

Fonter 6.0

INTRODUCTION

Windows 3.1 lets you use fonts quickly and easily. Using *Windows 3.1's TrueType* fonts, or *Adobe Type Manager*, you can have access to thousands of typefaces, all of which will work in any *Windows* program.

But there's a problem. It's often difficult to choose just the right font for the job. That's where *Fonter* comes in. It lets you view any *ATM* or *TrueType* font on the screen, in several ways. Even better, *Fonter* lets you create printed lists of all your fonts, with a text sample of each font. You can also print sample sheets or character set charts that will show you just what characters are in every font. *Windows* uses the ANSI character set, which not only includes normal keyboard characters, but foreign language and symbolic characters as well. Some fonts contain different characters. You need a way to see the characters in each font you want to use. *Fonter* lets you do that quickly.

Dingbat and symbol fonts contain special characters, but they aren't regular keyboard characters, so it's hard to know what character you'll get when you press a key. *Fonter* lets you see every special character, along with the key to press.

LICENSE INFORMATION

Fonter is a shareware program. You may use it for a trial period of up to 30 days. After that time, you must register your copy of the program. The registration fee is only \$20. Registered users will receive the very latest version of the program, a printed manual, and are entitled to full support by phone, fax, mail, BBS and on CompuServe. When you register, all phone numbers and access information will be provided. Registered users are also entitled to unlimited free upgrade downloads on the OsoSoft BBS. Non BBS upgrades will incur a small charge.

Non-registered users receive only a bare minimum of support, and are not entitled to telephone support at all.

To register your copy, run the program. In the Help menu is an entry for OsoSoft Information. There, you can get information on all OsoSoft programs and fill out an order blank on screen. When you're done, click the **[Print]** button to print out a copy, then mail it with your payment to the address on the form.

You can also register with a credit card by calling Public Software Library at 800-242-4775 or 713-524-6394. **NOTE:** These numbers are for **ORDERS ONLY!** The author of this program is not available at those numbers, and no information will be provided to callers. This is only an ordering service. A shipping and handling charge of \$4 is added to all credit card orders.

CompuServe users may also register on CompuServe. Just type GO SWREG at any system prompt, then find the program and register it. Charges are added to your CompuServe bill.

OSOSOFT BBS

Please feel free to call the OsoSoft BBS at any time. The number is (805) 528-3753, and you may call at any baud rate from 300-14400. Set your parameters to 8 bits, No parity, and 1 stop bit. The latest shareware versions of OsoSoft programs are always online, along with clip art collections and a number of free programs from OsoSoft. If you have a modem, be sure to call!

FONTER'S FEATURES

- Supports Adobe Type Manager Fonts
- Supports TrueType Fonts
- Supports all 100% Windows-Compatible Printers With Correct Drivers
- View Any Character of Any Font
- Zoom View of Any Character
- Keyboard Display Shows All Standard Characters.
- Print Keyboard Templates for Symbolic and Dingbat Fonts
- ANSI Character Grid on Screen and Printer
- Save Any Character as a .BMP Clip Art File
- Print Full or Partial Font Lists With Samples
- Print Full-Page Font Samples
- Print ANSI Charts
- Print Keyboard Templates for Any Font
- Print Complete or Partial Font Books
- Two Free Font Utilities with Registered Version
- Phone, Mail, Online, and Fax Support
- 14400 BPS Support BBS for Upgrades and Support
- Cut and Paste to Other Applications

SYSTEM REQUIREMENTS

Fonter requires a 386SX or better PC, Windows 3.1 operating in Enhanced Mode, and a minimum of 2 MB of memory. You'll also need 2 MB of disk space for installation and up to 6 MB of free disk space if you use *Print Manager* for the *Print Manager's* **TMP** files. For fastest results, turn *Print Manager* off in the *Control Panel's* Printer Setup application before starting *Fonter*. You'll also need a fully-supported Windows-compatible printer with a 100% correct printer driver and a valid video display with 640 X 480 resolution minimum.

SYSTEM LIMITATIONS

Fonter works only with *TrueType* and *Adobe Type Manager* scalable fonts. It is untested with other font scaling software.

Defective Fonts

Some *TrueType* and *Adobe PostScript* fonts have defects. This can cause *Fonter* or other *Windows* software to crash. For more information, see the Troubleshooting section at the end of this manual.

INSTALLATION

To install *Fonter* on your computer, follow these steps:

1. Create a directory on your hard disk for the *Fonter* files, using DOS or the *Windows File Manager*. If you need assistance with this step, consult your DOS or *Windows* manual. Example: **C:\FONTER**

2. Copy all files from the *Fonter* distribution disk into that directory. Copy the **VBRUN200.DLL** and **PPORIENT.DLL** files from your distribution disk into your **WINDOWS\SYSTEM** directory. You must follow this step, or *Fonter* will not run.

