

# Handbell Notation Fonts

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This image shows a musical score for handbells. The top staff is a treble clef staff with a key signature of one flat and a 3/4 time signature. It contains a measure starting with a chord of three notes (G4, B4, D5) on the first beat, followed by a slanted eighth-note pair (A4, G4) on the second beat, and another chord of three notes (G4, B4, D5) on the third beat. Above the slanted notes are two articulation marks: a downward-pointing triangle with an upward arrow. Above the final chord is the letter 'R'. The bottom staff is a bass clef staff with a 3/4 time signature, containing two upward-pointing 'J' marks on the second and third beats, corresponding to the slanted notes and the final chord in the treble staff.

Dear Customer,

Thank you for your order of the handbell notation fonts!  
The fonts will need to be installed before you can use them.  
Installation instructions are included within this  
document for both **Macintosh** and **Windows**.

A **key map** is also provided within this document.

Over the years in creating handbell scores using my notation  
software, I have found the font invaluable. I hope you will  
enjoy using it too.

Sincerely,

Paul A. McKlveen

## About The Fonts

The fonts were created via Fontographer, a Macintosh software product that allows the user to create fonts. There are two provided fonts:

**HBELL** - all of the text- and symbol-notation are uniformly scaled. When using this font, you will need to occasionally change point sizes when switching from one symbol to another because some of the symbols are optimally displayed better at a larger point size. Although the text-based notation typically looks the best at 12 or 10 point size, the graphical-based notation will look best at a variety of different sizes based on the symbol. For example, the mallet notation symbol is optimally displayed at 12 points, but the damp sign looks the best at 18 or 20 points.

**HBELLFIN** - the text- and symbol-notation are not uniformly scaled. This version was developed due to a submitted suggestion. Apparently, the notation software product Finale uses a default text size of 24 points, and a suggestion was made to develop a version of the font so that all the text- and symbol-notation would optimally be displayed at 24 points.

I recommend that if you do not use Finale, then use the HBELL font. Finale users may want to try both fonts.

# Installation Instructions

## For Macintosh PostScript Fonts

### Provided Files

HBELL	- HBELL PostScript font
HBELL.bmap	- HBELL font suitcase
HBELLFIN	- HBELLFIN PostScript font
HBELLFIN.bmap	- HBELLFIN font suitcase

### For System 6 or Earlier Versions

Installing a PostScript font in Macintosh System 6 (or earlier) versions requires using Font/DA Mover.

1. Quit all open programs.

You cannot make changes to the System file while programs that use fonts are open.

2. Drag your font's PostScript file into your System folder, making sure that you do not put it inside any other folder within the System Folder.
3. Double-click on the bitmap file to start Font/DA Mover.

When Font/DA Mover is active, look at the number in the top left section of your menu bar. It must be 3.8 or larger. If the number is 3.6 or smaller, you will not be able to see the fonts. You'll need to get rid of the old version and obtain a copy of the newer version from your Apple Dealer or local user group.

4. Click the Open button and then open your System file. A list will appear of all fonts currently residing in your System file.
5. For each font (HBELL and HBELLFIN) that you want to install, do the following:
  - A) Select the bitmap sizes of you font that you want to install by dragging through their names. (It is recommended that all the bitmap sizes be selected for HBELL).

B) Click the Copy button to copy the fonts from the bitmap file into the System file.

6. Click the Quit button to exit from Font/DA Mover.
7. If you are running under MultiFinder, choose "Restart" from the Special menu to ensure all the programs on your computer will recognize the new font(s).

The font(s) are now installed.

### **For System 7.0.x**

1. Quit all open programs.

You cannot make changes to the System file while programs that use fonts are open.

2. Select both the PostScript and bitmap files for the desired font(s) by dragging the pointer around them.
3. Drag the files on top of the closed System Folder and drop them there.
4. The System will ask you if you want to install the files in their proper places. Click "OK" to install the font(s).
5. The System will put the PostScript file into the Extensions folder and will automatically install you bitmap fonts in the System file.

The font(s) are now installed.

### **For System 7.1 or Later Versions**

1. Select both the PostScript and bitmap files for the desired font(s) by dragging the pointer around them.
2. Drag the files on top of the System Folder and drop them there.

The System will ask you if you want it to put the font(s) into the Fonts folder inside your System folder. Click "OK" to install the font(s).

Both PostScript and bitmap files are moved into the Fonts folder.

The font(s) are now installed.

## For Macintosh TrueType Fonts

### Provided Files

HBELL.suit	- HBELL font suitcase
HBELLFIN.suit	- HBELLFIN font suitcase

### For System 6.0.5

Installing a TrueType font in Macintosh System 6.0.5 requires TrueType INIT (available from an Apple Dealer or online service) and Font/DA Mover 4.1.

