

WELCOME TO  
***FontSpec Pro 7***  
**for Windows'95, WindowsNT & Windows 3.11**

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**OVERVIEW:**

FontSpec Pro is the most advanced Windows font manager available today. This all-new release features a completely re-written product which is fully compatible with Windows'95, WindowsNT, Windows for Workgroups 3.11, and Windows 3.x.

FontSpec Pro addresses three primary functions: View, Print, and Manage fonts. FontSpec fully supports both TrueType and Postscript fonts. If you are using Postscript, then you must use ATM version 2.5 or higher. Fontspec is smart enough to know whether you're using the correct version of ATM and will turn off its Postscript support if its not applicable.

***View Installed Font Specimens***

You can display your installed fonts in sizes from 6 to 99 points from within any application, using different effects and justification modes. Instead of trying to remember what all those cryptic font names look like, you can view actual multi-line samples of the font right on your screen. Simply click on a font name and it explodes to the exact size and style you request. Display any kind of sample you wish.

***Preview and Print Font Specimens (even if not installed)***

You can preview or print pro-quality font specimen sheets of your installed or uninstalled fonts using a variety of templates including single or two-column, full sheet, and keyboard formats. You select what the specimen sample will say or you can create your own sample text. You can select point sizes, which fonts to print, styles, add time, all caps... almost anything can be customized to your satisfaction. In addition to font specimen sheets, you can also scan your disk drives and print reports based on the fonts you have (quite valuable in finding duplicate fonts).

***Manage Fonts Individually or in Groups***

Here's the really exciting part! If you're like most of us you have more than likely collected a large number of fonts. Having all those fonts installed at the same time takes up memory and slows Windows down.

FontSpec Pro gives you a method of managing fonts in smaller bite-size chunks which we call "Font Groups." A Font Group is a collection of fonts which you intend to use together, for a given purpose. For example, you can create a group of fonts which you use for a given customer. Or, you can create a group of your favorite fonts. Each Font Group is given a name (such as "My Favorite Fonts"). You can then install and activate any Font Group you choose. You can even mix groups, combining two or more to create new groups.

As a bonus feature, you can also *preview* each font (every single character!) before it's ever installed. This feature helps you decide if you really want to keep a particular font or not. And, if you decide you don't want a font (it doesn't matter if it's already installed or if it's not yet installed), you can remove and delete it — from Windows, from your disk, or both.

## **About Registration**

FontSpec Pro is marketed as Shareware (not freeware). It's okay to give away copies to friends, associates, and everyone else (please do!) as long as no monies are collected, except for a small disk duplication fee if necessary. If you find this program of value to you please don't think that the "other guy" will send in his registration (he probably won't). As of today, less than one percent of all distributed copies of FontSpec Pro have registered (ugh!- how's a guy supposed to eat?). So, I'm really *COUNTING ON YOU* to do the right thing and register. Here's how:

**Send just \$29.00, this includes world-wide postage, to:**

**UniTech**

**2697 McKelvey Road  
Maryland Heights, MO 63043**

*Visa, Mastercard holders can call us at 314-770-2770 for immediate service, or  
call our 24-hour Fax Order Line at 314-291-5441  
(please include credit card number, expiration date, complete name and address on fax)  
(Do it. You'll feel great!)*

Registration includes the current version of the software, free fonts, and a big "Thank Yoooouuu!"

## **UK AND EUROPEAN CUSTOMERS:**

**You can register your copy of FontSpec Pro in the UK.**

### **Contact TESTWARE PUBLISHING**

**46 The Avenue  
Harrogate  
N. Yorkshire  
United Kingdom  
HG1 4QD**

**Phone: 01423 886415  
Fax: 01423 889728  
Compuserve: 10030,467  
E-Mail: [info@testware.co.uk](mailto:info@testware.co.uk)  
Internet: <http://www.testware.co.uk>**

**UK Registration price, including vat, is 25 pounds  
plus 2 pounds delivery.**

**You can pay by Cheque, Visa, Mastercard, Delta or Switch.**

## How to Install FontSpec Pro

This application is self-installing. Depending on whether you have the shareware version or the registered version, you do the following:

### **If this is a shareware copy of FontSpec:**

Decompress the file you downloaded, if necessary, and put all of the files into a temporary directory or on a floppy diskette. Start Windows and launch the SETUP.EXE file.

### **If you've purchased FontSpec:**

Installation is a snap! Start Windows and launch the SETUP.EXE file. That's all there is to it.

