To: Distribution

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Subject: Typeset Guidelines for Multics Documentation

The purpose of this MTB is to document the following guidelines that have been established for manuals that are to be typeset. As new guidelines are established, or old ones changed, new updates will be published. The intent here is to document these standards and not to detail the particular control codes to be used.

The HIS Standards establish Century Schoolbook Roman (CSR) as the "standard" typefont for text in technical manuals. The following is a list of fonts, and their abbreviations, currently used by the Documentation Production Unit. Throughout the remainder of this document the abbreviation of the font will be used.

    Century Schoolbook Roman   CSR
    Century Schoolbook Italic   CSI
    Century Schoolbook Bold Italic   CBI
    Century Schoolbook Bold Roman   CBR
    Helvetica Roman   HR
    Helvetica Bold Roman   HBR
    Helvetica Italic   HI
    Helvetica Bold Italic   HBI
    Clarinda Typewriter   ascii9

⊗   Composition Editors are responsible for knowing and entering appropriate control codes in the compin segment.

⊗   Technical Writers are responsible for specifying when a "non-standard" typefont is to be used in the document.

⊗   Words or phrases, although jargon, that are generic, or widely known, need not have a font change and are therefore produced, by default, in CSR.

⊗   On a typewriter to add emphasis to a word or phrase one would normally underline the word or phrase. For typeset documents use the CSI font. For instance, in the phrase "must be used", the word 'must' would appear in the CSI font.

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⊗ Words that are, or should be, defined in a Glossary (or Preface), or have special meaning in the context being discussed are doubly emphasised. Throughout the document use CBI for those items (e.g., MPM Command). Implied actions (extraction, deletion, etc.) are also CBI.

⊗ Keywords such as the archive command uses are in the font HR.

⊗ Any character string that would be typed by a user, by the system in response to a user request, or would be typed by the system and the user must give a request, the font change for these items is ascii9. For example, when documenting the substitute request in ted or qedx, the following string would appear in the ascii9 font.

    s/Mary/John/

⊗ Bullets are used to flag user-typed lines in examples during a terminal session. Using the example above to show substitution and asking ted to print the line after the change is a case where the bullets would be used.

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| ⊗    s/Mary/John/p                                           |
|      Have you met John?                                      |
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Terminal session examples, not one line examples, may be enclosed in a box or may be shaded as desired. Also local line numbers, for reference in descriptive text, may also be given. These examples are in the ascii9 font, all enforced by the example macro, except for the bullets. If annotation is desired within the example, that text is in the CSR font. See the example.compin.info segment for more information.

Font Changes for Punctuation

⊗ When using commas and/or periods for strings of ASCII terms, DO NOT go back to CSR for those punctuation items. Maintain the font change for the entire ASCII string.

Command & Control Argument References in Text

⊗ When referring to command or request usage syntax, e.g., "The ted command may be given either interactively or in an ec or absin", the command name should be in the HR font. For control arguments, use HR with the N-dash (*-) on the control arguments.

o   For a list of comma or period separators for HBI items,
    change the font back to CSR.   For use of an elipsis added to
    an HBI term, use the CBR font.   The HBI comma-heads and
    periods are square and are very offensive to the eye.

Font Changes in Macros (Default)

All level headers adhere to HIS Standards and therefore there
are no font changes made by the user.

The macros for generating arguments, control arguments, and
the Syntax line in the module descriptions also adhere to HIS
Standards. These are the only macros that require a font change
(See   command.compin.info,   argument.compin.info   and
control_argument.compin.info for more information on signalling
font changes to the macros.) The Composition Editors, however,
have the responsibility for this change. Therefore, Composition
Editors, please take note of the following reminders:

o   Use HR for parentheses, brackets, and braces.

o   Use the N-dash (*-) for use in control arguments.

As previously mentioned, these guidelines represent the
stiuation as it exists today. If you have any questions or
comments, please contact Jan Seaman or Ed Wallman. For more
detailed information see the associated online info segments.