

Font Installer Help

For information on installing your fonts, choose one of the categories listed below. To learn how to use Help, press F1 or choose Using Help from the Help menu.

[Getting started](#)

A quick look at the user interface

[How to](#)

Step by step instructions for common tasks

[A special offer](#)


Wouldn't you like to be able to work with ALL your fonts this easily?

Getting started

Click the graphic below for an overview of the user interface. To see all of the active regions in the graphic, press CONTROL+TAB.



A few tips and shortcuts:

- Highlight a font and click the right mouse button to see the drive and directory in which the font is stored.
- Press a letter in the alphabet to quickly highlight a font beginning with that letter. For instance, you might press Z to quickly highlight the font "Zapf Dingbats."
- Use the HOME and END keys to quickly highlight the first and last names in the font list. PGUP and PGDN navigate forward and backward through the font list one screen at a time.
- Drag the divider bar beneath the font list to turn the mouse pointer into a splitter indicator  so you can size the sample window.

How To

For step-by-step instructions on common tasks, click one of the topics below.

Installing and uninstalling fonts

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Sampling fonts

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Controlling the font list

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Installing fonts

You can quickly [install](#) your new fonts to make them visible on the font menu in your Windows applications.

TIP While you now have many new fonts to choose from, some Windows applications do not behave well with a large number of fonts (over two hundred) installed on the menu. Instead of installing all your fonts at once, install only those you need right now, then [uninstall](#) them when you are done using them.

► To install a font:

1. Highlight the font(s) you want to install. To select multiple fonts, drag the mouse. To select font names that aren't next to each other in the list, hold down the CONTROL key and click the mouse. To select all the fonts, click the **Select All** command from the **Font** menu.
2. Click the [Install button](#) on the toolbar. You can also press CTRL+I or choose the **Install** command from the **Font** menu.

TIP You can quickly install one font by double-clicking its name.

A status box appears while the font is installed. When the font is installed on application font menus, a ✨ symbol appears next to the font name.

See also

[Uninstalling fonts](#)

Uninstalling fonts

[Uninstalling](#) a font simply makes the font unavailable to your Windows applications; the font can easily re-installed anytime you want to add it back to the font list.

TIP Uninstalling fonts you don't need can improve your system performance by reducing the time it takes to load Windows and start applications.

► To uninstall a font:

1. Highlight the font(s) you want to uninstall. To select multiple fonts, drag the mouse. To select font names that aren't next to each other in the list, hold down the CONTROL key and click the mouse. To select all the fonts, click the **Select All** command from the Font menu.
2. Click the [Uninstall button](#) on the toolbar. You can also press CTRL+U or choose the **Uninstall** command from the Font menu.

TIP You can quickly uninstall one font by double-clicking its name.

A status box appears while the font is uninstalled. When the font is removed from application font menus, the ✨ symbol beside the font name disappears to indicate the font is uninstalled.

See also

[Installing fonts](#)


Viewing font samples

The installer can show you onscreen samples of your new fonts, even if they aren't [installed](#).

► To sample one or more fonts:

1. If a sample is not visible at the bottom of the font list, click the [Sample button](#) so the arrows point to the left.
2. Highlight the font(s) you want to sample. To select multiple fonts, drag the mouse. To select font names that aren't next to each other in the list, hold down the CONTROL key and click the mouse. To select all the fonts, click the **Select All** button.

TIPS A few ideas for working with font samples:

- To size the sample window, drag the divider bar beneath the font list to turn the mouse pointer into a splitter indicator .
- Notice how the status bar indicates the number of font families and number of styles you have selected.

See also

[Printing font samples](#)

Printing font samples

You can easily print samples of some or all of your new fonts.

► To print a font sample:

1. Select the font(s) for which you want to print a sample.
2. Choose the **Print Samples** command from the File menu or press CTRL+P.
3. Select one of the **Print** options:
All fonts prints a sample of each font visible in the font list. **Selected fonts** prints a sample of the font(s) you selected in step 1.
4. To change the current printer or change the printer settings, choose the **Setup...** button.
5. Choose **OK** to print the sample.

See also

[Viewing font samples](#)

Sorting the font list

There are three options that let you control the order of the fonts appearing in the font

list. You can change the sorting order using one of three toolbar buttons mentioned below, or by choosing the **Sort by** command from the View menu.

- ▶ Click the [Sort by name button](#) to sort the fonts in alphabetical order by name.
- ▶ Click the [Sort by directory button](#) to sort the fonts alphabetically by the drive letter and directory name in which they are stored.
- ▶ Click the [Sort by appearance button](#) to sort the fonts in categories based upon their appearance (see the table below).

