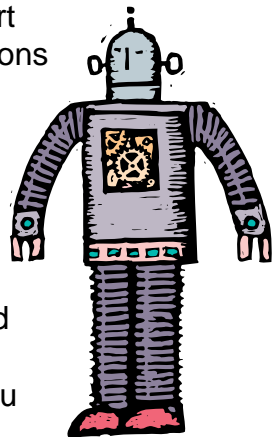# USING CLICKART WITH WINDOWS® PROGRAMS

Follow these brief instructions to start using ClickArt images with your programs. If you have any questions about using a ClickArt image with a specific program, refer to the program's user manual—it is your BEST source of information.

Print Shop® Deluxe for Windows

To use our ClickArt Images in Print Shop Deluxe for Windows, simply follow the instructions supplied with your Print Shop Deluxe program. The instructions may vary depending on the type of project you are working on.

1. Begin to create a Print Shop document. Select project type, style, backdrop, and layout.
2. When the desired layout is on your screen, select the image box and from the Object menu choose Edit...Enter.
3. In the Select A Square Graphic window that appears, choose other libraries from the pop-up menu.
4. Navigate to the directory where ClickArt images are stored. Remember that selecting [. .] moves you up the directory path.
5. Select a ClickArt library and press ENTER.
6. A list of the images in the library appears. Use the arrow keys to choose the image and press ENTER.
7. The selected image is now in the graphic box. Repeat the above steps to add more images.
   If you have any questions on how to use Print Shop Deluxe, call Brøderbund technical support at: (415) 382-4700.

Adobe® PageMaker® for Windows

1. Open an existing PageMaker document, or choose New from the File menu.
2. Select Place from the File menu.
3. In the dialog that appears, change the drive and directory to locate the image
4. Select the image you want and click OK.
5. Place the cursor anywhere on the document, then click.
   If you have any questions on how to use PageMaker, call Adobe technical support at: (206) 628 4531.

Adobe Persuasion® for Windows

1. Open an existing Persuasion document, or choose New from the File menu.
2. Select Slide from the View menu.
3. Select Place from the File menu.

4. In the dialog that appears, change the drive or directory to locate the ClickArt file.
5. Select the image you want and click OK.
6. Place the cursor anywhere on the document, then click.
   If you have any questions on how to use Persuasion, call Adobe technical support at: (206) 628 4533.

CorelDRAW! for Windows

1. Open an existing CorelDRAW! document or choose New from the File menu.
2. Select Import from the File menu.
3. In the dialog box that appears, select the images file type from the List of File Types drop down list. Remember, you might have to change the drive and directory to locate the ClickArt image file.
4. Click OK.
   If you have any questions on how to use CorelDRAW!, call Corel technical support at: (613) 728 1990.

Freelance Graphics for Windows

1. Open an existing Freelance Graphics presentation or choose New from the File menu.
2. Select Import from the File menu.
3. In the dialog box that appears, select the images file type from the File Types drop down list. Remember, you might have to change the drive and directory to locate the ClickArt image file.
4. Select the ClickArt image and click OK.
   If you have any questions on how to use Freelance, call Freelance technical support at: (613) 728 1990.

Harvard Graphics® for Windows

1. Create a new Harvard Graphics presentation, or open an existing presentation.
2. Select Import from the File menu.
3. In the dialog that appears, choose a file format from the File format drop-down list.
4. Change the drive and directory to locate the ClickArt file.
5. Select the image you want and click OK.
   If you have any questions on how to use Harvard Graphics, call Harvard Graphics technical support at: (408) 988 4005.

Microsoft® Word for Windows

1. Open an existing Word document, or choose New from the File menu.

2. Select Picture from the Insert menu. The Picture dialog box appears.
3. Select ClickArt image file type from the List Files of Type drop-down list.
4. Select the ClickArt image you want and click OK. Remember, you might have to change the drive and directory to locate the ClickArt image file.
If you have any questions on how to use Word, call Microsoft technical support at: (206) 462 9673.

Microsoft PowerPoint® 2.0 for Windows

1. Open an existing PowerPoint document or start a new document.
2. Select Paste From in the File menu. The Paste From dialog box appears.
3. Select the ClickArt image and click OK. Remember, you might have to change the drive and directory to locate the ClickArt image file.
If you have any questions on how to use PowerPoint, call Microsoft technical support at: (206) 635 7145.

Microsoft PowerPoint® 3.0 for Windows

1. Open an existing PowerPoint document or choose New from the File menu.
2. Select Insert from the Edit menu, then select Picture from the Insert submenu. The insert picture submenu appears.
3. In the dialog box that appears, select the images file type from the File Types drop down list. Remember, you may need to change the drive and directory to locate the ClickArt image file.
4. Select the ClickArt image and click OK.
If you have any questions on how to use PowerPoint, call Microsoft technical support at: (206) 635 7145.

