Introduction

The Font Off program helps you maintain your Windows TrueType fonts.   If you are like a lot of people you have accumulated several hundred true type fonts.   "I never know when I am going to need them".   They are taking up a lot of valuable hard drive space and slowing down Windows.   You may be using one of the common font manager programs to remove the font from Windows (so Windows is not so slow).   Although these programs remove the font from Windows they leave the font's file(s) in the hard drive - still taking up space but not being useful.

Font Off works differently.   In addition to removing the font from Windows, Font Off removes the font from your Windows System directory and stores it in another directory.   Since this directory can be on any DOS drive media, you can move the fonts to another hard drive (or network drive), floppies or other removable media.   When you   need the font you simply reverse the process and re-install it to Windows.

You can also use a TARDIS DP Consultants companion product, <u>Font Print,</u>   to quickly and easily print samples of all your fonts, you can look at actual printed samples when making those tough font choice decisions.

Font Off will not install new fonts to windows, it only maintains your existing fonts.   You must therefore use the font installer that often comes with new fonts, or use the Windows font manager to install new fonts.   Once the font is installed in Windows you can use Font Off to move it off-line until it is needed.

After processing your fonts (loading or offloading) you get a status window showing you how many fonts you have moved and how much hard disk space you have saved.

With Font Off you also get font reports which will show you the current fonts you have installed in windows and the fonts stored off-line.   The reports are sorted by Font Name and show the font's file name and total size of the font (.FOT and .TTF files).

Font Off also has a built in font viewer.   With this viewer you can quickly and easily view samples of your Windows installed fonts on screen and selectively tag and untag them for processing.   This makes it extremely easy to determine which fonts you want to move off-line, keep installed, or delete completely.

Note: The shareware version of Font Off has an off-line limit of 50 fonts.   You will not be able to store more than 50 fonts in the same off-line location.   Registering the program removes this limitation.

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Before Using Font Off

Font Off helps you manage your TrueType fonts in the Windows environment.   Unfortunately, there are font managers   don't really stick with the Windows standards for font storage.   This help topic will describe some requirements of Font Off.

Off Line Storage
The Font Off program will only store fonts in a subdirectory.   You can not store fonts to an off-line root directory.   Simply create a subdirectory before starting Font Off, select it from the list box, and click New to prepare it for storing off-line fonts.

INI File Format
Font Off reads your Windows font information from the WIN.INI file's [FONTS] section.   This section is expected to be in the Windows standard format.   This format does not permit drive or path information to be present on the font information line.   Here is an example of a BAD font information line.

Arial (True Type)=C:\WINDOWS\SYSTEM\ARIAL.FOT

Notice that drive and directory information appears after the equal sign.   This is not required as Windows will ALWAYS look in it's system directory for font files.   You should check and manually remove any directory & path information from the font lines.   The corrected font line should look like this:

Arial (True Type)=ARIAL.FOT

Font Off will not process any fonts which are not in this proper format.

The Windows standard is to store the .TTF and .FOT files in the Windows system directory (usually \ WINDOWS\SYSTEM).   Font Off will automatically use the Windows system directory when loading/off loading fonts.   If you (or another font manager) have moved fronts to another directory (which may explain the drive and path information on the font information line) Font Off will not work.   You must manually move the fonts back into the Windows system directory and remove the drive/directory information from WIN.INI before using Font Off.

Verification
It is strongly suggested that you run the Font Off Verify option (menu options FILE -> VERIFY FONTS) to make sure that Font Off is compatible with the way you are storing fonts.   This option checks all off-line and Windows fonts to make sure the [FONTS] INI section is in the correct format AND that both the .FOT and .TTF files exist for each font.   Some font managers/installer do not properly handle the .FOT file (Font Off does).   Font Off will detect these problems and give you the opportunity to correct (by manually fixing the INI [FONTS] section or using the Windows Font Manager to re-install the font).

Additional Information
Introduction

Additional Information

Below is some additional technical information which may help you implement the Font Off application.

IMPORTANT: We strongly recommend that you back up the Windows system and off-line font storage directories regularly.

