Swift Platinum

TrueType™
fun **Fonts**
Plus
Wingdings & Dingbats

for Windows™

Overview

Congratulations! You have just purchased **Volume II** of one of the most useful and powerful TrueType font collections available at any price - Swift Platinum Fun FONTS PLUS Wingdings & Dingbats forf the two basic types of reports **you want** to print. You can select from either of the following:

Activities Report
An Activities Report prints a list of activities that you have scheduled.

Contacts Report
A Contacts Report prints the companies that are in your contact list.

Which Contacts
These option buttons specify which contacts are included in the report. You can select from either of the following:

All Contacts
If you are printing an Activities Report, select this option to print activities associated with all companies in your contact list. If you are printing a Contacts Report, select this option to print a list of all contacts.
<current contact>
The actual name of this option will be the company name of the currently displayed contact. If you are printing an Activities Report, select this option to print only those activities that are scheduled with the currently displayed contact. If you are printing a Contacts Report, select this option to print only the currently displayed contact.

Activity Dates
The controls within this box let you specify that only those activities scheduled within a given range of dates will be included in the report. If you are printing a Contacts Report, this box will be disabled.

All Dates
Select this option to print all activities regardless of the activity's date.

Selected Dates
Select this option to print only those activities scheduled within a given range of dates. Use the following boxes to specify the date range:

From
Enter the start date of the date range. Activities scheduled before this date will not be included in the report. If no From date is specified, then all activities that are scheduled on or before the To date will be printed. If the All Dates option is selected, this box will be disabled.

To
Enter the ending date of the date range. Activities scheduled after this date will not be included in the report. If no To date is specified, then all activities that are scheduled on or after the From date will be printed. If the Alel window, choose the Fonts icon. The   fonts already installed are listed in the Installed Fonts box.
3.   Choose the Add button.
4.   In the Add Fonts dialog box, select the drive and dir - ectory where the fonts you want to add are located. To find this directory, double click on the c:\ Directory to list all files on your hard drive.
5.   The default directory where Fun FONTS PLUS is installed is C:\ CFONTS2. Scroll down the list until you find CFONTS2 and select it by double clicking.
6.   Select the fonts you want to add. You can add one or more fonts at a time. You can also select all the fonts listed by choosing the Select All button.
7.   If you are low on disk space and want to use the fonts directly from the directory where they are located, without copying the font files to the Windows directory, deselect the Copy Fonts To Windows Directory check box.
8.   Choose the OK button.
7.   In the Fonts dialog box, choose the Close button.
        For help with the Fonts and Add Font Files dialog boxes, choose the Help button   or press F1 while using the dialog boxes.
Using Fun FONTS PLUS
The fonts you have chosen will be available to use the next time you start an application. Simply select the text you want, then choose the font you wish in the usual manner. The text will be appear with the new font you have chosen.
The FONTNAME Utility
Fun FONTS PLUS are identified by numbers. Rather than trying to remember unique font names like "jasmine" or "fiddle faddle," we think it's more convenient to give each a font number. When choosing a font, simply refer to a font chart like the one provided at the back of this manual. If you prefer to use your own names for our fonts, it's

easy to do. Just use the FONTNAME utility provided free on your disk. Here's what you do:

1.   From Windows, select the MS-DOS prompt.
2.   At the prompt, type: CD\FONTS2 to change to the font sub-directory.
3.   Type the word FONTNAME, followed by a space, the original name of the font,   a space, and finally the new name as you wish it to appear. Like this:

    FONTNAME 56.TFF MYNAME.TFF MYNAME

4.   Type: CD\WINDOWS to return to the Windows sub- directory, then type: EXIT to re-enter Windows.
5.   Add the newly named font to your active fonts listing using the Windows Control Panel in the same way you originally added the fonts.

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