

Recorders Crumhorns Font

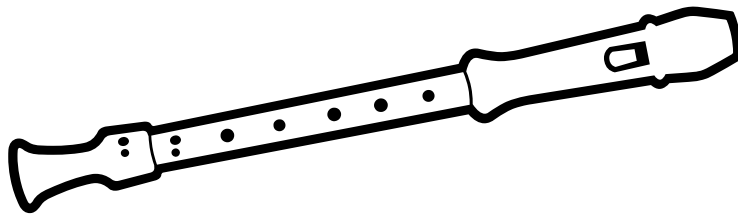
Doug Truter

Introduction

With this font (PC or Mac) you will be able to place drawings of recorders, crumhorns and some other decorations in documents. They can be placed with any application where fonts are selectable by the user, e.g. word processors, drawing or music notation applications. The font is like *Wingdings*, except that the images are different. The font's name is *Recorders Crumhorns* and it is a TrueType font. It is Freeware, but is not to be sold or distributed in an altered state. You may find the font useful for decorative purposes, e.g. placing a drawing(s) under the title of a score, in a letter or newsletter, on a cover, in a flyer, in a concert program, etc.

The drawings

The tables on the next two pages show the forty-seven drawings which are available in this font, and which keyboard keys are assigned to them. For example, if you choose *Recorders Crumhorns* as the type face, select a font size of 40 and press ' 3 ' on the keyboard, you will get a large drawing of a baroque recorder:



There is some logic to the way the keys have been assigned to the drawings, e.g. the top row of keys on the keyboard (the row with the numbers) is used to select horizontal (or near horizontal - as in the drawing above) renaissance and baroque recorders. The next row down (starting with q) is used for selecting vertical recorders, and so on. See the tables on pages two and three.

Drawings have been assigned to all the keys of the keyboard except for the (forward) slash key. This key (/) can be used to add tiny spaces before or after a drawing. It behaves just like the space bar except that the spaces are much smaller.




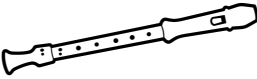
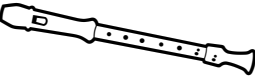


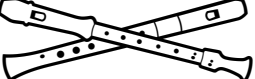






You may find it useful to print the next two pages - it may be all that you need
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Tables showing which key is assigned to each drawing

Horizontal Recorders

(use the top row of keys)

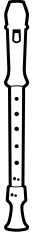
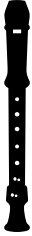








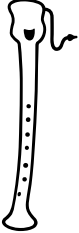

Font size used here = 14

\		1		2	
3		4		5	
6		7		8	
9		0		-	
=		\			

Vertical Recorders

(use the second row of keys)

Font size used here = 38

q		w		e		r		t		y	
u		i		o		p		[]	

Notes:

- As can be seen from these tables, a much bigger *font size* is required to obtain *vertical* drawings which appear to be the same size as the horizontal drawings.
- *Shift* or *Caps Lock* has no effect with this font.
- On some keyboards the backward slash key (\) may not be in the top row of keys.

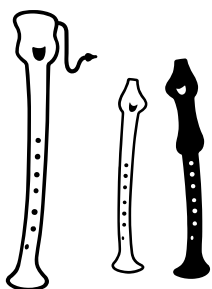
Mainly Vertical Crumhorns
 (use the third row of keys)
 Font sizes used here = 32 & 26

a		s		d		f	
g		h		j		k	
l		;		,			

Mainly Horizontal Crumhorns
 (use the bottom row of keys)
 Font size used here = 16 & 11

z		x		c	
v		b		n	
m		,		.	
/	Places a tiny space				

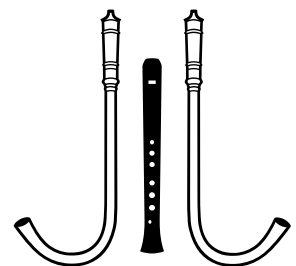
Tip: You can combine drawings, use different sizes of the font and include spaces.



Font sizes: 46, 32 & 36



Spaces have been placed between these drawings.



Font sizes: 42, & 32

You may already be familiar with some or most of the information provided in the remainder of this document

How to install the font

The font's file name is: *Recorders Crumhorns.ttf*. First save this file to one of your folders on your hard drive. The font is installed (or removed) like any other font on your computer. Use your operating system's **Help** for obtaining information on fonts and adding or installing a font. Since Windows XP is widely used (when this was written), this is how the font is installed with that operating system: Click **Start**, then **Settings**, then **Control Panel**, then select **Fonts**, then **File**, then **Install New Font**. You will be asked to identify the drive and folder where *Recorders Crumhorns* is located, i.e. the folder in which you saved the font. When this folder is double-clicked, *Recorders Crumhorns* should appear in the list of fonts in that folder. Click *Recorders Crumhorns* to select it, then click **OK**. The font will be installed.