1. Quit all open programs.

You cannot make changes to the System file while programs that use fonts are open.

2. Double-click your font's TrueType suitcase to start Font/DA Mover 4.1.
3. Click the Open button and then open your System file.
4. For each font (HBELL and HBELLFIN) that you want to install, do the following:
  - A) Select the fonts that you want to install by dragging through their names.
  - B) Click the Copy button to copy the fonts from your suitcase into the System file.
5. Click the Quit button to exit from Font/DA Mover 4.1.
6. If you are running under MultiFinder, choose "Restart" from the Special menu to ensure all the programs on your computer will recognize the new font(s).

The font(s) are now installed.

### For System 7.0.x

1. Quit all open programs.

You cannot make changes to the System file while programs that use fonts are open.

2. Select the desired font(s) by dragging the pointer around them.
3. Drag the files on top of the closed System Folder and release the mouse button. (See note below).
4. The System will ask you if you want to install the files in their proper places. Click "OK" to install the font(s).

The font(s) are now installed.

Note: When a font is installed in System 7.0, the suitcase file is deleted from the folder. There is no easy way to make it into a suitcase again. If you need to keep the suitcase file, you should hold down the Option key while you drag the font file(s) over the System folder.

### **For System 7.1 or Later Versions**

1. Select the desired font(s) by dragging the pointer around them.
2. Drag the files on top of the System Folder and drop them there.

The System will ask you if you want it to put the font(s) into the Fonts folder inside your System folder. Click "OK" to install the font(s).

The font(s) are now installed.

## For Windows PostScript Fonts

### Provided Files

HBELL.PFB	- HBELL PostScript Font Binary
HBELL.PFM	- HBELL Postscript Font Metrics
HBELLFIN.PFB	- HBELLFIN PostScript Font Binary
HBELLFIN.PFM	- HBELLFIN PostScript Font Metrics

### General Information

To install Type 1 fonts (also called PostScript fonts) in Windows, you must use a font management utility such as Adobe Type Manager (ATM). You can use ATM Deluxe 4.0 or ATM Lite 4.0 in Windows 95 and Windows NT 4.0, or use ATM 3.02 in Windows 95 or Windows 3.1.x. (Although you can install Type 1 fonts using the Fonts Control Panel in Windows NT, you must use ATM if you don't want them converted to TrueType format.)

After you install fonts in ATM, they will be available to an application the next time you start that application.

### Installing Fonts in ATM Deluxe 4.0 in Windows 95 or NT

To install Type 1 fonts in Windows 95 or Windows NT 4.0 using ATM Deluxe 4.0:

1. Choose Start > Programs > Adobe > Adobe Type Manager Deluxe.
2. In ATM, click the Add Fonts tab.
3. If you want to add fonts to a set, select the desired font set or New Set in the Destination scroll box. Otherwise, move to step 4.
4. Choose Browse For Fonts from the Source pop-up menu.
5. Navigate to the folder that contains the fonts you want to install (e.g., C:\Psfonds\Pfm). The fonts located in that folder will appear below the folder's name.
6. Select the fonts you want to install. (Click to select one font, Ctrl-click to select several fonts, or Shift-click to select a contiguous group of fonts.)
7. Click Add after selecting all the fonts you want to install.



8. If the New Set dialog box appears, type a name for the set or accept the default name, then click OK.
9. To view a list of your installed fonts, click the Font List tab. Installed fonts appear in the Master Font List scroll box. Active fonts are denoted with a check mark.
10. To activate a set or a font, click the Sets tab, then click the empty check box to the left of a set's or font's name.
11. Exit ATM.

### **Installing Fonts in ATM Lite 4.0 in Windows 95 or NT**

To install Type 1 fonts in Windows 95 or Windows NT 4.0 using ATM Lite 4.0:

1. Choose Start > Programs > Adobe > Adobe Type Manager.
2. In ATM, click the Fonts tab.
3. Choose Browse For Fonts from the Source pop-up menu.
4. Navigate to the folder that contains the fonts you want to install (e.g., C:\Psfonds\Pfm). The fonts located in that folder will appear below the folder's name.
5. Select the fonts you want to install. You can click to select one font, Ctrl-click to select several fonts, or Shift-click to select a contiguous group of fonts.
6. Exit ATM.

### **Installing Fonts in ATM 3.02 in Windows 95 or 3.1x**

To install Type 1 fonts in Windows 95 or Windows 3.1.x using ATM 3.02:

1. Open ATM by doing one of the following:
  - In Windows 95, choose Start > Programs > Main > ATM Control Panel.
  - In Windows 3.1.x, double-click the ATM Control Panel in the Main group of your Program Manager.
  - Double-click the Atmcntrl.exe file, which is located in the Windows directory, in Windows Explorer or File Manager.