3. In the *Windows Program Manager*, click inside the program group window where you want the *Fonter* icon. Then select the **File/New** command and click **[OK]** in the next dialog box.

4. Type **Fonter** in the **Description:** field, then press **<Tab>**.

5. Type the path and filename for the **FONTER.EXE** file in the **Command Line:** field, then press **<Tab>**. Your entry should look like this, but with *your* path information:

C:\FONTER\FONTER.EXE

6. Type the path to your *Fonter* directory in the **Working Directory:** field. It should look something like this:

C:\FONTER

7. Click **[OK]**. The *Fonter* icon will appear in your selected program group. If it's not visible, scroll the program group window until you find it. You can then drag the icon to a visible location or even into another program group.

RUNNING FONTER

To start *Fonter*, double-click its icon in the *Program Manager*. The first time you

run the program, it will create a list of your fonts and save the list in a file. This process can take a minute or two. You'll see a window telling you what's going on. On subsequent loading, *Fontter* will use its own font list to speed up loading. If your font list changes, *Fontter* will give you an opportunity to rebuild the font list.

USING FONTER

Once *Fontter* starts, you'll see its main window. At the top left of the screen, you'll see the **Font Sample** window, which displays a sample of the first font in your font list.

At the lower right, you'll see a list of the fonts you have available for your printer, with a font count just above the list. **NOTE:** *Fontter* only displays the root font for fonts which have separate files for each font weight. If you select the Bold and Italic options, *Windows* will load the correct font file. Because of this, your font count may not agree with that in *ATM* or the *TrueType* control panel.

To the left of the Font List window are a number of option check boxes and other *Fontter* options. To see an alphanumeric sample of any font, click on the name of the desired font in the Font List window. Use the scroll bars on that window to view more font names. The sample contains a text paragraph, followed by a complete upper and lower case alphabet for the font. Scroll the Font Sample window to see more of the sample.

Selecting Fonts

Many *Fontter* operations work on more than one font. To select multiple fonts in the Font List window, use normal *Windows* selection tools. For example, to select multiple files that are consecutive in the list, click and drag the highlight over the desired font names. To select multiple, non-consecutive files, hold down the <Ctrl> key while you click or drag over the desired fonts.

When You Add or Delete Fonts

If you add or delete fonts from *Windows*, or change printers, you'll need to update your font list. When you start *Fontter*, it checks its list against the list of actual *Windows* fonts. If it finds any discrepancies, it will ask you if you want to update the list. If you want, you can also update the list with the **File/Re-list Fonts** command. **NOTE:** Changes you make by adding or deleting fonts will not be reflected until you start *Fontter* again. So it's best to exit *Fontter* before adding or deleting fonts. When you restart *Fontter*, it will read the new font capabilities.

On-Screen Options

You can alter many aspects of *Fontter's* display by selecting a number of options. All options are at the lower left of the *Fontter* window.

[Font Size]—To change the size of a font sample, click the arrow on the Font Size drop-down list, then click the size you want. The font size you select will

display in the Font Sample Window and will be the font size used in printing font lists. You can also type a font size larger than 36 points directly in the Font Size window. Just click in the window, type the font size, then press **<Enter>**.

[Bold] and **[Italic]**—To display or print Bold, Italic, or Bold Italic samples, click the appropriate check box. These options also affect font lists.

[Show Custom Sample]—To view specific text in the Sample window, type it in the sample text box at the bottom left of the main screen. Click inside the box, then type your text. You can use the normal <Home> and <End> keys to scroll the text. After you type the text, click the **[Show Custom Sample]** box. Your custom text will display in the Font Sample window. If this box is checked, that text will also appear in the Font List printouts.

Text Samples—You can also type directly in the Font Sample window. To do this, click in the window and type away. The Cut and Paste tools in the "Edit" menu work here, as do all *Windows* cut and paste shortcut keys.

Fonter Command Buttons

[Full Screen]

Fonter offers a full screen display of characters for any font. To view this, click this button. You'll see a list of the keyboard characters, with ANSI codes.

Using the Full Screen Display

The full screen character display offers a number of options, called by the command buttons listed below:

[Extended Characters]—To view codes for foreign language and symbolic characters, click this button on the full-screen display.

[Normal Character]—To return to the normal character display, click this button.

