

## *Arts & Letters*

# **BOSS Font Manager**

for Windows'95, WindowsNT & Windows 3.11

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### **What Can You Do with Font Manager?**

Using our Font Manager you can view or preview all of your TrueType® and Postscript Type 1 fonts in any size all the way up to 99 points. You can even preview uninstalled fonts directly from the font files on your disk or CD-ROM. You can also print some of the very best font specimen sheets in the industry. Make a catalog of all your fonts, or print out a grid which shows every character in your font (great for selecting the right key combinations to use for printing dingbat or wingding-type fonts). Plus, you can install and uninstall fonts on-the-fly, from any directory you choose. You can even install fonts directly from CD-ROM, saving precious hard disk space — now that's freedom of choice!

### **Getting Started**

If you want to "jump right in" and start using Font Manager right away without reading any of the documentation, please go right ahead. There is plenty of real-time help built into the application so you may never have to read this anyway. Of course, you might miss some of its less obvious features (but you can always come back to this document anytime). It's your choice.

### **Some Very Important "Tips" You Should Know About**

The Font Manager is very easy to use. But, with all the various peripheral products on the market, achieving compatibility is not quite as easy as you might think. So, here is a list of the most likely problems (*and solutions*) which you might encounter:

**About CD-ROMS:** If you haven't noticed yet, *CD-ROMS are slow!* If you intend to print specimen sheets directly from CD's then expect to wait a bit for your documents. If you have room, you might consider moving your font files to a temporary directory on your hard disk, print them, then delete the files.

**About Printers:** The most common problem, by far, has been people trying to print many font specimen sheets with the Windows Print Manager turned on. Turn the print manager off! It only slows down printing and, because of the massive amount of font data, consumes gigantic amounts of disk space. Let me say it again: Turn the print manager off! The print manager can be turned off by using the Windows Control Panel. Double-click on "printers". When you see the available printers screen, look down at the bottom of the form and *uncheck* the box that says "Use Print Manager?". This advice is also for any print spooling software.

Windows'95, for example, uses print spooling by default. To change this so you can print directly to your printer click on the Start button, then Settings, then Printers. Position your mouse pointer over your printer driver icon and right-click on it. Click on the Details tab and then click on the Spool Settings button at the bottom of the driver screen. Change the setting so you can print directly to the printer (do not spool the output).

The Font Manager temporarily installs fonts which need to be printed, prints them, then uninstalls them. Print spoolers run slower than Font Manager, so by the time the spooler starts printing the page the fonts for that page have already been uninstalled. You end up with pages of font specimens that all look the same.

If your printer driver has the option, select to print "TrueType as graphics". This will let you print

many more fonts on a page. Also, fonts printed using this option print much better and are cut off cleaner at margin boundaries. It is really worth the time to turn this option on. Most printer drivers have this option — turn it on! And, if your driver has the option to print either "Raster" or "Vector" graphics then select "Raster" graphics for the best possible reproductions of your fonts.

If you are using Windows 3.x or Windows for Workgroups then there is a documented Windows problem with certain shareware fonts which will crash the TrueType rasterizer engine and will require you to restart Windows under certain circumstances. *This is not a Font Manager problem!* This problem is fully documented in Microsoft's PSS ID number Q83448 errata sheet entitled "Error Message: Invalid TrueType Font Detected". The only solution for this behavior is to use good quality fonts. During our tests, it appears this problem has been corrected in both Windows'95 and WindowsNT.

Another problem, though not as severe as the one above, is some fonts will print small squares instead of characters or not all characters will print in all point sizes. Again, this is a Microsoft TrueType problem and is described in their publication PSS ID number Q94715 entitled "Cannot Print Ormate, Complex TrueType Fonts". A better title would have been "Cannot Print Cheap Fonts". In any event, Font Manager is doing its job by printing specimen sheets which reveal these types of problems.

**About Video Cards:** If you are using a video accelerator board and experience problems running Font Manager, or if Font Manager won't run at all then the source of the trouble may be your *video driver!* Try another driver. Maybe there's a more recent release from the manufacturer, or you can try any of Microsoft's drivers which work amazingly well (and come free with every copy of Windows). There is an interaction between the memory address of video drivers and printer drivers, so if you experience trouble then you'll need to adjust either one or both of your drivers.