Using the font in applications - general notes

- If you send someone a file produced by your word processor, music notation or drawing application etc, the drawings will not appear unless the receiver also has the *Recorders Crumhorns* font installed. *Options*: send a printed copy, send the font or convert the document to a PDF file. [Most word processors now conveniently include an icon (and other options) to export their documents as PDF documents. The PDF document you are now reading was entirely produced using *OpenOffice*, an open-source word processor which is available free on the internet.]
- When drawings are shown on the screen they may appear a little different to when they are printed. They are usually less accurately shown on the screen, e.g. the edges of the drawing may look a bit jagged and horizontal lines may look thinner than vertical ones. A drawing made with a small font size may be much clearer when printed than when it appears on the screen.
- You may notice something unusual about the way a drawing appears on the screen after you *delete it, move it or change its size*, especially if a very large font size is used. For example, when you delete it, some or all of it may still appear. When a drawing is moved or dragged you may notice a small jagged trace from an outer edge of the drawing left on the screen. These 'ghosts' will not affect the way the drawing (or page) is printed. If they bother you, try scrolling up or down the page - this may force the application to refresh the page. [Some applications have **Redraw Screen, Refresh Page** or **Update** in their **View** menus which will do the same.]
- In some applications the font's name (*Recorders Crumhorns*) may be shown alphabetically under R something like this:



Using the font with music notation applications

Notes are provided for *Finale* and *Sibelius*. If you have a different program, the notes for *Finale* may still be of some use.

Finale (and other Finale products)

Use the font in the same way as using any text font, i.e. click the **Text** tool, then click the **Text menu** to select the font (*Recorders Crumhorns*) and the font size. Click on the score where you want the drawing. The cursor appears. Type the drawing. If necessary, drag the drawing into place by its handle.

Sibelius

Simplest method, suitable for occasional use (requires 10 clicks)

- First you need to select the right cursor. Click **Create**, then **Text**, then **Special Text**, then **Special symbols**. Click on the page where you want the drawing. You now have the right type of cursor.
- Now you need to select the right font. Click on the **Properties** icon at the top of the screen (the properties window opens). Click **Text**, then select the font (*Recorders Crumhorns*) and the font size. Close the **Properties** window when necessary. Type the drawing. If necessary, drag the drawing into place.

More complicated but semi-permanent method

The aim is to get the *Recorders Crumhorns* font listed in the list of fonts that a 'house style' uses and to select the settings that you want for this font. You need to make your own choices with some of these settings. However, there are some crucial settings which are described now.

- Open a score. Click on **House Style**, then **Edit Text Styles**, then select **Special symbols** from the menu, then click **New**, then **Yes**. On the **General** card at **Name** [where it probably has: 'Special symbols (2)'] type 'Recorders Crumhorns', then select the font (*Recorders Crumhorns*) from the font menu (it should be listed if this font has been correctly installed). Select a font size that you are most likely to use (if you are not sure type in 12. Such settings can be edited at a later time). Click the **Vertical Posn** card to ensure that line spacing is 100%. Click **OK**. (*Recorders Crumhorns* should now be listed in the **Edit Text Styles** menu.) Close the menu. Sibelius now 'knows' about *Recorders Crumhorns* but only for the currently open (and saved) score.
- How can the settings be retained for use in *other* or *future* scores? Click on **House Style** again, then click **Export House Style**. You will be asked to give your new house style a name. You could name it "My Settings" , "Recorders" or "Fred". Once named and okayed, this house style will retain the settings for the *Recorders Crumhorns* font (as well as other settings for the open score). You are now able to use this house style in the future.
- You can import this house style into scores that do not yet know about *Recorders Crumhorns*. How? Open the 'ignorant' score. Click **House Style**, then **Import House Style**, then select the new house style you named. [You do not have to import everything from this house style. You can, for example, import only the **Text styles** component.]
- To use the *Recorders Crumhorns* font in a new score with the newly created house style, click **Create**, then **Text**, then **Special Text**, then *Recorders Crumhorns*. [If it is not listed, you need to import the new house style as described above.] Click on the score to position the cursor. Type the drawing. If necessary, drag the drawing into place. [Once you have set up the new house style, only 5 clicks are required to use the font - though more are required if you want to change its font size. Given the fact that much larger font sizes are required for the vertical drawings, you are likely to want to change the font size quite often with this particular font. Consequently, this alternative method may not be much quicker than the first one.]

Using the font with word processors

- A drawing can be typed directly into a document. *Centered* is often useful to position the drawing in the middle of the page.
- Using a *Table*: You can insert a table (one row and one column) and type the drawing(s) into the cell of the table. Be generous with the width of the cell before adding a drawing. The column borders can be dragged into place later on. With most word processors you can select the kind of borders, background etc. you want for a table, including borders which will not be shown on a print.
- Using a *Frame* or *Text Box*: You can type a drawing(s) into an inserted frame or text box. This enables you to drag the frame or box to where you want it, anchor it to a page or paragraph and wrap text before, after or around it (as shown on the right side of this page). Be generous with the width and height of the frame or box. The borders can be dragged into place later on. You can adjust the size of the frame or box, alter the borders, background etc. A frame or box is particularly useful when you only have one drawing because it can prevent a lot of blank space, especially if it is a vertical drawing. [Not all word processors (or versions of word processors) have these features.]
- Alternatively, you could make a drawing using a compatible Drawing application and insert it into your word processor document.