[Zoom]—To view an enlarged character set, click this button on the full-screen display. To view an even larger sample, highlight a character by dragging the mouse cursor over it while holding down the left mouse button. Then click the **[Zoom]** button again. You'll see a 200-point sample of your character. To return to the normal full-screen view, click the **[Normal Size]** button.

[Return]—To return to the main *Fonter* Window, click this button in the full-screen display.

NOTE: As with the sample window, you can use the Full-Screen display's Edit menu to cut and paste selected characters. So you can copy a character into the clipboard, then switch to another application and paste that character.

[Keyboard]

This main window command button takes you to a display which offers a new view of your font. You'll see a keyboard image, with characters from the currently-selected font in their correct places on the keyboard. This window also offers you a number of other options for viewing characters and even lets you create large clip art images of any character.

HINT: Use the Keyboard display to show you what key to press to get a specific dingbat or symbolic character in any font. You can even print a sample of the keyboard to use outside of *Fontter*.

Using the Keyboard Display

The keyboard display shows a typical computer alphanumeric keyboard. On the key tops are the characters in the currently-selected font. When you first access the Keyboard display, the characters are in lower case.

[Upper] and **[Lower]** options—Use these option buttons to control whether the keyboard displays upper or lower case characters.

[Current Font] List—Identical to the Font List in the main *Fontter* window, this drop-down list box lets you select any font for display on the keyboard.

[Zoom Window]—You'll always see a large version of the current character in this window. To zoom a specific character, press the key for that character. The character will appear in the Zoom Window. Or use the Character Scroll Bar, described next. For some fonts, the entire character may not fit on the screen. If you have a high resolution monitor, you can enlarge the *Fontter* screen to see more of the character.

[Character Scroll Bar]—Use this scroll bar to move quickly through the entire *Windows* ANSI character list. The current ANSI code appears near the center of the scroll bar. Click the arrows to move one character at a time. Click between the arrows to scroll 10 characters at a time, or move the thumb for large changes. The current character appears in the Zoom Window.

[Save as .BMP]—This command lets you save the enlarged character in the Zoom Window as a *Windows* **BMP** clip art image for use in other programs. You'll see a dialog box, with the first four characters of the font name plus the ANSI code proposed as the filename. If you wish, you can edit the filename and path to suit your needs. **NOTE:** Even if the entire character doesn't show in the window, the **BMP** file will contain the whole character.

HINT: Try this feature to create clip art images from symbolic and dingbat fonts like *WingDings*. These images work very well in programs like *OsoSoft's Rockford!* and *MultiLabel* when you need a large character.

[Return]—Use this menu command to return to the *Fontter* main window.

[Print Form]—Use this menu command to print a copy of the entire keyboard window. If you do this for symbolic and dingbat fonts, you'll always have a handy reference on paper.

[ANSI Chart]

This main window command button opens still another window, this one containing a complete ANSI chart for the current font. In the chart, which is a grid, you'll see the normal ANSI character above the ANSI character for the font you've selected in the main *Fontter* window. A status line will tell you what font you're looking at.

To read the chart, read across the top of the grid, then down, adding the number to the left to the number at the top to get the actual ANSI code for the character at any grid intersection.

You can print a copy of this chart with the **[Print Chart]** menu command. To return to the main *Fontter* window, select the **[Return]** menu command.

NOTE: With some fonts, particularly exceptionally wide or large fonts, some characters may stray out of their grid box. Most fonts, however, will display properly. *Fontter* makes a compromise which accommodates most fonts well, in a size large enough to view easily.

PRINTING WITH FONTER

While *Fontter's* on-screen display is useful, the program's main function is to print out lists and samples of your fonts. All printing commands are in *Fontter's* **File** menu. All *Fontter* printouts have a 1.25" left margin. If you print on 3-hole binder paper, it's easy to put your font lists and samples into a binder.

Printer Information

Fontter always prints to the default *Windows* printer. Once *Fontter* is running, you cannot change printers. However, you can change printers anytime *Fontter* is not running. Use the *Windows Control Panel* and the *Printers* icon to switch to another printer. Be sure to make your printer choice the **Default** printer **before** starting *Fontter*.

PostScript Printers

Some *PostScript* printers have a limit to how many fonts can be downloaded to the printer. If you are unable to print complete font lists with your *PostScript* printer, try printing lists of selected fonts where the number is less than your printer's limit. Also, when using *TrueType* fonts, use the *Control Panel's* *Font/TrueType/Advanced* dialog to select **Print True Type Fonts as Bitmaps** option. While this will take longer to print, you'll avoid encountering your printer's download limits. If your printer can support the Hewlett-Packard HPCL printer commands, you'll get faster results if you use a PCL driver instead of the *PostScript* driver.