.INI File Storage
When loading fonts from off-line storage to Windows, the newly loaded fonts being immediately available to Windows.   In addition, the WIN.INI file is automatically updated by Font Off.   The next time you start windows you will also have access to the new   fonts.

Currently Running Applications
If an application was running while you were installing fonts, the program may not know about the new fonts.   Exit the program and restart it.   It should not be necessary to exit and restart Windows.

If a program was running while you were removing fonts, the program may not know you have removed a font.   If you try to use the fonts unpredictable results may occur.

Network Users (and changing media)
IMPORTANT: If you are storing fonts on a network server and intend for multiple work stations to have access to the fonts, you must license Font Off for each work station.   Site licenses are available. Please write for details.

If you are storing off-line fonts to a shared media (such as a network drive) Font Off will only allow one user at a time to access the off-line fonts.   It does this by creating a file "INUSE.DAT" in the off-line storage directory while Font Off is accessing the directory.   This file is automatically removed when you exit Font Off or change to another directory.   If you should exit Font Off improperly (power failure etc.) or remove the media before exiting Font Off this file remains in the directory.   The next time you (or someone else) starts Font Off and trys to access the directory you will receive a message that another user is currently accessing the same fonts.   You will need to manually delete the "INUSE.DAT" file from the off-line storage directory to regain access to these off-line fonts.

Font Storage Requirements
All on-line fonts (those fonts available to Windows) MUST be stored in the Windows System directory (normally \WINDOWS\SYSTEM).   If you have moved your fonts to another directory (or another font manager did so) Font Off will not work.   The Windows System directory is where all TrueType fonts should be stored.

The format of the [Fonts] section on WIN.INI is important.   Some font managers will store the full path to the font file (when it is never needed as Windows always finds fonts in it's system directory.)   Font Off will not process fonts which have this path information.   Save space in WIN.INI and FONTOFF.INI by removing this path information.   A CORRECT sample [Fonts] section on WIN.INI might look like this:

[Fonts]
V5 Lucida Sans 10,12,14,18,24=V5SP.FON
V6 Lucida Sans 10,12,14,18,24=V6SP.FON
Arial (TrueType)=ARIAL.FOT
Arial Bold (TrueType)=ARIALBD.FOT
Arial Bold Italic (TrueType)=ARIALBI.FOT
Arial Italic (TrueType)=ARIALI.FOT

Notice that no drive or directory information is included after the equal sign.

Off-Line Storage Limit
Font Off checks for available disk space when removing or installing fonts.   If you run out of space Font
Off will notify you and stops moving fonts.   You are therefore limited to storing fonts within the available
space on the off-line storage media.

The unregistered version of Font Off has a limit of 50 fonts per off-line storage location.   Once you
register Font Off this limit is removed.   Windows, however, has a limit in the size of INI files (described
below).

The Font Off program uses the Windows INI file conventions for storing information about off-line files
(FONTOFF.INI) and Windows installed fonts (WIN.INI).   These INI files are limited to 64K.   You
therefore also have a limit on the number of fonts you can store in the same off-line storage location (or
have installed in Windows at any one time).   This limit is based only on the INI information which must
be maintained, not the size of the font files themselves.

Font Off checks the size of WIN.INI and FONTOFF.INI to make sure they don't get too big.   So that you
do not lose valuable font information Font Off will not permit these files to exceed 63K.   As a general
practice you may want to review the contents of WIN.INI (in the Windows directory) and remove unused
information.   Windows must load and process the entire file each time it is started (which can cause a
delay when starting Windows).

This 64K limitation on FONTOFF.INI means that there is an upper limit to the number of fonts you can
store in the same off-line location.   This limit is not relates to the size of the TTF and FOT files, but the
length of the font name and the path to the off-line storage location.   If you are using a high capacity
storage medium (such as an optical drive) you may reach the size limit of FONTOFF.INI before filling up
the drive.

