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EASY DESK SOFTWARE
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Version 1.7

To view this file, open it with Write.exe and maximize screen. [Enlarge to full screen by clicking on the middle box in the upper right corner.] To view the help file scroll down using the SCROLL BAR to the right of this screen. It is easier if you print this out. To print click on the word FILE at the top of this screen in the left corner; then click on Print; then click OK.
Thank you for purchasing the **EASY DESK** software.

OTHER EASY TO USE SOFTWARE

Instant Check	Receive checks by fax, phone, email
Fast View	The fastest way to view picture and text files
Font Toolbox	Work and view fonts like you never imagined
Winsafe95	Never get locked out of Windows 95 again
EasyDesk	The fun and easy way to launch programs
Registration Plus	The easy way to register your customers
Space.zip	The Outer Space theme that MSPlus forgot (freeware)
Toilet.zip	Change your recycle bin to a toilet or Garbage pail (freeware)
Splash Screen Changer	Changes all Splash screen for Windows95 (freeware)
MSPlus Splash Screens	All the splash screens for the MSPlus themes

ALL OUR SOFTWARE IS AVAILABLE AT OUR
WEB SITE

INTRODUCTION

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HELP FILE

A demo of this product is available at our web site. The demo will walk you through the use of the Font Toolbox and shows you some capabilities of it. <http://members.aol.com/easydesk>

CONTENTS:
ORDERING
ABOUT HELP
INSTALLATION
GETTING STARTED
BUTTON FUNCTIONS
TIPS

ORDERING: To order this or any other program from EasyDesk you can mail, fax, phone, or email a check to EasyDesk. If you need help with this visit our site and go to the order page. A copy will be E-Mailed to you if you request, and a copy mailed.

Visit our Web Site to obtain free demos.

ABOUT HELP: You can go back and forth from the *Font Toolbox* to this help file by simply clicking on the **minimize** button most button on the right top corner and the *Font Toolbox* **HELP** button on the tool bar, or click on the task bar at the bottom of this screen if you have WINDOW95.

Read down the left hand column to find the subject you want to know about.

The **HELP** button is always available except when in the **CUSTOM** mode. To get help in the **CUSTOM** mode you must press the **BACK** button first. The *Font Toolbox* remembers your last setting in all modes. This means the next time you use the *Font Toolbox* everything that you entered last session will be loaded.

INSTALLATION:

The subject of INSTALLING is not for the novice.

This software requires just 4 files; Font Tool (the shortcut), Fontv.exe and Fontv.ini. and the Fontv.hlp. No entry is made to any other file. Place the Font.exe, Fontv.hlp and the Fonttool file in the desired directory and then place the Fonttool file on your desktop. The INI file is self writing. Type anything up to 30 letters in the edit window on the toolbox. Installation is now

completed. **You will need at least 36 Fonts installed on your machine in order for Font Toolbox to work properly.**

MODES

There are several modes to the *Font Toolbox*. The **STYLE** mode which allows you to choose a font to view and is displayed in normal, italic, and bold; and in any color. You may call for viewing its' character map or the entire font file and print any of these except the character map.

The **COMPARISON** mode which allows you to load 3 fonts to the toolbox and compare all three next to one another in any color. You may call for viewing its' character map or the entire font file and print any of these except the character map.

The **FONT SELECTION** mode allows you to view all the fonts installed on you computer and three to load into the toolbox. You may call for viewing its' character map or the entire font file.

The **MORE** mode allows you to **LOAD** any program you wish to access through the toolbox; any the **OPEN** button allows you to active them.

The **CUSTOM** mode allows you to design any of you fonts for use in any other program. Save them as bmps. and import them to your program.

And the **BITMAP** mode that allows you to place any font on any bitmap. This is part of the **CUSTOM** mode. In the CUSTOM mode you will see new text and buttons appear on the bottom of the toolbox. The three buttons are for making custom colors. The upper row of text is for the current custom color values as follows:

R=# (the value of Red) G=# (the value of
Green) B=# (the value of Blue)
numbers 0-31 apply

The lower row is for the current values as follows:

A=# (the angle of text in degrees)

T=# (the number of pixels the textbox starts upper edge of the window) S=# (the number of pixels the textbox will be in height)

L=# (the number of pixels the textbox will be from the left edge of the window)

Textbox is not the size of the character. To

see and understand a textbox:

Click on the **MORE** button, click **CUSTOM**, click **GRAY**, click **COLOR**, click on the button without selecting a color - make sure there is text in the upper edit window. Then click **VEIW**. A black window will appear and a white textbox will so appear with your text in the white box. Be sure to keep all the values under 50 so that your text will not be off the window.

GETTING STARTED

The toolbox is parked in the lower right corner of your screen. It will stay here if your other active window is not full screen. The toolbox can be moved but the accompanying windows without headers can not be. To close down any of these accompanying windows press the **C** button at any time. The toolbar will disappear if you click on a full screen window. You may recall the *Font Toolbox* by clicking on its' ICON.