## Getting Started

If you want to "jump right in" and start using FontSpec Pro right away without reading any of this stuff, then please go ahead. There is plenty of real-time help built into the application so you may never have to read this documentation anyway. FontSpec Pro is a highly graphic application which is fairly easy to use and understand. Of course, you might miss some of its less obvious features (but you can always come back to this documentation anytime) — it's your choice.

To understand the application fully, we'll start by examining the Viewer module. *If you haven't already done so, please start FontSpec Pro now.*

## Welcome to the Welcome Screen.

As you can see, FontSpec Pro is designed to use the Tabbed Notebook metaphor. I know, I know, everyone is doing this so what's so special here? Well, nothing really. And that's the point. We wanted to use an interface that works and is easy to use. This seems to satisfy that, but if you have any suggestions or improvements please let me know about them. In fact, previous users of FontSpec will find many of their suggestions have been included in this latest version.

Of particular interest should be the automatic detection of your Windows platform. Since fonts are handled differently (internally) in the 3 versions of Windows (NT, 95, and what I call "Classic"— hey, what can I say?) the software is saying to you "Hi there. Welcome and, by the way, everything I do is going to be based on my opinion that you are using Windows Classic (whatever). If this is not correct then *don't continue.*" (Call for support instead)

Also, you'll see the eye-catching marquee scrolling across the lower right-hand part of your screen asking you to register (begging for money). This cute little thing is designed to drive you nuts... you are not supposed to like it. Once you've registered, it will quietly disappear. The "About" button gives you information about registration (again!) and also how to get technical support. If you need a bit of help you can choose from the 5 different ways offered. Go ahead and click the "About" button to see what I mean. To exit FontSpec Pro, you would click the "Exit"

button. Not much to say about that. The other 2 blank buttons are not used for this screen.

By the way, from now on I'll refer to the different screens as "tabs" and "sections" since that's what they really are. So I'll be talking about the *Viewer Tab* and *Viewer Section*, etc. rather than calling them screens.

## How to Use the Viewer Section

The first time the Viewer is displayed, it uses one of your fonts in 60 points ("points" are a unit of measure used by the typography industry — 72 points equals one inch).

The Viewer makes no changes to your system, so don't be afraid to experiment. Your installed fonts are displayed at the right. By clicking on any of the miniature font samples, you will be able to view that font in the larger viewport. Go ahead and click on a few names to get the feel for this.

Bitmapped fonts (such as MS Sans Serif and Terminal) will look "jaggy" in larger point sizes (for example, MS Sans Serif in 24 point will look ok, but will look yucky at 98 points). So, if you see a font that looks really bad please don't think there is anything wrong with FontSpec. In fact, FontSpec is doing its job by showing you that this font in this point size would not be a good choice for a project.

Speaking of point sizes, take a look at the neat size adjustment knob 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.

Just to the right of the size adjustment is the Style Options Group. The four styles let you adjust your font's style for the effect you want. Click one a few and you'll see what I mean.

To the left of the size adjustment are three text justification buttons. The choices are Left, Center and Right Justification.

The Specimen Templates Group located at the far left let you change what is being displayed in the viewport. The first time FontSpec Pro runs, it uses one of the 4 available templates called *Custom # 1*. Each of the "custom" templates can be changed to show whatever you want to see. More about this in a bit. The other template (Characters) let you look at every character in the font. You can use the mouse and scroll bars to navigate across the grid of character samples. Another way to navigate is to "push" at the inside of the viewport with your mouse button down. This will also move the grid. Once you get the feel for the "push" method I think you will like this better than the scroll bars because it allows for *diagonal movement*.

You can change the words of what is being displayed via the Setup Tab. Of course, you can venture off on your own and try this out, or you can read about how to do this first in the Setup Section's reference. Here's a quick overview of how to change the words right now:

Click on the Setup Tab. You will see 3 edit areas which correspond to Custom #1, #2 and #3. All you have to do is change one of these to whatever words you want. Flip back to the Viewer and — presto change-o — your new words are now used for the sample. As a matter of fact, FontSpec Pro will remember any changes you make like this so that the next time you use it everything will already be customized for you.

Here's two "secret" changes you can make in the Viewer's text display if you decide to enter your own words into any of the three custom specimen option fields:

Besides entering whatever words you want, you also have the option of including this special code: **<F>** By inserting this within your text the program will substitute the font's full name in place of the code. For example, if you enter this:

This is <F> font sample

The program would show this:

This is Arial Bold font sample  
(if "Arial Bold" was the currently selected font)

The other code is: **<+>** By inserting this within your text the program inserts a new line at the point the code was used. This one may not seem as obvious. To see how both of these codes are used, select custom specimen #3. The beginning of this template uses the *font name substitution code* and, at the end (where our copyright notice is) we used the *new line code*.