Name	Description	Name	Description
Proportional Serif	A proportionally spaced font with serifs .	Decorative	A stylized font generally used for headlines and other display text.
Proportional Sans Serif	A proportionally spaced font without serifs.	Script	A font designed to resemble handwriting.
Monospace	A monospaced font.	Symbol	A non-alphabetic font containing graphical elements such as dingbats or mathematical symbols.

See also

[Viewing font groups](#)

Viewing font groups

You can control which fonts are displayed in the font list by using the dropdown list box on the toolbar, or by choosing the **Group** command from the View menu.

- ▶ **To view all fonts:**
Choose **All fonts** from the list box on the toolbar. This will list all of your new fonts, including those that are [installed](#) and [uninstalled](#).
- ▶ **To view all installed fonts:**
Choose **Installed fonts** from the list box on the toolbar. This option will list all of your new fonts that are currently installed.
- ▶ **To view all uninstalled fonts:**
Choose **Uninstalled fonts** from the list box on the toolbar. This option will list all of your new fonts that are uninstalled.

See also

[Sorting the font list](#)

A very special offer!

You've seen how easy it is to install your new fonts, and how handy it is to have onscreen samples of the fonts.

ElseWare's **Font Express for Windows** has the same interface as your font installer, but lets you install *any* font on your Windows system, including:

- ◆ Windows system fonts
- ◆ Application fonts
- ◆ TrueType or ATM fonts

And, unlike any other installer, Font Express lets you:

- ◆ Preview fonts *before* you install
- ◆ Search an entire disk for fonts

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WA residents please include appropriate sales tax.

Font list

This shows all of your new fonts. Fonts with a ✨ symbol beside the name are installed in Windows and appear on application font menus. Highlight a font and click the right mouse button to see the drive and directory in which it is stored.

Installed fonts

Fonts with a ✨ symbol beside the name are installed in Windows and appear on application font menus.

Uninstalled fonts

A font without a ✨ symbol next its name is not installed and will not appear on application font menus. To install a font so it appears in your application, select the font and click the **Install** button.

Install font button



Installs the selected font(s) into Windows, adding them to application font menus.

Uninstall font button



Uninstalls the selected font(s), removing them from application font menus.

Sort by name button



Arranges the font list in alphabetical order.

Sort by directory button



Arranges the font list alphabetically according to the drive and directory in which they're stored.

Sort by appearance button



Arranges the font list in categories based upon their appearance. The categories include:

- Proportional Serif
- Proportional Sans Serif
- Monospace
- Decorative
- Script
- Symbol

See [Sorting the font list](#)

Sample button



Shows or hides a font sample window beneath the font list. The sample window lets you preview the highlighted font(s).

Sample window

Displays a font sample each member of the selected font family. For example, if you've selected Bookman, samples for Bookman Regular, Italic, Bold, and Bold Italic will appear.

View list box

Controls which fonts are displayed:

- **All fonts** shows all of your new fonts.
- **Installed fonts** lists all of your new fonts that are currently installed.
- **Uninstalled fonts** lists all of your new fonts that are uninstalled.

See [Viewing selected fonts](#)

Installing fonts

Installing a font makes it available in your Windows applications.

Uninstalling fonts

Uninstalling a font de-activates it so it isn't available in Windows.

monospaced font

The word "Proportional" is displayed in a serif font. Each letter is centered within a vertical grey bar of uniform width, illustrating that the letters themselves have varying widths.

vs

The word "Monospace" is displayed in a sans-serif font. Each letter is centered within a vertical grey bar of uniform width, illustrating that all letters have the same width.

A font whose characters all have the same width. For example, the width of the letter 'w' in a monospaced font is identical to that of the letter 'i'.

proportional font

The word "Proportional" is displayed in a serif font. Each letter is centered within a vertical grey bar of uniform width, illustrating that the letters themselves have varying widths.

vs

The word "Monospace" is displayed in a sans-serif font. Each letter is centered within a vertical grey bar of uniform width, illustrating that all letters have the same width.

A font whose characters vary in width. For example, the width of the letter 'n' or 'w' in a proportionally spaced font is greater than that of the letter 'i'.

sans serif (literally, “without stroke”)



Serif

vs



Sans Serif

Any typeface that doesn't include serifs. Popular examples include Arial, Futura, and News Gothic. See also [serif](#).

serif



Serif

vs



Sans Serif

The small finishing stroke that terminates the end of a line in a letter. Typefaces that have serifs are called *serif faces*; examples include Bodoni, Garamond, and Times. A serif font is usually considered to be easier to read than a sans serif font. See also [sans serif](#).