Print Manager—On or Off?

OsoSoft recommends that you turn *Print Manager* **off** while printing with *Fonter*. While this slows down access to other Windows programs during printing, it also removes the possibility that you will generate **TMP** files larger than your disk space can handle. Use the *Printer Setup* application in the *Control Panel* to change this setting **before** starting *Fonter*. This is especially true when printing font books, which can generate enormous **TMP** files.

Printing Font Lists

List All Fonts—To print a list of all fonts installed in *Windows* for your current printer, give the **File/Print List (All)** command. The list will contain the name of each font, along with a text sample for that font. If you have entered custom text and checked the **[Show Custom Sample]** box, that text will print. Font lists print in the font size selected in the Font Size drop-down list, up to 36 points. Font lists also use the Bold or Italic attributes.

NOTE: Some internal printer fonts have a fixed size. These fonts will print in their default size.

NOTE: Printing a complete font list can take several minutes. Please be patient.

List Some Fonts—To print a list of just the fonts you've selected in the font list, give the **File/Print List (Selected)** command. The list is in the same format as described above.

Printing Font Samples

Fonter can create two separate font sample sheets. One is a sheet displaying your selected font in several sizes from 3 to 60 points. This sample also displays Bold, Italic, Bold Italic and Underlined sample text, plus a complete list of the font's characters.

The second sheet contains an grid-like chart of every character available in the font. This chart lets you see the ANSI code for any character at a glance. You'll also see the normal *Windows* keyboard character or extended ANSI character. You can print either sheet, or both. Simply check the appropriate box in the lower left corner of the *Fonter* Main window. The **[Print ANSI Grid]** box controls the ANSI grid, while the **[Print Text Sample]** box controls the sample sheet.

Single Font Sample—To print samples of the current font in the Main Font List window, give the **File/Print Sample (Current)** command.

Multiple Font Samples—To print samples of more than one font, add the fonts to the Selected Fonts window, then give the **File/Print Samples (Selected)** command.

NOTE: You can abort a multiple font sample printing job. Just click *Fonter's* **[Exit]**

button with the hourglass cursor. *Fonter* will stop after printing the current font.

Printing Font Books

Fonter can also create font books, which contain both font lists and font sample sheets. *Fonter* first prints a list, as in the Font List commands, then prints samples for each font. Sample sheets print in the same way as described above.

NOTE: Printing a font book for all fonts can take as long as 8 hours! Plan to print your font book at night.

Aborting Font Books—You can always abort font book printing. Just click *Fonter's* **[Exit]** button with the hourglass pointer. Printing will stop after the current font.

WARNING: Check your printer's paper capacity. You'll be printing up to two pages for each font. If you have too many fonts to print a complete font book, print a complete font list, then select a smaller group of fonts. Use the **File/Print Samples (Selected)** command to print samples in smaller groups.

Complete Font Book—To print a font book for all fonts installed, give the **File/Print Book (All Fonts)** command.

Partial Font Book—To print a font book of just some fonts, select the fonts you want to print, then give the **File/Print Book (Selected)** command.

GETTING HELP

Use the commands below, in the **Help** menu:

Help/Fonter Help—You'll see a new window. On the left is a Topic Index. On the right is the Help information. To view help on a topic, simply click on that topic in the Topic Index. To return to *Fonter*, click the **[Exit]** button or the **Return to Program** command.

Help/About Fonter—view version information about Fonter and to find the OsoSoft support access numbers.

Help/OsoSoft Program Information—You'll see an order form for OsoSoft products. To learn more about a product, click the **[Info]** button next to that product's listing. To order, type the number of copies for each product. The rest is automatic. Click the **[Print]** button to print the form.

OTHER FONTER MENU COMMANDS

Options/Display ANSI Code—This command extends the Font Sample to display the entire list of ANSI codes, along with the characters they represent for

the current font. You can scroll through the Font Sample window to see any character.

Options/Make Current Font the Text Font—Normally, *Fontter* uses Courier on its printouts for all descriptive text. If you'd like to change this, select another font, then give this command. You'll see the current font in a label just above the Font Sample Window.

Edit/Custom Font List Text Sample—This command checks the **[Show Custom Sample]** check box and positions the cursor in the sample text editing area.