Other publications you might want to look at include PSS ID number Q115596 entitled "Problems with TrueType Fonts and Diamond Video Drivers" and PSS ID number Q85286 entitled "Checklist for Troubleshooting TrueType Font Problems". Each of these papers should be available from Microsoft at no charge.

**About Font Management:** The Font Manager goes to extremes to help insure you are protected in the event of font management problems. First, copies of your WIN.INI and ATM.INI files are made and stored in the Font Manager directory the very first time Font Manager is run. This means, if the worst were to happen, you could restore everything to the way it was before ever using Font Manager.

The next thing Font Manager does is it makes an image of your installed fonts. If you later want to revert to the fonts that were installed before you changed them, you could go to the Setup Section and click on the "Restore Fonts" button. This will work as long as you haven't physically moved your font files to another location since the first time you ran Font Manager. If you have moved your fonts, erase the files with ".fsb" extensions in your Font Manager directory and run Font Manager again — a new image of your installed fonts will be made automatically.

## Viewing Installed Fonts

The first time Font Manager is run, one of your fonts will be displayed in 48 points. ("points" are a unit of measure used by the typography industry — 72 points equals one inch). Your screen is sectioned off into panels:

At the top of the screen you'll see an Information Panel and a Setup Panel. The Information Panel

tells you about the font being displayed: the font's full name, if it is proportional or fixed space, if it is TrueType® or Postscript, if it is installed or not, and the full pathname (location) of the font file. The Setup Panel will be discussed in detail later.

The largest panel is the ViewPort. [The ViewPort Panel](#) shows a sample of the selected font. You can scroll through the sample if necessary.

To the right of the ViewPort, is the [Font Selection Panel](#). To select an installed font just click on the first drop-down listbox and pick one of the font names. TrueType® and Postscript fonts are easily identified by their respective icons. A sample of the font you selected is immediately displayed in the ViewPort.

At the bottom of the screen there are 4 panels. [The Specimen Panel](#) lets you select what will be displayed in the ViewPort. You can select between viewing the complete character set or a specimen line which can be customized in Setup (explained later on). [The Justify Panel](#) lets you select between Left, Right or Center Justified viewing. [The Font Size Panel](#) lets you select the size of the sample you are viewing. [The Control Panel](#)'s buttons include an Exit button used to end the Font Manager program, an About button used to learn about getting technical support, and a Font Directory button used to select a directory containing font files (explained in "Viewing Uninstalled Font Files" later).

Take a look at the neat size adjustment knob in [The Font Size Panel](#), along with the point size LED display (kind of like what you'd see on a stereo system). To "turn the knob" you click on it and hold down the mouse button as you move your hand in a circle. While holding down the mouse button, you can get finer control by moving your hand in larger circles. The larger the imaginary circle is, the finer the point size adjustment. That's one way. Another is to just click on a point on the knob which will then jump to a point size. You can get "close enough" to the size you want this way, then use the fine adjustment control (up-down arrows) to make one-point size adjustments. Either way, the idea is to select a point size you are interested in viewing.

## **Font Manager Setup**

Click on the Font Manager Setup button at the top-right of the screen. The Setup Panel reveals several optional settings which you can change as you see fit. Your changes are always saved so everything will be the way you set it the next time you run Font Manager.

[Show Balloon Help](#) lets you turn on/off the cartoon-style help which pops up whenever the mouse is idle over a control (including this one). You can also set the seconds to delay before help is displayed.

[The Specimen Line](#) can be changed to view or print whatever text you want. You'll notice the default example makes use of a special code that Font Manager can handle. To include the font's name in your text, use the code "<F>" (without the quote marks). The letter-F can be either upper or lower case, it doesn't matter.

[Printed Specimen Sheet Style](#) includes 1-column or 2-column (the number of fonts per sheet depends on the size of the font samples and the paper orientation), and the character map which prints a sample of every character in the font (maximum of 3 fonts per page). To include the date, time, or page numbers at the bottom of each sheet simply check the options you want.

[Font Size \(Points\)](#) is used to set the size of the printed font samples. The Byline size is used to set the size of the descriptive information which is printed just below each font sample.