Option (not recommended): If you must store as many fonts as possible in the same off-line storage
location, you can manually decrease the length of each font information line in both FONTOFF.INI and
WIN.INI by removing the " (TrueType)" descriptor from the end of each font name.   Windows will
continue to work normally.   It is VERY important that you do this in BOTH files.   Once you make this
change you must repeat the process for ANY fonts installed to windows with a font manager other than
Font Off.   Other font managers will append the " (TrueType)" descriptor to the font name.   If you later
offload the font, Font Off will think it is a NEW font (since FontOff fonts don't have the descriptor) and
create another font information line in FONTOFF.INI.   By using this method you should be able to get an
average of 2000 fonts per off-site storage location.

General Information
The True Type font must have a matching .FOT file in order for Font Off to work properly.   Some font
managers do not properly maintain the FOT file (Font Off does).   If you receive errors during verification
or when removing a font, it is probably because the FOT file is not present.   Check this error
message(s).   If this is the case you can use the Windows Font Manager to re-install the font again.
You can then safely remove it with Font Off.

Font Off will not copy a font files (FOT or TTF) if the same file already exist in the target directory.   This
saves time as the system will not bother copying over an existing off-line font if you are removing a font
you have previously saved.   If you need to update an existing font's file you should check the "Force
Copy" menu option.   This forces a file to be copied even if it already exist in the target directory.

The Font Off program will only store fonts in a subdirectory.   You can not store fonts to an off-line root
directory.   Simply create a subdirectory before starting Font Off, select it from the list box, and click New
to prepare it for storing off-line fonts.

Using Font Off

Starting Font Off
Just double click on Font Off's icon in Program Manager.   You are first prompted for a directory where you want to store (or have stored) off-line fonts.   Use the drive and directory boxes to select the directory you want to use.   You can not store fonts in the root directory.

If this is the first time using Font Off you must first create a storage location to store the off-line fonts.

Creating a New Storage Location
Opening an Existing Storage Location

If this is your first time using Font Off you should use the Verification menu option to verify that your Windows fonts are stored correctly in the Windows System directory and that the WIN.INI font information is in the correct format.

Processing Fonts
Once a location has been created or opened, the main Font Off window appears.   On the left is a list of all fonts currently stored off-line.   Windows does not have direct access to these fonts.   On the right is a list all fonts currently defined in the WIN.INI file.   These are the fonts Windows currently has access to and that you can use in Windows applications..

Simply select one or more fonts from the off-line column that you want to install in windows.   You can also select one or more fonts from the right column that you want to remove from windows and store in the current off-line directory.

When you have selected at least one font (in either list) click the "Process" button.   The program will automatically install any selected off-line fonts AND remove any selected Windows fonts.   This process may take a while depending on the number and size of the fonts selected.

At the end of the process a status window displays showing you the effect the font storage had on your hard drive space and available fonts.   You can use this information to quickly see how much free space you have remaining for both off-line and Windows storage, and the mount of disk space now available (or used) to move the fonts.   Click on the Close button to close this window and return to the main Font Off window.

You can now go to another Windows application.   Any newly installed fonts are immediately available.   Any un-installed fonts are not longer present in the Windows environment.   Additional information is available about how Windows applications may behave to new/removed fonts.

Note: Font Off saves time by not copying font files if the file already exist in the target directory.   For example, if you are removing a font from Windows which you had previously removed there is no need to spend the time copying the font file off-line again.   You may click the "Force Copy" menu option which forces the Font Off program to copy font files even if the file already exist in the target directory.   This allows you to more easily update existing fonts.   Normally you would not check this box.

Upgrading from Version 1.0

EXTREMELY IMPORTANT: If you are upgrading from version 1.0 of Font Off you MUST follow the following procedure in order to use the new version.   Extensive changes to the storage location of off-line fonts have been made.

In version 1.0 we stored all off-line fonts in one directory.   This works perfectly, but get 100 or so fonts in the same directory (that's 200 TTF and FOT files) and DOS chokes.   The speed to select the directory and move fonts can be significant.   To eliminate this problem we have changed the location of font storage.   Instead of storing all fonts in the same directory as the FONTOFF.INI file we now store all fonts in subdirectories of this directory.   The subdirectories are named "A" - "Z" and "OTHER".   A font file's storage directory is automatically determined by Font Off based on the first letter of the font FILE name (not font name).   Fonts which do not begin with letters between "A" and "Z" are stored in the "OTHER" directory.