2. Click Add.
3. In the Add ATM fonts dialog box, use the Directories scroll box to navigate to the folder that contains the Type 1 fonts you want to install (e.g., C:\Psfonds\Pfm). The fonts located in that folder will appear in the Available Fonts scroll box.
4. Select the fonts you want to install. You can click to select one font, Ctrl-click to select several fonts, or Shift-click to select a contiguous group of fonts.
5. Click Add. The names of your installed fonts will appear in the Installed ATM Fonts scroll box.
6. Exit ATM.

## **For Windows TrueType Fonts**

### **Provided Files**

HBELL.TTF	- HBELL TrueType font
HBELLFIN.TTF	- HBELLFIN font suitcase

### **For Windows 3.1 or Later Versions**

You must be running Windows 3.1 or later versions to use TrueType fonts.

1. Open the Windows Control Panel by double-clicking on its icon.
2. Open the Fonts panel by double-clicking on its icon. The Fonts panel appears.
3. Click on the Add button. The Add Fonts panel appears.
4. Choose the appropriate disk drive from the Drives list.
5. Select the names of the font(s) you want to install from the List of Fonts or click "Select All".
6. Click "OK" to install the font(s).

The font(s) are now installed.

## **For Windows 95 or Later Versions**

1. Open the Control Panel by selecting 'Settings' and then 'Control Panel' from the Start menu.
2. Open the Fonts panel by double-clicking on its icon. The Fonts panel appears.
3. From the File menu, select 'Install New Font...'.  
4. Choose the appropriate drive from the Drives list and the appropriate folder from the Folders list.
5. Select the names of the font(s) you want to install from the List of Fonts or click "Select All".
6. Click "OK" to install the font(s).

The font(s) are now installed.

## Handbell Font Key Map

<b>HBELL Font, 12 points</b>					
<b>Keystroke</b>	<b>Definition</b>	<b>Symbol</b>	<b>Keystroke</b>	<b>Definition</b>	<b>Symbol</b>
a	mallets, bells on table	‡	r	ring	<b>R</b>
b	brush damp	<b>BD</b>	s	shake	<b>SK</b>
c	controlled diminuendo	<b>CD</b>	t	thumb damp	<b>TD</b>
d	damp sign	⊕	u	swing (down arrow)	↓
e	echo	↵	v	vibrato	<b>vib.</b>
f	shake symbol	~	w	swing	<b>SW</b>
g	gyro	↻	x	table land damp	<b>TLD</b>
h	hand damp	<b>HD</b>	y	trill	<i>tr</i>
i	swing (up arrow)	↑	z	mallet lift	‡↑
j	hand martellato	▼	.	(period)	pluck symbol •
k	martellato lift	▼↑	&	(ampersand)	mallet roll ≡
l	let vibrate	<b>LV</b>	~	(tilde)	footnoted left “begin 8va” bracket *┌
m	martellato	▼	!	(exclamation point)	“begin 8va” bracket ┌
n	ring touch	<b>RT</b>	@	(at sign)	“continue 8va” bracket —
o	tap pluck	<b>TPL</b>	#	(pound sign)	“end 8va” bracket ┐
p	pluck	<b>PL</b>	\	(slash)	8va 8 <sup>va</sup>
q	mallets, bells suspended	+	=	(equal sign)	copyright notice symbol ©

## Handbell Font Key Map

<b>HBELLFIN Font, 24 points</b>					
<b>Keystroke</b>	<b>Definition</b>	<b>Symbol</b>	<b>Keystroke</b>	<b>Definition</b>	<b>Symbol</b>
a	mallets, bells on table	‡	r	ring	<b>R</b>
b	brush damp	<b>BD</b>	s	shake	<b>SK</b>
c	controlled diminuendo	<b>CD</b>	t	thumb damp	<b>TD</b>
d	damp sign	⊕	u	swing (down arrow)	↓
e	echo	↶	v	vibrato	<b>vib.</b>
f	shake symbol	~	w	swing	<b>SW</b>
g	gyro	↻	x	table land damp	<b>TLD</b>
h	hand damp	<b>HD</b>	y	trill	<i>tr</i>
i	swing (up arrow)	↑	z	mallet lift	‡↑
j	hand martellato	▼	. (period)	pluck symbol	.
k	martellato lift	▼↑	& (ampersand)	mallet roll	≡
l	let vibrate	<b>LV</b>	~ (tilde)	footnoted left “begin 8va” bracket	*┌
m	martellato	▼	! (exclamation point)	“begin 8va” bracket	┌
n	ring touch	<b>RT</b>	@ (at sign)	“continue 8va” bracket	—
o	tap pluck	<b>TPL</b>	# (pound sign)	“end 8va” bracket	└
p	pluck	<b>PL</b>	\ (slash)	8va	<i>8va</i>
q	mallets, bells suspended	+	= (equal sign)	copyright notice symbol	©