## WordPerfect® 5.1 & later for Windows

1. Open an existing WordPerfect document, or choose New from the File menu.
2. Select Figure from the Graphics menu, then choose Retrieve from the Graphics submenu.
3. Select the ClickArt image file you wish to use, and click Retrieve. Remember, you might have to change the drive and directory to locate the ClickArt image file.
If you have any questions on how to use WordPerfect, call Novell technical support at: (800) 541 5096.

UNDERSTANDING FONT TERMINOLOGY

The language of Type, as well as type technology itself, is undergoing change. The art and science of typography has been deeply rooted in tradition, first with scribes, then with moveable type & printers. As desktop and electronic publishing terminology gains widespread use, the meanings of the terms themselves have begun to change.
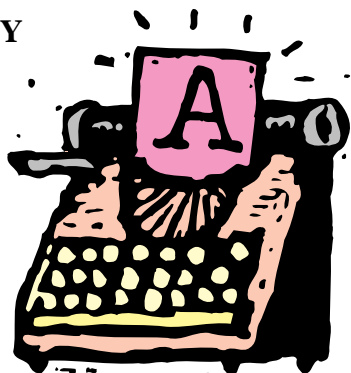
This is a brief description of the terms that we use in this ClickArt electronic document and in the manuals that ship with ClickArt Font products.

Font

Font technology today makes every font scalable, so for the purposes of this document, the word font refers to the particular style of a particular typeface; i.e: Alor Condensed, Alor Extended, Alor Thin, Alor Wide.

Historical sidenote: In the days of metal type, a font referred to a unique size and style that can be found within a particular font family. For example, in the Alor family there are many unique fonts: Alor Bold 12pt, Alor Bold 14pt, Alor BoldItalic 4pt, Alor Italic 28pt, Alor Normal 60pt, each in a unique size and style. Each of these is considered a different font in metal type.

Typeface family

A typeface family consists of an entire collection of like fonts with a common basic design. For example, the Alor typeface family consists of all styles, weights and sizes of all the different permutations of Alor. i.e.: the Alor family includes: Alor Normal, Alor Bold and Alor Bold Italic. A shorthand way to refer to the family is "the Alor typeface." Generally, the terms font families and typeface families are interchangeable.

ABOUT CLICKART FONTS ON MICROSOFT™ WINDOWS 3.1®

You may use the setup program on the CD to install your fonts. Otherwise you may use the installation directions appropriate for your version of Windows.

Using the ClickArt Fonts Setup Program on Windows 3.1

1. Insert your ClickArt Fonts CD.
2. In the Program Manager, choose Run from the File menu, type D:/SETUP.EXE and click OK (if the disk is in a drive other than D, type that drive letter).
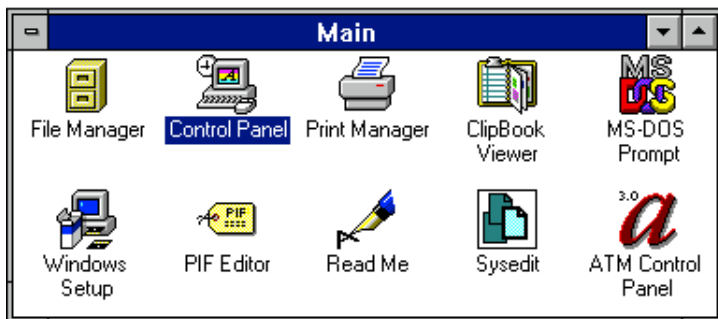
3. Follow the instructions given on the screen.
4. When the program asks you if you want to install or copy the fonts, choose install.

Installing TrueType™ Fonts in Microsoft Windows 3.1

1. From Microsoft™ Windows 3.1 Program Manager, open the Windows Control Panel (located in the folder called "Main") and double-click on "Fonts." The Fonts dialog box appears.