Font Off maintains the proper storage location of your fonts automatically.   If this is the first time you are using Font Off you need do nothing more.   If, however, you are upgrading from version 1.0 you MUST copy the fonts into the appropriate directories.   You may do this manually or use the .BAT file listed below to do it automatically.   If you choose to do it automatically you must insure that you have enough hard drive space available to store double the current space for font groups (all A's are one group, B's are another).   You need to copy the following text to a batch file and execute the batch file from the directory that contains your fonts AND FONTOFF.INI.

Another option is to use version 1.0 of Font Off to restore all off-line fonts to Windows, and the use the new version to remove them and store them off-line again.   Since the off-line location of the font files has changed you will need to delete the off-line fonts (and the FONTOFF.INI file) just before you re-remove them from Windows.

We STRONGLY suggest that you backup your Windows and off-line fonts before running the update batch file.

The following batch file can be copied to the windows clipboard, transferred to the Windows NotePad, and saved as a true batch file.   Use the Copy option from the help system's Edit menu.

Batch file to convert from 1.0 automatically:

```
@echo off
cls
echo This batch file MUST be run from the directory
echo that contains your off-line fonts and the file
echo FONTOFF.INI.   This process will require extra
echo disk space and can be time consuming.
echo.
echo Press CTRL-C to abort or
pause
cls
echo Creating directories
md a
md b
md c
md d
md e
md f
md g
```

```
md h
md i
md j
md k
md l
md m
md n
md o
md p
md q
md r
md s
md t
md u
md v
md w
md x
md y
md z
md other
cls
copy a*.* a
del a*.*
copy b*.* b
del b*.*
copy c*.* c
del c*.*
copy d*.* d
del d*.*
copy e*.* e
del e*.*
copy f*.* f
del f*.*
copy g*.* g
del g*.*
copy h*.* h
del h*.*
copy i*.* i
del i*.*
copy j*.* j
del j*.*
copy k*.* k
del k*.*
copy l*.* l
del l*.*
copy m*.* m
del m*.*
copy n*.* n
del n*.*
copy o*.* o
del o*.*
copy p*.* p
del p*.*
copy q*.* q
del q*.*
copy r*.* r
```

```
del r*.*
copy s*.* s
del s*.*
copy t*.* t
del t*.*
copy u*.* u
del u*.*
copy v*.* v
del v*.*
copy w*.* w
del w*.*
copy z*.* z
del x*.*
copy y*.* y
del y*.*
copy z*.* z
del z*.*
copy *.* other
echo.
echo.
echo.
echo Respond "Y" to the next question.
echo.
echo.
del *.*
echo.
echo.
copy f\fontoff.ini
del f\fontoff.ini
echo.
echo.
echo Update from version 1.0 Complete!
echo.
echo.
```

Once you run this batch file you can resume using the new version of Font Off.   If you have a lot of off-line fonts you should notice a nice speed increase.

Update History

Version 1.0 Released 6/27/93

Version 1.5 Released 8/2/93
- Program is now safer - if anything goes wrong a font should not be lost
- More (and better) help text
- System now checks for available drive space when loading and removing fonts
- System now stores fonts in any one of 27 subdirectories.   This makes the system faster as it is no longer fighting the DOS directory system bottleneck   If you are upgrading from version 1.0 you MUST move your off-line fonts to the new storage subdirectories.   Important information about this process is located in Upgrading.

Version 1.7 Released 8/29/93
- Optimized the code to provide better performance.
- System is now safer - it checks for more potential problems and will stop processing if needed.
- Optimized the window layout to make better use of screen real estate.
- System now indicates how many fonts are stored off-line.
- System now indicates how many fonts windows has access to.
- System now provides for a "Force Copy" checkbox.   If checked the font files are copied even if they already exist in the target directory.   This provides an easier method to update older fonts.
- Show the available off-line storage space so you can better judge how many more fonts you can store off-line.
- Show the available Windows storage space so you can better judge how many more fonts you can return to Windows.

