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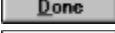

How do I.....

## **Buttons**

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## How Do I.....

Bold sample text.

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Change font size.

Change sample text.

Display font.

Display font information.

Install font.

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Underline sample text.

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View installed fonts.


## **CD Rom directory.**

To view the list of fonts available from the CD:

- Press the  button
- Press (Alt F,N)
- From the File from the menu, choose New.

## 18 **Font Size**

To enlarge or decrease the size of the font being displayed:

- Hit the  to enlarge/decrease the size of the font.
- Press (Alt O,S,L) to enlarge, (Alt O,S,R) to reduce.
- From the Options menu, choose Size, Enlarge/Reduce.
- Type in the size of the font.

NOTE: The font size must be between 8 and 500.


## **B** **Bold formatting.**

To select and clear continuous bold formatting of the font being displayed:

- Hit the **B** button.
- Press (Alt O,Y,B)
- From the Options menu, choose Style, Bold.


## **Underline Text.**

To select and clear continuous underlining of the font being displayed:

- Hit the  button.
- Press (Alt O,Y,U)
- From the Options menu, choose Style,underline.

### **Italic formatting.**


To select and clear continuous italic formatting of the font being displayed:

- Hit the  button.
- Press (Alt O,Y,I)
- From the Options menu, choose Style, Italic.




## **Left Justify**

To display the font left justified:

- Hit the  button.
- Press (Alt O,J,L)
- From the Options menu, choose Justification, Left.


## **Right Justify**

To display the font left justified:

- Hit the  button.
- Press (Alt O,J,R)
- From the Options menu, choose Justification, Right.

## **Center Text**

To display the font centered:

- Hit the  button.
- Press (Alt O,J,C)
- From the Options menu, choose Justification, Center.

 Preview Text

Use this button to preview the highlighted font in the viewing area.

 Displays Text Information

Use this toggle button to switch between information and font viewing.



## **See Font**

Use this toggle button to switch between information and font viewing.

**Install Font** **Installs Fonts**

Use this button to install the highlighted font into your windows system directory.



## **Done**

Use this when you are done installing fonts. It will return you to the main screen.



Full name and file name of font.

File name of the font.

## **Search Textbox**

This is the search box. It will jump to the closest matching font in the list according to the input.

## **View Area**

This is the font viewing area. It represents a sample of the selected font.



## **Sample Text**

Click button to add alphabet to text viewing area.

## **Change Text**

To change the text in this area do any of the following:

- Double click in the font viewing area.
- Select Options, Change Text.
- Alt-O, T.

**Installed fonts total.**

This is the total number of fonts installed in the windows system directory.

This is the list of currently installed fonts in the windows system directory.




## **Change Text Area**

This is the change text area. It represents the text which will appear in the font viewing area.

## **View Installed Fonts**

The installed fonts can be viewed in the ViewType window.


## **Display Font Information**

From the CD ROM window, click the  button.

## **Install Fonts**

From the CD ROM window click the  button.

## **Display Sample of Font**

From the CD ROM window, click the  button.

 **Help Button**

Use this button to access the ViewType help file.