Don't be too concerned about all this code stuff, since it sounds more complicated than it really is. In fact, you will probably find using the Viewer (and FontSpec Pro in general) to be very friendly.

Since "doing" is the best way to learn this type of application, the rest is up to you now. Select a font sample by using the specimen buttons, change point sizes, justification, italics, bold... experiment. By the way, by now you must have noticed the friendly balloon help messages which pop up whenever you leave the mouse stationary over a control. Much of the program's size is due to this extensive (and instant) help. If you don't want the help or, if you want to adjust the delay time before you get help, then you can set both of these in the *Setup Section*. Each of the remaining Sections use the balloon help, so anytime you are not sure about what to do just point to a control and let FontSpec tell you about it.

### **So What Can Go Wrong?**

Not a heck of a lot in this module. The other modules *can* have things go wrong from time to time. Nothing is perfect. I put this here just to let you know that, at the end of each Section's description, is a "So What Can Go Wrong" area just like this one which covers events you may run up against and some suggestions on how to handle them.

If you experience any other trouble, please give me a call. There is no charge for phone support (imagine *charging* for it! Some companies really do!) Besides, I don't get very many calls. Heck, you can even call about some other problem not related to FontSpec and if I can help you, I will. Support hours are Monday through Friday, 8 a.m. to 5 p.m. *Central time*.

## How to Use the Printer Section

FontSpec Pro really shines when printing specimen sheets. I doubt you'll find any other program which even comes close (of course, I'm a bit bias about this). Go ahead and click on the Printer Tab so we can get started making great-looking specimen sheets right away.

Your first reaction when this section is displayed might be: *Zowie! What is all this stuff?* I gave a lot of thought on how to present the tools you will need to print specimen sheets. After you use this section a few times you will understand (and, hopefully, appreciate) why all this stuff is presented on one screen. We'll make this as easy as possible by talking you through making a specimen sheet one step at a time.

**A few words 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 I sure hope you have a good book handy (maybe an epic like *War and Peace*). If you have the room, I strongly recommend you move the font files to a temporary directory on your hard disk, print them, then delete the files. CD's are great for storage but for file intensive tasks, like FontSpec demands, CD's are the pits.

**To work with Installed Fonts** press the "Use Window's Installed Fonts" button (this is already done for you when the Printer Section first displays). All Postscript and TrueType fonts which are currently installed will be selected automatically, ready for you to pick which ones you'd like to include in your specimen sheets.

**"Show Sample" and "Add To Print List" Checkboxes** let you decide what happens when you click on a font name from the listbox. If you just want to preview the fonts (without adding them to the list of fonts to be printed) then un-check the "Add To Print List" checkbox. The miniature character grid (similar to the one you already looked at in the Viewer Section) lets you view every character in the font.

**Selecting the fonts to print** is simple. Make sure the "Add To Print List" checkbox is checked on, then just click on each of the names you want to include in your specimen sheets. For the moment, don't click on the "Select All" button. Click on a font name like Arial, for example. Now look at the *Fonts-to-Print Listbox* at the right. The name you selected explodes into multiple font names like Arial, Arial Italic, Arial Bold and Arial Bold Italic. Here's what's going on:

The listbox on the left shows font *families* when working with installed fonts. This is just like what you would see in other applications. But when you click on one of the *font families* it is enumerated into all of its font *styles*. There may be one, two or more font *styles* for each font *family*. If you don't want to include all of the *styles* you can click on the fonts you *don't want* in the listbox on the right. The fonts you click on will be removed from the list.

You will also see a group of checkboxes at the far right of this section that let you *filter* which fonts are included in your Font-To-Print list. When the boxes are checked on, then that type of font is included, otherwise it is ignored. So, if you wanted to print samples of TrueType fonts in Normal and Italic which are either Proportional or Fixed-space then just check those boxes on and then click on the "Select All" button. Talk about versatility!

**To Work with Uninstalled Fonts or Font Files (installed or not)** click on the "ABC Font Dir"

button at the bottom of your screen. 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.