A **Mode** is when you have activated a button that performs different functions. It is as if you are in a house and go to a different room, you must leave the room to enter another. The *Font Toolbox* will return to the main screen after an action is taken in all modes except **CUSTOM**. In this mode it will stay, until you press **BACK** or **EXIT**. To exit a mode you will need to click the **C** button.

Type any words you wish to see in the at the flashing cursor. Example: TYPE ANTHING HERE
123456789. These are the characters you will see for sampling. You may change them at any time. Then load the fonts you want to view. To understand how the toolbox works you must read the **BUTTONS** section.

BUTTONS

\$:

This button is available in all modes; it will activate your character map. To get a larger view of a character click and hold your right mouse button on that character.

HELP:

This button will bring up this file at any time except when you are in the **CUSTOM or FONT SELECTION** mode.

FONTs:

To load a Font press the **FONTs** button, then using the page up and page down buttons locate the font you want. Click the **1**, **2** or **3** button, then click on the font you want. A message box will appear to confirm the font you choose to load to the 1, 2, or 3 position. You may change a font at any time in this mode. You may load any font to any of the 3 buttons. The font names will appear on the toolbox on the top of the toolbox in the 1,2, or 3 position. **To escape this mode you must click on the C button.**

C:

The **C** button removes all of the accompanying windows without headers of the *Font Toolbox*. It also is used as an escape button from any mode. This button is always available

EXIT:

This button is to exit the *Font Toolbox* program, it is always available except when you are creating a custom font color in the **CUSTOM** mode.

V:

The **V** button will allow you to view the font file completely. You may print the file out using the **PRINT** command on that window, not the **PRINT** command on the *Font Toolbox*.

STYLE:

To use the feature you must first press the **STYLE** button and then the font you wish to see, using the **1**, **2**, or **3** buttons. Only one font style can be viewed at any one time in the **STYLE** mode. A window will appear above the toolbox; the top line will show the selected font in its' normal style, at a default size. The second line will display the selected font in *italics*; and the third line will display the selected font in **bold**. The name of the font being viewed will be written in the top left corner of the toolbox.

COMPARISON :The **COMPARISON** button will display all three selected font in default size on a window appearing above the toolbox. Each will be displayed in their normal style. The names of the font being viewed will be written along the top of the toolbox. Font **1** will be on the left and font **3** will be on the right. Font **1** will be displayed on the top line of the accompanying window and font **2** will be on the second line and font **3** will be on the bottom line.

COLOR:

A color of font to view may be selected from this button. If no color is selected from the list box (example:cancel is pressed) the default color will be black and no color will be written in the top left corner. The color chosen will then be displayed on the top of the toolbox during all modes except in the **COMPARISON** mode. The colors may be viewed by pressing the **SEE COLORS** button. A color may be changed at any time in any mode except in the **FONT SELECTION** mode. You can also make custom color fonts when in the custom mode. To do this enter the **CUSTOM** mode then click the **COLOR** button then click the word custom (at top) in the list box. The **COLOR** button will then be changed to 3 buttons **R_G_B**. Now enter a number 0 to 31 and press **R** then **VIEW**; this is the color red. G is for green and B is blue. The lower the number the darker the color. (I.E. white would be 31R-31G-31B and black is 0R-0G-0B).

To exit the custom color mode click the **C** button. The custom color that you just made will stay in memory and be available in all modes till you choose another

SEE

text colors as they appear in the **COLORS**: not be viewed during any mode except

This button will display the 15 standard window list box. The 16th color is white; white text can **GRAY**.

PRINT:

The **PRINT** button will print the **COMPARISON** modes only. It will also print your fonts out that are shown on the screen when you are viewing **FONTs**. This is useful for client approval or spec sheets.

MORE:

This button will access the **OPEN**, **LOAD** and **CUSTOM** mode.

BACK:

The **BACK** button will return you to the main screen(**STYLE** and **COMPARISON** mode) at any time. If you are inside a mode you will have to press back twice to return to the main screen. If you are in the **CUSTOM** mode you can not return to the open mode without first returning to the main screen.

LOAD:

The **LOAD** button allows you to load up to 6 programs, that can be accessed using the *Font Toolbox*. This can be done by pressing the **LOAD** button first then typing in the name of the program in the new edit box: instead of

MSWORKS .EXE you may type SPREAD SHEET Example press button **1, 2, 3, 4, 5, or 6**. A new program can be loaded at any time to replace one you have already loaded. After you have loaded a program the toolbox returns to the main window. Note if you have windows95; that after you have loaded a program in the toolbox and you find that the program will not start from the toolbox **OPEN** button, do the following. Covert long file names to short file names in the Fontv.ini located in the Windows directory.