Version 2.0 released 10/24/93
- Available drive space is now shown in bytes instead of K bytes.   Commas delimit thousands to make the number easier to read.
- Added pull down menu support.
- Added "Help on Help" menu option to display help on how to use the on-line help system.
- Added ability to delete a font from off-line or Windows storage.   Fonts deleted in this manner will be LOST unless you have them stored somewhere else.   USE WITH CAUTION!
- Added ability to verify that all fonts are properly stored in both off-line and Windows directories and that the [FONTS] section in the INI files is in the correct format.

Version 2.1 released 12/7/93
- Correct bug which caused program to terminate with "Out of string space" when verifying a lot of fonts and there are a lot of errors.
- Corrected version number.   Version 2.0 was released   but the About window still showed version 1.7.

Version 2.2 released 12/18/93
- Font Off now maintains a 50 character name/description for each off-line storage location.   This can help you maintain your off-line storage locations (and reference them by name).   If you are upgrading from a previous version you can still assign names to existing off-line font storage locations.
- Font Off now has 2 reports (one for off-line storage and one for Windows storage).   These reports will print a listing of all fonts, the font's file name, and total storage requirements.   This can prove useful when you need to find a font and are not sure which off-line storage location it is stored in.   For off-line storage the report list the storage location path and name (if any).
- The main Font Off window has changed slightly to make room for the new Off-line storage location name.
- Improved error information.   Should you encounter a problem more information will be included in the error message.

- Font Off now checks for the size of WIN.INI and FONTOFF.INI and aborts the process if the size is greater than 63,000 bytes.   A limit in Windows makes larger INI files impossible.
- At the end of processing fonts a status window automatically appears.   It tells you the starting and ending values of your disk space and font quantity.   You can use this information to judge how much space you have saved and how many fonts have been moved.
- You can now directly access the Help Keyword Search dialog by selecting the new Help menu option "Search Help...".
- Improved help system.

Registration

You have a 15 day evaluation period in which to try out the package.   If you use it longer than 15 days you must license/register it.   The reminder screens will not appear once you have registered the software. The un-registered version is also limited to storing only 50 off-line fonts in a single off-line storage location.   This limitation is removed when you register.

How to Register

You can register by mail or electronically via CompuServe's Software Registration Service.   It is strongly recommened that users outside the US register electronically as it can be much less expensive.

Registering by Mail
Registering Electronically

Activating the Application

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Contacting TARDIS DP Consultants

Questions or comments about our software or services?   Need to Register?   Contact:

CompuServe ID: 73337,2472

Mail:

TARDIS DP Consultants
Department 45
6 Sedley Ct.
Greensboro, NC 27455
                              USA

License Agreement

Font Off is not and never has been public domain software, nor is it free software. You are, however, granted 15 day evaluation period to try out the system.

The software product and user's manual are copyrighted and all rights are reserved by TARDIS DP Consultants and Charles L. Cranford IV.

Evaluation users are granted a limited license to use Font Off for no more than 15 days for the purpose of determining whether Font Off is suitable for their needs. The use of Font Off for more than 15 days requires licensing and the payment of a license fee. The use of the product for more than 15 days by any person, business, corporation, government agency, or any other entity without licensing it from TARDIS DP Consultants is strictly prohibited.

A license permits a user to use Font Off on any single computer, or, in a LAN environment, on one workstation. The software may not be installed on more than one workstation or single user computer without additional licenses.

No one may modify or patch the Font Off files in any way, including but not limited to decompiling, disassembling, or otherwise reverse engineering the program.

A limited license is granted to copy and distribute Font Off for the trial use of others, subject to the above limitations, and to those below:

(1) Font Off must be copied in unmodified form, complete with the file containing this license information and all documentation.

(2) Font Off may not be distributed in licensed form to any person. It MUST be distributed as an unlicensed copy.

(3) No fee, charge, or other compensation may be requested or accepted for distributing Font Off, except as follows:

> (a) operators of electronic bulletin board systems may make Font Off available for downloading. A time-dependent charge for the use of the bulletin board is permitted so long as there is no specific charge for the download of any Font Off files.

> (b) vendors of Shareware may distribute Font Off, subject to the above conditions, and may charge a disk duplication and handling fee, not to exceed ten dollars.

