using the Big Paragraph macro, creating that large first letter is much simpler. First, allow blank space above the line for the graphic, at least one inch, with no tab before the paragraph, and the first letter of the paragraph's first word deleted. Second, call the macro, **Macro** (Alt-F9), (bigparag), (Enter). In answer to the macro prompt, "Enter Letter to Enlarge," enter the letter, remembering to use the (Shift) for capitals. The screen will clear momentarily while the macro enters the Equation Editor. Finally, check the layout with **Print** (Shift-F7), (6) View Document, and adjust the left advance for kerning if needed.

After the macro has run, you'll have what a scribe from the Middle Ages would have done with just a quill and ink, but your large letters will be more modern, and created not with a quill, but with a dot-matrix printer.

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