Select the directory which contains the files you would like to work with then click on the "Use Fonts from Current Directory" button located next to the "Use Windows Installed Fonts" button. Once the directory is selected you can flip between installed and uninstalled fonts by clicking either of the two buttons. When working with font files, you will notice you are no longer working with font *families* as you were when you used installed fonts. Working with font files *always means you are working with just one font style*. So, when you click on one of these font names to include in your specimen list, it is copied into the list but never explodes into other font names (there is just one of each).

My personal preference is to just use font files when printing specimen sheets. This is because the printed lists will include the font name *and it's file name and location on the disk* and I find this information very helpful. But, if you want a printed list of your installed fonts then by all means use that option. It's your choice. Go ahead and select some fonts to print now.

**Select the sheet-style (template) to use.** My personal favorites are 2-column and Grid Layout. The 2-column format prints enough of each font to get the flavor for what the font looks like without using up a ton of paper. The Grid Layout prints every character in the font along with its ASCII number (that's the number you can enter by using the ALT key) — this is very helpful for dingbat fonts or for accessing unusual characters which don't appear on your keyboard.

Concerning the other sheet styles, my suggestion is to just print one sample of each so you can see what they look like. If this is a shareware version, then the software will only let you print one page at a time anyway, no matter how many fonts you select (but when you see how well it prints I'm sure you'll be calling to register FontSpec Pro, right?).

As you select different sheet styles, you will discover some options disappear (because they are not needed). This is normal, and appropriate.

**Select the Specimen** from one of five choices. The first is the tried and true "The quick brown fox jumps over the lazy dog" (which uses every character in the alphabet). The second is a printout of the character set (not to be confused with the Grid Layout which prints every character in a font). The character set includes all the characters on your keyboard. The remaining options are the user-defined custom specimens which are set in the Setup Section. By mixing specimens and sheet styles you can end up with a wide-collection of specimen sheets.

**Other options include add date, add time, all caps, and page numbers.** The thing these options have in common is that checking on their respective option boxes *adds* the option to the printout. The default is to add the date and page numbers on each font specimen page. The all caps option is probably not good for an entire printout, but for certain fonts you may want to print a separate specimen using this option, since some fonts only contain capital letters. In fact many of these fonts just print small squares in place of lower-case letters, so using the "all caps" option makes sense.

### **SET THE FOLLOWING IN THE SETUP SECTION:**

**Select Point Sizes** for the font specimen that will print and for the small descriptive line which prints underneath the font specimen. Although you can use almost any size, my suggestion is to print the font specimen in 18 points and the description line in 6, 7 or 8 points. But this is entirely up to you. The size is set in the Setup Section instead of the Printer Section because, once set, you will probably just leave the size alone most of the time. Since space is a bit tight in the Printer Section, I thought this would not be a problem.

**The Starting Page number** setting defaults to, and is currently set to, 1. Use this to set a starting page number in case you are printing lots of pages and something goes wrong, or if you want to begin printing with a different page number for sections, or whatever. The printing starts with the first font selected regardless of this number. Only the printed page number is affected by this setting.

**The Top, Bottom, Left & Right Margin Settings** allow you to adjust the printer margins. Range is from minus 36 to 144 points (72 points = one inch). The left margin default is 54 points (3/4 of an inch) and the right margin default is zero. This produces a printed page with a large left-hand margin suitable for 3-hole punching. Experiment to decide what you like best.

**The page header and page footer** are what print at the top and bottom of each page. They can be used for titles or other descriptive information, like "My Typeface Collection" or what have you. If you do not want to print a header or footer then just leave it blank.

### **BACK TO THE PRINTER SECTION:**

At this point, you have selected all the fonts you would like to print, have set all the various options and are ready to print.

**The printer select button** located at the bottom of your screen, lets you select a printer other than the default printer, and print orientation before printing actually starts. This is similar to the print dialogs you see in other applications.

Once printing starts, you will see a progress gauge which displays the current page number and a percentage of completed pages. Plus, a "Cancel" button is available if you want to stop printing. From this point on, FontSpec Pro goes to sleep until printing is completed. Windows does all the actual printing using device drivers supplied for your printer. FontSpec does not do anything fancy, it just lets Windows do all the work.

**A Note About Print Drivers:** FontSpec Pro pushes printers to their limits. More so than most other software packages. Printing pages containing 30 or more type fonts requires perfect driver settings. Some printer drivers may exhibit random problems when sending a lot of font data. You may need to get an upgraded driver from the printer manufacturer. If you have a laser printer and experience any problems try switching to the HP Series II driver that comes free with Windows. This driver works great for fonts and, as a side benefit, the specimen sheets will print much faster than with other drivers. In my tests using the Series II driver, and Laserjet III or Laserjet 4 printers, I've noticed a *two-fold speed increase* using the Series II driver! Don't worry about type smoothing — if your printer has this feature then the fonts will be smoothed even with the Series



II driver! The key is to experiment. The HP Laserjet 5P, for example, chokes on the HP Series II driver. Whereas the HP Laserjet 4V printer (also a 600 dpi printer) loves the HP Series II driver.