2. Click the Add button. The Add Fonts dialog box appears.
3. Put the ClickArt fonts floppy disk or CD-ROM disc in its respective drive.
4. In the Add Fonts dialog box, click the scroll bar to right of the "Drives" list box and select the appropriate drive for the ClickArt disk.
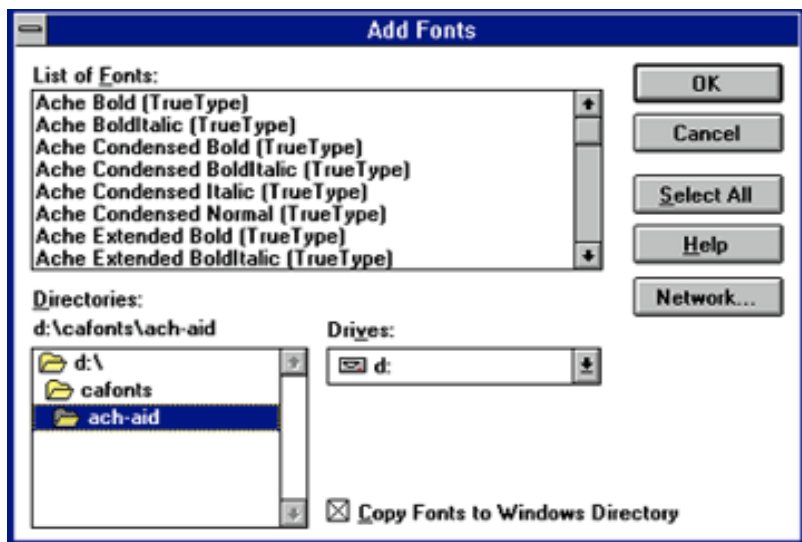
5. Using the Directories list box, navigate to the location of the fonts (usually in a folder called CA_FONTS). Double-click on the CA_FONTS subdirectory and the fonts that can be added will appear in the List of Fonts box.
    Note: The Copy Fonts to Window Directory box must be checked when adding fonts to the system.

6. Select the fonts you want to add. To select multiple fonts from the list, hold down the Control key (CTRL) and click on the individual fonts. To select all the fonts, click the Select All button. Click OK.

Warning: Windows 3.1 will allow you to install a maximum of 150 fonts. Do not install all of the fonts at once! Installing too many fonts can cause problems with your Windows software, including memory errors and loss of performance. Only install the fonts you use frequently and remove those fonts you no longer use. For more intricate fonts, like cursive or old gothic styles, you should only install them while working on a particular document and when finished, remove them from the font list.
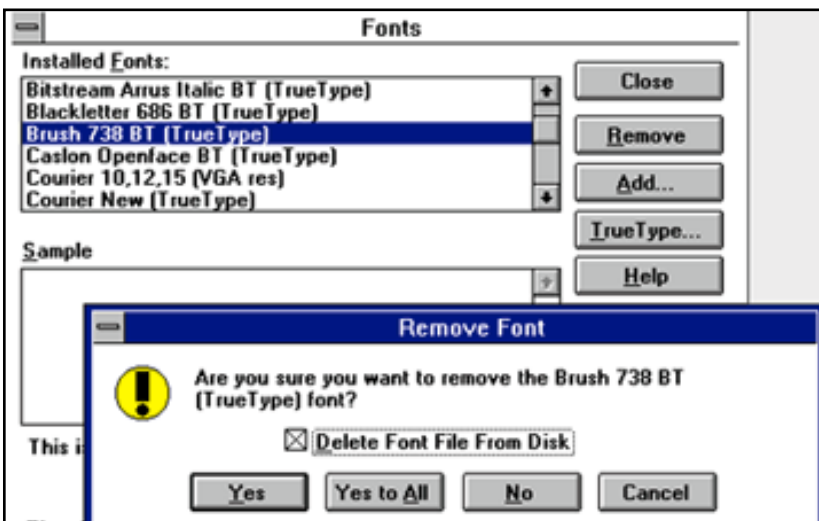
7. Click Close to exit the Fonts dialog box.
8. To use the fonts in your Windows applications, you may need to reselect your printer in Printer Setup under the application's File menu. Your application's user manual should be able to answer any questions in this regard.

Removing TrueType Fonts from Microsoft Windows 3.1

1. From Microsoft Windows 3.1, open the Windows Control Panel (located in the folder called "Main" on your desktop) and double-click on "Fonts." The Fonts dialog box appears.
2. Select the fonts you want to remove in the Installed Fonts box. To select multiple fonts from the list, hold down the Control key (CTRL) and click on the individual fonts.

Warning: The font MS® Sans Serif is used in most Windows dialog boxes. You should not remove this font, otherwise the text in the dialog boxes will be difficult to read.

3. Click the Remove button. A message appears, asking you to confirm your decision to remove the font(s).

4. If you want to remove the font completely from your hard drive, click the "Delete Font File From Disk" check box.
5. Click Yes. If you selected several fonts, click Yes to All.
6. Click Close to exit the Fonts dialog box.

TROUBLESHOOTING

If you have a problem using the TrueType fonts from ClickArt:

- Review this section to make sure that you followed all steps correctly and adhered to all warnings.
- Review the sections on TrueType fonts in the Microsoft Windows 3.1 user's guide and in Windows on-line help.
- Call your Windows application vendor for information on the application's support for TrueType.
- If you continue to have a problem and are a registered ClickArt owner, please feel free to contact our technical support representatives.