Warranty

TARDIS DP Consultants guarantees your satisfaction with this product for a period of thirty days from the date of original license. If you are dissatisfied with Font Off within that time period, return the package in salable condition to TARDIS DP Consultants for a full refund.

TARDIS DP Consultants warrants that all disks provided are free from defects in material and workmanship, assuming normal use, for a period of thirty days from the date of purchase.

TARDIS DP Consultants warrants that Font Off will perform in substantial compliance with the documentation supplied with the software product. If a significant defect in the product is found, the Purchaser may return the product for a refund. In no event will such a refund exceed the license price of the product.

The product and all updates are provided on an "as is" basis without warranty of any kind, express or implied, except as stated above including, but not limited to the implied warranties of merchantability or fitness for a particular purpose. The entire risk as to the selection, quality, results, and performance of the product is with the Licensee. Should the product prove defective, then the Licensee (and not TARDIS DP Consultants or its dealers) assumes all liability and expense incurred as a result thereof. Some jurisdictions do not allow the exclusion of certain implied warranties so in such jurisdictions, the above exclusion of implied warranties may not apply to you. The limited warranty gives you specific legal rights. You may also have other rights which vary from jurisdiction to jurisdiction.

TARDIS DP Consultants shall have no liability or responsibility to you or to any other person or entity with respect to any liability, loss or damage caused or alleged to be caused directly or indirectly by the product or your use, misuse or inability to use the product, including but not limited to, any interruption of service, loss of business, anticipatory or actual profits or consequential damages resulting from the use, misuse or inability to use the product.

TARDIS DP Consultants does not warrant that the functions contained in the product or updates will meet your requirements.

Use of this product for any period of time constitutes your acceptance of this agreement and subjects you to its contents.

Creating a New Storage Location

If this is the first time using Font Off you must create a directory somewhere to store your off-line fonts. It is best to use a removable media (such as floppies, removable hard drive, rewritable CD, etc.)   You can not store fonts in the root directory. You will tell Font Off where the directory is in the next step.

Use the drive list dropdown box to select the drive where the off-line storage directory is located.   Notice that the list of directories to the right is updated to show the available directories on the drive selected. Double click on the directory (or directories) until the desired off-line storage location is selected.   Notice that the directory information at the bottom of the window shows the current directory selected.   Also notice that the Open and New buttons change status depending on what action is valid for the directory selected.   This prevents you from accidently creating a storage location in a root directory (which is not permitted) or destroying an existing storage location by accidently clicking on New when you meant to click on Open.   Also notice that as you select a directory which has been previously set up by Font Off, the name of the storage location (if any) displays in the Location Name box.

Before you prepare a new storage location you can create the location name.   This name (up to 50 characters) permits you to assign a meaningful name to each location you will use.   This will make maintaining your fonts much easier if you are using multiple locations (for example, multiple floppy diskettes).   Simply type the name in the Location Name text box before you click on the New button. You can change the name at any time by typing a new name just before opening the location for use.

Click on the New button.   Font Off will create 27 subdirectories under the off-line storage location (directory) you specify.   These subdirectories are used to store your off-line fonts.   We create the directories so that we will not slow down DOS when storing large numbers of off-line fonts in the same directory.   In addition to the directories, Font Off creates the FONTOFF.INI file for the storage location. This file maintains a list of all fonts stored in this location.   NEVER delete this file as you will not be able to use Font Off to reload the fonts.

Once this process is complete the main Font Off window displays.   Note that since you have just created a new storage location, there will be no fonts listed in the off-line storage list.

Opening an Existing Storage Location

Once you have created one or more off-line storage locations you can open the location and process fonts in it at any time.   If the off-line storage location is on removable media make sure the media is mounted properly and ready for access. You will tell Font Off where the directory is in the next step.

Use the drive list dropdown box to select the drive where the off-line storage directory is located.   Notice that the list of directories to the right is updated to show the available directories on the drive selected.   Double click on the directory (or directories) until the desired off-line storage location is selected.   Notice that the directory information at the bottom of the window shows the current directory selected.   Also notice that the Open and New buttons change status depending on what action is valid for the directory selected.   This prevents you from accidently creating a storage location in a root directory (which is not permitted) or destroying an existing storage location by accidently clicking on New when you meant to click on Open.   Also notice that as you select a directory which has been previously set up by Font Off, the name of the storage location (if any) displays in the Location Name box.

