

SoftKey Presents: Handwriting Fonts

**To go to a required section, click on the corresponding
bookmark on the left of the screen**

Introduction

Welcome to **Handwriting Fonts**. You now have an outstanding selection of handwriting fonts to enhance all of your text and graphics applications.

The fonts included on this **CD-ROM** are compatible with the TrueType format supported by Windows 3.1. The TrueType format allows you to scale fonts “on-the-fly” for both your screen and printer. TrueType technology eliminates “jaggies” (jagged edges appearing on a font due to over-enlargement). **Handwriting Fonts** TrueType compatible fonts let you use the power of TrueType and give you a broad range of natural writing style fonts from which to choose. Once you go through a simple installation process, your new fonts are instantly available to existing Windows programs. **Handwriting Fonts** gives you scalable typefaces, regardless of the printer you are using (the quality of the printed output will vary depending on the type and resolution of the printer.)

If you are already using a Windows-compatible outline font manager (such as Adobe Type Manager), **Handwriting Fonts** will coexist with it so that you don’t lose any previous investments in fonts that you may have made. Your applications can show both **Handwriting Fonts** and other outline fonts at the same time as long as the names are different.

Using Fonts

Typefaces refer to the letters, numerals, symbols, and punctuation marks designed in a particular style. A *font* is a digital representation of a typeface so that a computer can use it, although most people use the terms *font* and *typeface* interchangeably. Each typeface and associated font has its own unique appearance. Fonts come in a variety of styles including normal, **bold**, *italic*, **bold-italic**, and others. Fonts of different styles that are part of the same basic design group (such as Times or Helvetica) are called a *typestyle family*. Choosing the right family and typeface (size, bold, italic, etc.) allows you to create whatever look you desire for a document—professional, casual, highly visual, and so on.

Getting Started—Windows 3.1

The fonts included in this package are compatible with the TrueType format. TrueType format allows you to scale fonts “on the fly” for both the screen and printer while using Windows 3.1. The addition of TrueType technology to Windows eliminates the “jaggies” (jagged edges appearing on a font due to over enlargement).

Handwriting Fonts allows you to use the power of TrueType and provides access to 300 natural style fonts. After going through a simple installation process, new fonts are instantly available to any existing Windows software. Windows and Windows applications display the fonts on the screen exactly as they appear when printed; there is no need to install matching screen fonts.

In addition, by using TrueType font technology, documents take on the same appearance regardless of the printer being used (the quality of the printed fonts vary depending on the type and resolution of the printer).

Using the Font Installer Utility

The **ElseWare Font Installer** supplied with **Handwriting Fonts** offers a quick and flexible method of installing the fonts to your Windows system. It can also be used to preview samples of the fonts without installing them.

To use the Installer:-

- 1 Make sure the computer is turned on and Windows is active.
- 2 Insert the **Handwriting Fonts** CD in the CD-ROM drive.
- 3 From Windows' Program Manager, select Run from the File menu.
- 4 In the Run dialog box that is displayed, type D:\INSTALL.EXE and press Enter. D is assumed to be your CD-ROM drive letter. If your letter is different, substitute accordingly. Alternatively, use the Browse feature to locate the INSTALL.EXE file in the root of the CD.

Icons for the program and the Help files are added to a group called SoftKey, and the program is launched. It reads the fonts from the CD and displays a list and samples of the fonts.

You can view samples of the desired fonts at this point. For further information on this utility, select from the options in the Help menu.

To access the Installer again, double click on the Program icon or the Help icon in the SoftKey program group. Please note that the **Handwriting Fonts** CD must be in the CD-ROM drive.

The Standard Windows method

During the initial installation of Windows 3.1, three TrueType typestyles, as well as the two symbol fonts, were installed. The TrueType fonts were Courier New, a typewriter style typeface; Times New Roman, a serif typeface; and Arial, a sans serif typeface similar to Swiss/Helvetica. The two symbol fonts contain Greek, math and special characters (which Microsoft calls “Wingdings and Symbols”).

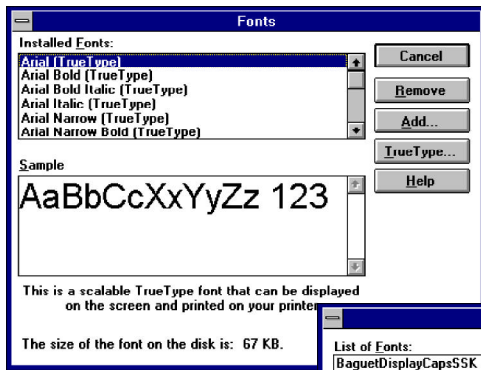
Handwriting Fonts TrueType fonts must be installed into the Windows system so that applications can use them. Follow the Installation instructions on the following pages to do this; **copying the font files from the CD-ROM will not work** due to the fact that Windows creates a special .FOT file for each font installed, and puts an entry into the WIN.INI file, which is used by Windows at start-up to set the operating features while using Windows.