TROUBLESHOOTING

Defective Fonts

Some public domain and shareware fonts, converted from another format, can cause problems in *Windows* programs. Fortunately, there's a way to spot these defective fonts in *Fontter*. Just follow these steps:

1. Start *Fontter*, then give the **Options/Display ANSI Codes** command
2. Click on each font, in turn, making a note of the font **before** selecting it. When you reach a defective font, *Windows* will generate an error, possibly a General Protection Fault (GPF). When that happens, exit *Fontter* as gracefully as possible, under the circumstances, then delete that font, using either the *ATM Control Panel* or the *Windows Control Panel Fonts* dialog..
3. Repeat the process until you see no more problems.
You can also spot defective fonts in a *Fontter* font list printout. A bad font may or may not print, but will corrupt printouts for later fonts. Again, the answer is to delete the offending font. Most often, it's not the first font that's not printed correctly that's defective, but instead, the one immediately **before** the first font that doesn't print correctly.

OTHER PROBLEMS

PROBLEM: *Fontter* won't run.

SOLUTION: Check your installation. Make sure the **VBRUN200.DLL** and **PPORIENT.DLL** files are in the **WINDOWS\SYSTEM** directory.

PROBLEM: *Fontter* crashes.

SOLUTION 1: Check your *Windows* setup. Disable any programs running in the background then try again. If it runs correctly, add the background programs one at a time until you have a problem.

SOLUTION 2: If you're using a memory manager like *QEMM*, you may need to EXCLUDE certain portions of memory. Make a note of any memory block

information you see if you get a General Protection Fault Error, and use that as a guide to areas to EXCLUDE.

SOLUTION 3: Make sure your Video and Printer drivers are current and the correct ones for your version of *Windows*. *Windows* 3.0 drivers will not work reliably in *Windows* 3.1.

SOLUTION 4: As a last resort, try running *Windows* with no add-ons at all. This may require a fresh installation. If you're having problems with *Windows* generally and with other *Windows* programs, this is probably your best solution.

SOLUTION 5: You have a defective font in your system. See the section of this manual on defective fonts for possible ways to detect this font.

SOLUTION 6: You've run out of disk space for *Print Manager's* **TMP** files. To eliminate this possibility, disable *Print Manager* in the *Control Panel's* Printer Setup dialog.

PROBLEM: Some fonts do not print in the size I expected.

SOLUTION: Fixed-size internal printer fonts can only print in their default size, even if they display on the screen in other sizes.

PROBLEM: In the ZOOM view, characters are cut off.

SOLUTION: For some wide characters, *Windows* cannot display the entire character correctly.

PROBLEM: *Fonter* only prints part of my font list, then hangs up.

SOLUTION 1: Some printers restrict the number of fonts which can be placed on a single page. This is especially true of *PostScript* printers. If this occurs, use the *Control Panel's* **Fonts/TrueType/Advanced** dialog to print *TrueType* fonts as bitmaps, which prevents *Windows* from downloading the fonts. Printing speed will be reduced.

SOLUTION2: If your printer can operate as a Hewlett-Packard PCL-compatible printer, switch the printer to that mode and use a PCL driver as your default driver.

PROBLEM: Some fonts print correctly, but do not display correctly on the screen.

SOLUTION: Internal printer fonts will not display correctly unless you have the proper screen fonts installed in *Windows*. consult your printer manufacturer to obtain the proper screen fonts for *Windows* 3.1.

PROBLEM: Why can't *Fonter* show fonts I have on disk but don't have installed in *Windows*?

SOLUTION: *Fonter* is limited to displaying fonts which are currently installed in *Windows*. It has no way of knowing about other fonts. To see an uninstalled font, exit *Fonter*, install the font or fonts, then start *Fonter* again. Once you've printed your samples, you can then uninstall the fonts in question.

PROBLEM: I've added several fonts to *Windows*, but *Fonter* didn't update its font list.

SOLUTION: *Fonter* only checks for fonts when it first runs. If *Fonter* was running in the background when you added fonts, it won't know about them until you exit the program and restart it. It's always best to exit *Fonter* if you're going to add or delete fonts.

PROBLEM: I use *MoreFonts* and *SuperPrint* for some of my fonts. *Fonter* doesn't show me those fonts. Why not?

SOLUTION: Due to the unorthodox way many font scalars handle their fonts, *Fonter* is unable to access their font lists. You may have similar problems with other programs. Consider converting your fonts to either *PostScript* Type 1 or TrueType.

PROBLEM: I get a "Printer Error" message when I try to print your font lists.

SOLUTION: Contact your printer manufacturer for an updated version of your printer driver. OsoSoft and *Fonter* are **not** responsible for defective video and printer drivers. *Windows* drivers are the responsibility of the manufacturers. There are many outdated and defective drivers shipped with products. Typically, manufacturers fix these problems and make the new drivers available to their customers. OsoSoft has tested *Fonter* on a wide variety of systems, and is confident that *Fonter* works properly on correctly-configured *Windows* systems.

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