Before you open an existing off-line storage location you can change the location name.   This name (up to 50 characters) permits you to assign a meaningful name to each location you will use.   This will make maintaining your fonts much easier if you are using multiple locations (for example, multiple floppy diskettes).   Simply type the name in the Location Name text box before you click on the Open button.   If the location did not previously have a name assigned to it, the name you enter will be used.   If the location did have a name (it previously displayed in the Location Name text box) your changes will overwrite the old name.   This permits you to name locations which don't already have one OR rename a location.

Click on the Open button.   Font Off will open the off-line storage location and read all the fonts in it.   This may take a few moments.   Once this process is complete the main Font Off window displays.   Any fonts in the off-line storage directory will be listed in the off-line storage list on the left of the window.

Verifying Fonts

It is strongly suggested that you run the Font Off Verify option (menu option FILE -> VERIFY FONTS) to make sure that Font Off is compatible with the way you are storing fonts.   You should do this when first starting to use Font Off and whenever you believe there may be problems with your font system.   Some Font Managers will not properly maintain the .FOT file or place un-needed drive and directory information in the [FONTS] section of WIN.INI.

The verify option checks all off-line and Windows fonts to make sure the [FONTS] section in WIN.INI and FONTIFF.INI are is in the correct format AND that both the .FOT and .TTF files exist for each font. Font Off will detect these problems and give you the opportunity to correct them (by manually fixing the INI [FONTS] section or using the Windows Font Manager to re-install the font).

Should you receive error messages on OFFLINE fonts it probably means that a media swap was performed during a font removal process or a problem with your off-line storage media or caching program.

Additional Information

Font Print

Another TARDIS DP Consultants product, Font Print, is the perfect companion to Font Off.   This program will   print font books of all installed fonts on your computer.   You can choose the fonts size, fonts to print, whether you want the full ANSI set and if you want each font sample on a separate page. You can optionally specify the characters which should be printed for each font sample.

By giving you the ability to quickly and easily print samples of all your fonts, you can look at actual printed samples when making those tough font choice decisions.   Once the font it printed you can off-load it with Font Off until it is needed again - but you will always have a printed record of the font.

Font Print is probably available from the same source as Font Off.   It can also be downloaded form CompuServe.   Once logged into CIS, GO IBMFF, and search for files from contributor 73337,2472.

Contacting TARDIS DP Consultants

Font Viewer

The font viewer gives you the ability to view any font currently installed in Windows.   You can use the font viewer to selectively tag and untag fonts based on their appearance.   This can be a very powerful feature.

To display the font viewer simple press the View button beside the Windows font list (or delete the menu option Windows -> View Sample).   You may also double click on a font you want to see - but this will clear any previous font selections in the list.

Once the font viewer window displays you can control how the font looks.   You may click on the Bold, Italic, underline, or Strikethru check boxes, or enter a new font size.   You may even type your own text in the Sample box to see how the font looks with more meaningful information.   Note: If the font is specifically designed to be bold or italic (i.e. the words Bold or Italic appear in the font's name) these check boxes will be checked for you automatically.   You will not be able to uncheck them.

The buttons at the bottom of the view window permit you to move to the next or previous   font in the list, tag the font in the list which is currently displayed in the viewer, or untag it.   The tagging and untagging options controls which fonts will be included in the next process you select (either off-load or delete).

You can close the window by clicking on the Close button.   While the window is displayed it is linked to the main Font Off window.   As you move from font to font in the Font Off window, the currently highlighted font will also display in the viewer window.

Registering via CompuServe

If you are a member of CompuServe, you can register this TARDIS DP Consultants application electronically.   This is much faster than the mail and is the perfered method for registering users outside the US.   When you use the CompuServe Software Registration system your CompuServe account will be charged for the registration fee (see opening message box) plus a 15% processing charge (to cover the cost of CompuServe charging your account and mailing payment to us).   You must be a member of CompuServe to use this registration option.