NOTE: If you are not already familiar with Windows 3.1, there are helpful hints in the *Getting Started* and *Basic Skills* sections of the Windows manual, and these should be reviewed before proceeding with the **Handwriting Fonts** installation.

Each font that is installed requires both disk space on the hard drive as well as memory (RAM) space whenever Windows is in use. **Therefore, you can not install all of the provided fonts at the same time**, since Windows can only install a certain number of fonts. Install only those fonts that you will use most frequently.

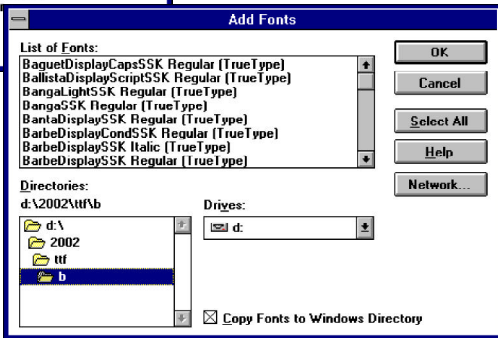
Adding the Fonts to the Windows System:

- 1 Insert the fonts CD-ROM into the CD drive.
- 2 Select the Control Panel Icon from the Program Manager's *Main Window*.
- 3 Double click on the Fonts Icon. The Fonts Dialog box is displayed.



The Fonts Dialog Box

The Add Fonts Dialog Box



- 4 Click on the **Add** button. The Add Fonts Dialog box appears.
- 5 Select the appropriate drive and directory from which the fonts are to be installed, by using the drop-down list boxes and clicking on the yellow folder icons. You may need to wait a moment while all of the font files are read.
- 6 Select the root directory (usually D:\) on the CD-ROM to load the e fonts.
- 7 Select the fonts you want to install; do one of the following to install:
 - Select multiple font names that are adjacent by pressing the left mouse button and the SHIFT key and dragging the cursor.
 - Select font names that are not adjacent by holding down the CTRL key and the left mouse button and highlighting the font names.
- 8 Deselect the *Copy Fonts to Windows Directory* option if you do not want to create duplicate copies of the fonts on the hard disk. If the fonts are not copied to the hard disk the **CD-ROM must** be loaded in the CD drive to use the installed fonts subsequently.
- 9 After the fonts are added to the *Installed Fonts* list, click on the *Close* button.

That's it! Handwriting Fonts is now available for use!!

Windows Glossary of Terms

Control Panel — The facility provided by Windows, found in the Main Program Group, that allows the user to customize various aspects of the Windows environment including Font management.

Disk Space — The quantity of permanent storage space available on magnetic media on your hard drive.

DOS — Disk Operating System, the software which allows the computer to use drives, keyboards, etc.

Extension — The part of the file name after the period used to describe the file type. For example the extension for Courier.FOT is FOT and tells you that this is a font file.

File name — The name of a file, up to 8 characters (with no spaces), with an optional 3 character type extension separated by a “.” e.g., *name.txt* .

Font — A set of letters, numbers, punctuation marks, and symbols that are of a particular design.

FOT — The file extension given to a font resource file created by Windows when a TTF file is installed via the Windows Control Panel.

INI — The file extension given to initialization files, these files define the Windows environment.

Memory — The temporary storage area used by running applications, also called RAM.

Point Size — The height of a printed character, i.e. these characters are 10 points.

PostScript — Used by high resolution printers, tells how to print the text.

Scaleable Fonts — A font which can be scaled to any size.

Serif / Sans Serif — Character design with tails/without tails.

TrueType — Fonts that are scaleable to any height and which print exactly as they appear on the screen.

TTF — The three character type extension given to files holding TrueType fonts.

Typeface — Another term used to refer to a particular character design.

Typestyle — A style of type, such as normal, bold, italic, or bold italic.

Windows — The environment within which this software is designed to exist.

Contacting Technical Support

If you have questions about the programs, consult this manual and the program's on-line Help system. If you're still experiencing difficulty, gather the following information:

- The name of the program you have a question about.
- Amount of RAM in your system.
- A description of your problem, including any error messages.
- A list of the steps required to replicate the problem.

Technical Support may be contacted at (770) 428-0008 9:00 am to 8:00 pm Mon - Friday (EST).

Send correspondence to **SoftKey International Technical Support** at 450 Franklin Road, Suite 100, Marietta, GA 30067. Send FAXES marked **ATTN: Technical Support** to (770) 427-1150.

Handwriting Fonts

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