Page Settings let you set the starting page number. The starting page number is just a number — it is *not* the starting physical page number. Printing *always* begins with the first font in your print list. There are several reasons why you might want to begin printing with a page number other than "one". For example, maybe you ran out of paper or had to stop printing for another reason. In such a case, you can select just the fonts you want to begin printing with and then set the page number as the next number following the last printed page you already have.

The margins can be set to move the image around the page as you feel appropriate. The default settings offset the page so there is a wide margin on the left — which is perfect for 3-hole punching.

Page Header and Footer lets you set whatever text you want to appear at the top and bottom of every printed page. If you do not want to print a header or footer then just leave it blank.

Restore Original Fonts button is used in case something goes wrong or you've changed your mind after installing or uninstalling fonts and want to restore all of your fonts to the way they were before ever using Font Manager. This will work as long as you haven't physically moved your font files to another location since the first time you ran Font Manager. If you have moved your fonts, erase the files with ".fsb" extensions in your Font Manager directory and run Font Manager again — a new image of your installed fonts will be made automatically.

To Exit the Setup Panel either click on the OK button or simply press the escape key.

## Viewing Un-Installed Font Files

Click on the ABC Fonts Directory button located in the Control Panel at the bottom-right of your screen. Select the drive and directory containing font files you want to work with. The second drop-down listbox in the Font Selection Panel will now contain the font files from your selected directory. Simply click on any of the font file names to see what the font looks like.

Note: If you are using removable media such as floppy diskettes or CD-ROMS, you can change media *even if the Select Directory dialog box is showing*. After changing media, always double-click on the root directory so the files from the new media can be properly displayed.

## Printing Font Specimens

The last drop-down listbox in the Font Selection Panel contains a list of fonts to print. To add the displayed font (in the ViewPort) to this list simply click on the Add To Print List button. To add all of the fonts in either the Installed or Un-Installed listboxes, first click on the listbox you want so it is highlighted then click on the All To Print List button. If you want to print fonts from multiple directories, first select the directory you want using the ABC Fonts Directory button then repeat the steps above. Click on the Clear button to empty your pending fonts to print.

The Print button lets you select the printer and paper orientation then begins printing your specimen sheets. Click on the Cancel button to stop printing before the job is finished. Before printing, you might want to check your settings in the Setup Panel to make sure you have selected the correct sheet style, etc.

## Installing Fonts

Select the font file you want to install by clicking on it (drop-down listbox in the Font Selection

Panel). The font being displayed in the ViewPort will be instantly installed, ready for use in your applications as soon as you click on the [Install This Font](#) button. To install all font files click on the [Install All Fonts](#) button. Font Manager is designed so you can even install fonts while another application (such as a word processor) is running and the other open application will know your available fonts have changed. This convenient feature works with most other applications, but some applications (those that do not follow proper Windows standards) may not know about font changes if they are already running. For these few applications, you will need to start them after you have made changes to your installed font list.

When you select a font file to install which is located on a CD-ROM or floppy diskette you will see a [Font Install Advisory Panel](#). Here, you have the option of copying the font file to the hard disk before installation or to just install the font from the removable media. If the font is installed from removable media then that media must be available whenever you want to use the font. Using a font from removable media saves disk space (but the media must be available at all times). Using a font from the hard disk is much more convenient, but you will use up some of your hard disk space. The choice is yours.

### **Un-Installing Fonts**

Select the installed font you want to uninstall by clicking on it (from the drop-down listbox in the [Font Selection Panel](#)). The font is immediately uninstalled. *The font file is not deleted* from your disk since you might want to re-use the font in the future. If you are using 16-bit Windows (like Windows 3.11 or Windows for Workgroups), the TrueType® font file (file extension ".TTF") is not deleted but the resource file which Windows creates for that font (file extension ".FOT") is deleted. If you later install this font again then a new resource file will be created for you automatically. Windows'95 and WindowsNT only need the TrueType® file.

### **And Finally...**

We sincerely hope you enjoy using the Font Manager and want to take this opportunity to thank you for selecting this fine program. In the unlikely event that you need technical support or have questions about this product, please click on the [About](#) button located in the [Control Panel](#) at the bottom-right of your screen for the latest information on how to get in touch with us.