The CompuServe registration process consist of 2 steps, charging your account and sending us your product serial number.   Both steps must be performed before we can process your activation key.

Sending us your Serial Number (Step 1):

- Install the software per the instructions.
- Start the software.   You are prompted for some information (company name, your name, day phone number, and CIS ID.   This information must be accurate as it will be sent to us as part of your registration.
- When the opening information window appears, press the "CIS Registration".   This copies important information about your application (serial number, etc.) to the Windows clipboard.   Note: the previous contents of the Windows clipboard will be lost.   The registration information now in the clipboard has some formatting characters to automate our registration process.   Please do not edit these characters.
- Log into Compuserve.
- Go to the Email menu (type GO EMAIL at the ! prompt) or use your CIM to send an eMail message.
- Address the eMail message to 73337,2472.
- Enter the Subject "CIS Registration for <product name>".
- Use the Ctrl-V key combination to paste the contents of the Windows Clipboard into the CIS email.
- Send the eMail message.

Note: If you a problem using the paste feature to send the pre-formatted registration information, or you are using a non-Windows program to access CompuServe, just send us your name, company name, phone number, and product serial number in a CompuServe eMail message..

Registration Fee Payment (Step 2):

- Go to the SWREG menu (type GO SWREG at the ! prompt) or use your CIM to go there
- Select menu option "Register Software".
- Select menu Option "Search By Registration ID"
- Enter registration ID **1816** when prompted.
- A description of the application displays.   Notice that the registration fee is 15% higher than that displayed in the product.   This slight increase in registration fee covers the cost of CompuServe charging your account and mailing payment to us.
- You are prompted "Would you Like to Register?" - Respond Y.
- Your CompuServe account is charged the registration fee indicated (in US dollars).

With both the online registration and your serial number, we can process your registration.   We will send you a CompuServe eMail message with your activation key.   Remember, to register via CompuServe you must perform BOTH steps above.

IMPORTANT: Do not delete the .REG file or re-install the software after you send us your serial number.   Doing so assigns a new serial number to the product and the activation key sent to you will not work.

<u>Activating the Application</u>

Registering by Mail

- Install the software per the instructions.
- Start the software.   You are prompted for some information (company name, your name, day phone number, and CIS ID (optional).   This information must be accurate as it will be sent to us as part of your registration.
- When the opening information window appears, press the "Print Registration Form" button.   The registration form will print to the default printer in the printer's default font.
- Fill in the remaining blanks on the form.   Be sure your CompuServe (CIS) ID is specified (if you are a member of <u>CompuServe</u>).   The activation key will be sent to you via CompuServe eMail.   If you are not a member of CompuServe your activation key will be mailed to you.
- Mail your payment for the license fee listed on the form to the address below.   Remember to make payment payable to Charles Cranford.   Payment must be in US funds (a check drawn on a US bank, Money Order or Bank check in US funds, etc.)

IMPORTANT: Do not delete the .REG file or reinstall the software after you print the registration form. Doing so assigns a new serial number to the product and the activation key sent to you will not work.

WARNING: TARDIS DP Consultants has discovered that some companies outside the United States are accepting registrations for our products.   Since they can not provide you with a activation key the program will not be fully activated.   Only TARDIS DP Consultants can accept and process your registration key.

<u>TARDIS Mailing Address</u>

<u>Activating the Application</u>

Activating the Software

After you receive your activation key:

After you receive your activation key you need to enter it into the application to register the application. This will eleminate the registeration reminder windows and remove any other limits that existed in the unregistered version.

- Start the software.
- When the opening information window appears, press the "Register" button.   The registration information you entered before displays.   You are prompted for your Activation Key which has been supplied to you by TARDIS DP Consultants.
- Enter the key supplied to you into the box, double check it, and click on OK.   If the key is correct the system will be registered.
- Exit the program now and simply restart the program to continue using it.   The registration reminder screens will never appear again.

The registration information is stored in a file with the .REG extension.   Do not delete this file (as you must again register the software).   Future updates will not affect this file so you may install them without worrying about your registration.   We suggest you make a backup of this file so that in the event of computer problems you do not have to re-register the software.