CUSTOM:

When you press the **CUSTOM** button a new series of buttons will appear. In this mode you are able to design anyone of the fonts on your computer to any size,color or angle and save your work as a bmp for art work,word processers, or any application that you can cut and paste to. You will also be able to load any bitmap and paste font to it. In this mode you will only be able to work with the three fonts that you have already loaded into the *Font Toolbox* .The last font from the last session will be loaded first. To change this see the **X** button.

The easiest way to understand how this mode works it to try this:

First press the **CUSTOM** button and then type any 4 or 5 letter word in the top edit box. Next type the number 100 in the smaller edit box and press the **SIZE** button. Then enter the number 100 again and press the **ANGLE** button; then type the number 100 and press the **TOP** button and again type the number 100 and press the **LEFT** button. It does matter in what order you enter the information, but you must always enter a number before pressing one of this buttons or a default setting is used. Now press **VIEW**. You will now see a new window with the word you typed at a 100 degree angle The rest is converted to a textbox area; 100 pixels from the left edge of the window, 100 pixels from the top edge of the window and 100 pixels high. Rember that each font will be display in a textbox area so that different fonts will be different sizes on the window. Your selection will be the font and color displayed on the top of the toolbox. You word may only show two or three of the letters if you choose a very large font, depending on the font you are using. Now type in the number 250 and press **TOP**, then **VIEW**. Now change the angle to 0- type the number 0, press **Angle** and the **VIEW**.

Now press the **B** button and then **VIEW**. Your font is now bold. the **I** button will now be italics and **U** will underline you word. The « button will rest all three of these setting to normal. Remember that the toolbox remembers your last session.

ANGLE:

The change the angle you type the number of degrees in the small edit box and then press **ANGLE**. To view the change press **VIEW**. You can change the angle by as little as one degree, up to 360 degrees. The default setting is 0. This feature is only useful with true type fonts. NOTE- only True Type Fonts can be orientated.(TTF)

SIZE:

To change the size of the character type a number 5-500 in the edit box and then The **SIZE** button. to view the change press **VIEW**. The default setting is 18.many fonts may be to large to use more than 300.

TOP:

This button positions your text a space away from the top of the window. The word space here means the amount of distance between lines of characters as if you used it in a word processor. Eample: the space between these lines on this

page. The number that is entered is for the top left corner of the first character. Each character is considered a textbox This is larger then the character. A number from 0-400 may be entered. (- NUMBERS CAN BE USED)

LEFT:

This button does the same as the **TOP** button except it measures from the left to right. A number from 0-400 may be entered.

X:

This button access the 3 fonts you loaded during the **FONT SELECTION MODE**. Read the **1** button description.

B :

This button in the **CUSTOM** mode will change your font to **bold** characters. In **1**:the **X** mode will load the font loaded to that position in the *Font Toolbox* to the viewer. That font will then be displayed in the top left corner of the toolbox.All **B,I,U** buttons will produce **BOLD ITALIC UNDERLINE.**

I:

This button in the **CUSTOM** mode will change your font to *italic* characters. In **2**: the **X** mode will load the font loaded to that position in the *Font Toolbox* to the viewer. That font will then be displayed in the top left corner of the toolbox.

U:

This button in the **CUSTOM** mode will change your font to underlined **3**:characters. In the **X** mode will load the font loaded to that position in the Font Toolbox to the viewer. That font will then be displayed in the top left corner of the toolbox.

«:

This button will return any of the bold, italic, or underline setteng at any line.

VIEW:

This is the button to press when you want to see the changes made. You can view your selected font in any color except white.

GRAY:

In this mode the results are the same as the **VIEW** button except that the background is gray or black. This allows for viewing white characters, making tranparent characters. You must enter a number 0 - 31 then click **GRAY** then **VIEW** to change the background color. The default color is black. This is very useful in a paint program, greeting card makers, etc. Only white characters will be transparent when exported.

SaveAS:

The **SAVE** button allows you to save the image on the **VIEW** window to a BMP file. You can then trim cut and paste to any application you choose. In order to save an image the **VIEW** window must be showing. Once you have saved a bitmap you must open it with the **BIT** button and then you can use the save button to save any additional changes. To use the save dialog box double click the drive, directory and subdirectory you want to save to file to. Do not press the ok button until the location that you want to save the file to is shown on the dialog box. You may change the

file name and extension if you choose. You may only save as BMP files.

BIT:

This button will load a bitmap to the screen, you can then place font on the bitmap and then use the save button to save each letter(s) as you place it to the desired location. Larger numbers can be entered in this mode.

SAVE:

This button allows to to save the bitmap as shown as long as you have loaded a bmp file.

TIPS

To make a pattern background or special

color font :

First design your letters in the **custom** mode and then view in the gray mode using white letters. Then save your BMP. and bring up in Mspaint. Using the dotted square, mark out the letter/letters leaving a small amount of gray showing all around. Then use the copy function and then open a BMP that has the color or background you want your font in. Then paste. Now use the paint pail and the color you want and click on the gray area, and you are done.