If your 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.

### **So What Can Go Wrong?**

The most common problem to date 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. FontSpec Pro temporarily installs fonts which need to be printed, prints them, then uninstalls them. Print spoolers run slower than FontSpec, 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 you've followed my advice about using the "print TrueType as graphics" setting in your printer driver (or, for Postscript, selecting to print fonts as graphics in ATM) then you'll need about 1.5 to 2 megs of printer memory. If you did not (or could not) make these changes then you may need considerably more printer memory. Nothing I can do about *that*. Just grin and bear it, I guess.

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 FontSpec Pro 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. In my testing, 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 Ornate, Complex TrueType Fonts". A better title would have been "Cannot Print Cheap Fonts". In any event, FontSpec Pro is doing its job by printing specimen sheets which reveal these types of problems.

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.

Finally, and you're just not going to believe this, if you experience any errors then the source of the trouble may be your *video driver!* As unbelievable as this sounds, trust me, it's true. 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. 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... hey, I didn't write those programs so don't "kill the messenger".

## How to Use the Font Manager Section

The Font Manager has so many options that I hope I can describe each well enough to you! Bear with me on this. The Font Manager lets you do 3 things: Manage individual fonts, manage groups of fonts, and print reports (not to be confused with specimen sheets) about the fonts you have.

### How to Manage Individual Fonts

Click on the "ABC Font Dir" button at the bottom of the screen and select a font directory to work with. 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.

The fonts in this directory are enumerated and listed in the listbox on the left of the section. You can then click on any font name to see a sample of the font (every single character) and also discover whether the font is installed or not installed.

If a font is installed, then the "Express Uninstall" button works, if a font is not installed then the "Express Install" button works (you can't make a mistake). But before you do anything, read the next paragraph.

At the bottom of the Setup Section are 3 very important options which you must take time to understand:

**Express Install:** If you choose "Temporary" then a font is installed only for the current Windows session. When you leave Windows the font goes away. This is good for experimentation or for installing fonts which you don't want all of the time. If you choose "Permanent" then the font is installed and will always be installed until you uninstall it.

**Express Uninstall:** "Windows Only" means the font will be removed from Windows, but the font file will remain on the disk. "Totally" means the font will be removed from Windows and it will be removed (forever!) from the disk as well.

**Install Font Group:** See Express Install above.

The settings on the above options determine what actions take place when you install and uninstall fonts so they are very important. During testing, my suggestion is to first set the Express Install as "Temporary" and the Express Uninstall as "Windows Only". Now you can try things out without doing anything that can't be undone.

If the font is installed successfully you will see a happy face. If the font is uninstalled successfully you will see a puff of smoke with the word "zap". Not important, just a bit of feedback to let you

know how you did.

Decide where you want to keep your font files. With Windows 3.x and WindowsNT fonts are normally kept in the \Windows\System directory. With Windows'95 fonts are normally kept in the \Win95\Fonts directory. The problem is you may have fonts scattered all over your disk drive. Why not take the time to consolidate your fonts into a single subdirectory outside of the Windows directory structure. By doing this you will ensure nothing happens to your fonts (like installing a new version of Windows right over the old one destroying some of the fonts you installed). Why take up space in the Windows directories for something that never changes? Imagine how much faster you could backup your Windows directories if they were much smaller in size. Well, fonts take up *a lot* of space. If we were to move them to their own directory then backups would be faster and, in fact, anything which requires file access in Windows would be faster since DOS would not need to read long lists of file names to find whatever it is that Windows is looking for.

On my own system, I have all of my fonts in a \TTF directory. In any event, only you can make this decision. But I strongly recommend that you make *some* kind of decision now so that you will know where your fonts are located (even if you decide to just leave them where they are). Taking control of font management starts with this first step.

## How to Manage Font Groups

A Font Group is a collection of one or more fonts which for whatever reason you would like to use as one entity. A group of your favorite fonts, a group of fonts you use for a certain client, a group of fonts you use occasionally. Whatever your needs, Font Groups come in very handy.

**To create your first group** make sure the "Add to Group Editor" checkbox is checked on then make sure the Font Group Editor listbox is empty (use the "Clear List" button if necessary). Now all you have to do is click on each font name to add to the Font Group Editor. You can select fonts from multiple directories and you can mix TrueType and Postscript fonts... it doesn't matter. Continue building your font group list until all the fonts you want in the group are showing in the listbox.

**To save your font group** click on the "Save Group" button. Enter any descriptive name for the group, like "My Favorite Fonts" or "All My Fonts".

**To edit a font group** all you have to do is select a group. This will place the font names in the Font Group Editor listbox ready for you to change.

**To select a font group** click on the "Select Group" button. This brings up a list of all your font groups. Click on the name you want. The font names from that group are displayed in the Font Group Editor.

**To erase a font group** click on the "Erase Group" button. You must have selected a font group first (see above). This is the group which will be erased. The fonts will not be erased, only the font group (which is a description of font names) will be erased.

**To install a font group** click on the "Install Group" button. You will see a dialog box which lets

you select which font groups you would like to install. You can install as many font groups as you wish all at one time by checking the groups you want to install. You can also select to install the font group(s) *in addition to* the fonts already installed or *in place of* the fonts already installed.

If the group is installed in addition to the fonts already installed then you are adding fonts to your current installed fonts.

If the group is installed in place of the fonts already installed then you are replacing your currently installed fonts with the group or groups you have selected to install. In effect, you are uninstalling fonts first, then installing your selected group(s).

In either case, FontSpec Pro never alters your screen fonts. So, when you are working with fonts you do not need to remember to include them within the groups you create. Screen fonts are always included with every group you make, automatically.

## **How to Generate Font Reports**

This is fairly automatic. You can print reports which list all the fonts on a disk or subdirectory, sorted by font name or by directory name, and you can print reports listing the fonts in your font groups. Just click on the appropriate button and follow the screen prompts. This is very easy and doesn't require much of an explanation.

## **So What Can Go Wrong?**

FontSpec 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 FontSpec directory the very first time FontSpec is run. This means, if the worst were to happen, you could restore everything to the way it was before ever using FontSpec.

The next thing FontSpec 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. Any time you install a font group a new image of your installed fonts is automatically made for you.

The only other thing that can happen (which only you can control) is to erase font files by accident. Please make sure you understand the "Totally" setting when uninstalling fonts.

## **How to Use the Setup Section**

There isn't much left to explain about this section since we covered most of it during the explanation of the program.

**Show Balloon Help** lets you turn on/off the cartoon-style help which pops up when the mouse is idle over a control. You can also set the seconds to delay before help is displayed.

**LED Clock** options let you turn the clock on or off. You can also select to show or not to show the seconds.

**Default Font Directories** let you set the directories FontSpec uses for TrueType and Postscript fonts. FontSpec will always look in these directories if it can't find what it needs in the current directory.

**Font Specimen Templates** let you customize what appears in the Viewer and what prints in the Printer Section. See the Viewer Section for a description of how to make these custom specimens.

**Page Settings** let you set the starting page number and paper margins for printed specimen sheets.

**Points** let you set the point size for specimen sheets. You can set the size of the font specimen and the size of the small descriptive line which appears underneath a font specimen. Some specimen sheets do not let you change the point size (the Grid Layout, for example, uses a fixed size).

**Page Header and Footer** lets you add descriptive information at the top and/or bottom of each printed specimen sheet. If you don't want headers or footers just leave them blank.

**Express Install, Express Uninstall** are covered in detail under the Font Manager Section.

**Restore Fonts** button will revert your system back to the way it was before using FontSpec Pro.

## Final Comments

I really hope you enjoy using FontSpec Pro as much as I enjoyed creating it. Keeping a program of this magnitude up-to-date requires a lot of my time. It also takes time to talk with the people who call (I always welcome callers, registered or not) and to help them with FontSpec and sometimes even with other problems they may have unrelated to FontSpec.

I'm doing my part by submitting this kind of product to the shareware community. You can do your part by supporting these efforts in the form of registration. \$29 bucks... it's not a lot (maybe a couple of pizzas). Thank You.

**Send just \$29.00, this includes world-wide postage, to:**

**UniTech**  
**2697 McKelvey Road**  
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**Registration includes a current version of the software, shipping, and even free fonts!**

Please do not use the fax number for anything except orders.  
You can get support many different ways. Click the "About" button in FontSpec for details.

**UK AND EUROPEAN CUSTOMERS:**  
**You can register your copy of FontSpec Pro in the UK.**

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