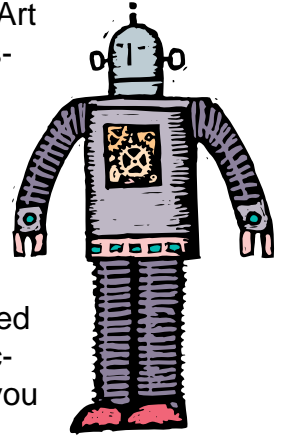


USING CLICKART WITH WINDOWS® PROGRAMS

Follow these brief instructions to start using ClickArt images with your programs. If you have any questions about using a ClickArt image with a specific program, refer to the program's user manual--it is your BEST source of information.



Print Shop® Deluxe for Windows

To use our ClickArt Images in Print Shop Deluxe for Windows, simply follow the instructions supplied with your Print Shop Deluxe program. The instructions may vary depending on the type of project you are working on.

1. Begin to create a Print Shop document. Select project type, style, backdrop, and layout.
2. From the Object Menu select Add.
3. From the Add Submenu select Import.
4. In the Import Graphic dialog box, click the scroll button next to the graphic type box and select Windows Metafile.
5. Navigate to the directory where ClickArt images are stored. Select an image and click OK.
6. The selected image is now in the graphic box. Repeat the above steps to add more images.

If you have any questions on how to use Print Shop Deluxe, call Brøderbund technical support at: (415) 382 4700.

Adobe® PageMaker® for Windows

1. Open an existing PageMaker document, or choose New from the File menu.
2. Select Place from the File menu.
3. In the dialog that appears, change the drive and directory to locate the image
4. Select the image you want and click OK.
5. Place the cursor anywhere on the document, then click.

If you have any questions on how to use PageMaker, call Adobe technical support at: (206) 628 4531.

Adobe Persuasion® for Windows

1. Open an existing Persuasion document, or choose New from the File menu.
2. Select Slide from the View menu.
3. Select Place from the File menu.
4. In the dialog that appears, change the drive or directory to locate the ClickArt file.



5. Select the image you want and click OK.
6. Place the cursor anywhere on the document, then click.
If you have any questions on how to use Persuasion, call Adobe technical support at: (206) 628 4531.

CorelDRAW! for Windows

1. Open an existing CorelDRAW! document or choose New from the File menu.
2. Select Import from the File menu.
3. In the dialog box that appears, select the Windows Metafile from the List of File Types drop down list. Remember, you might have to change the drive and directory to locate the ClickArt image file.
4. Click OK.
If you have any questions on how to use CorelDRAW!, call Corel technical support at: (613) 728 1990.

Freelance Graphics for Windows

1. Open an existing Freelance Graphics presentation or choose New from the File menu.
2. Select Import from the File menu.
3. In the dialog box that appears, select the Windows Metafile from the File Types drop down list. Remember, you might have to change the drive and directory to locate the ClickArt image file.
4. Select the ClickArt image and click OK.
If you have any questions on how to use Freelance, call Freelance technical support at: (613) 728 1990.

Harvard Graphics® for Windows

1. Create a new Harvard Graphics presentation, or open an existing presentation.
2. Select Import from the File menu.
3. In the dialog that appears, choose Windows Metafile from the File format drop-down list.
4. Change the drive and directory to locate the ClickArt file.
5. Select the image you want and click OK.
If you have any questions on how to use Harvard Graphics, call Harvard Graphics technical support at: (408) 988 4005.

Microsoft® Word for Windows

1. Open an existing Word document, or choose New from the File menu.
2. Select Picture from the Insert menu. The Picture dialog box appears.



3. Select ClickArt image file type from the List Files of Type drop-down list.
4. Select the ClickArt image you want and click OK. Remember, you might have to change the drive and directory to locate the ClickArt image file.

If you have any questions on how to use Word, call Microsoft technical support at: (206) 462 9673.

Microsoft PowerPoint® 2.0 for Windows

1. Open an existing PowerPoint document or start a new document.
2. Select Paste From in the File menu. The Paste From dialog box appears.
3. Select the ClickArt image and click OK. Remember, you might have to change the drive and directory to locate the ClickArt image file.

If you have any questions on how to use PowerPoint, call Microsoft technical support at: (206) 635 7145.

Microsoft PowerPoint® 3.0 for Windows

1. Open an existing PowerPoint document or choose New from the File menu.
2. Select Insert from the Edit menu, then select Picture from the Insert submenu. The insert picture submenu appears.
3. In the dialog box that appears, select Windows Metafile from the File Types drop down list. Remember, you may need to change the drive and directory to locate the ClickArt image file.
4. Select the ClickArt image and click OK.

If you have any questions on how to use PowerPoint, call Microsoft technical support at: (206) 635 7145.

WordPerfect® 5.1 & later for Windows

1. Open an existing WordPerfect document, or choose New from the File menu.
2. Select Figure from the Graphics menu, then choose Retrieve from the Graphics submenu.
3. Select the ClickArt image file you wish to use, and click Retrieve. Remember, you might have to change the drive and directory to locate the ClickArt image file.

If you have any questions on how to use WordPerfect, call Novell technical support at: (800) 541 5096.



UNDERSTANDING FONT TERMINOLOGY

The language of Type, as well as type technology itself, is undergoing change. The art and science of typography has been deeply rooted in tradition, first with scribes, then with moveable type & printers. As desktop and electronic publishing terminology gains widespread use, the meanings of the terms themselves have begun to change.



This is a brief description of the terms that we use in this ClickArt electronic document and in the manuals that ship with ClickArt Font products.

Font

Font technology today makes every font scalable, so for the purposes of this document, the word font refers to the particular style of a particular typeface; i.e: Alor Condensed, Alor Extended, Alor Thin, Alor Wide.

Historical sidenote: In the days of metal type, a font referred to a unique size and style that can be found within a particular font family. For example, in the Alor family there are many unique fonts: Alor Bold 12pt, Alor Bold 14pt, Alor BoldItalic 4pt, Alor Italic 28pt, Alor Normal 60pt, each in a unique size and style. Each of these is considered a different font in metal type.

Typeface family

A typeface family consists of an entire collection of like fonts with a common basic design. For example, the Alor typeface family consists of all styles, weights and sizes of all the different permutations of Alor. i.e.: the Alor family includes: Alor Normal, Alor Bold and Alor Bold Italic. A shorthand way to refer to the family is "the Alor typeface." Generally, the terms font families and typeface families are interchangeable.

ABOUT CLICKART FONTS ON MICROSOFT WINDOWS 95

You may use the setup program on the CD to install your fonts. Otherwise you may use the installation directions appropriate for your version of Windows.

Before you install fonts, you should be familiar with Windows 95 and with simple mouse operations such as selecting, using menus and drag and drop. To become more familiar with these concepts, please refer to the Windows 95 documentation.



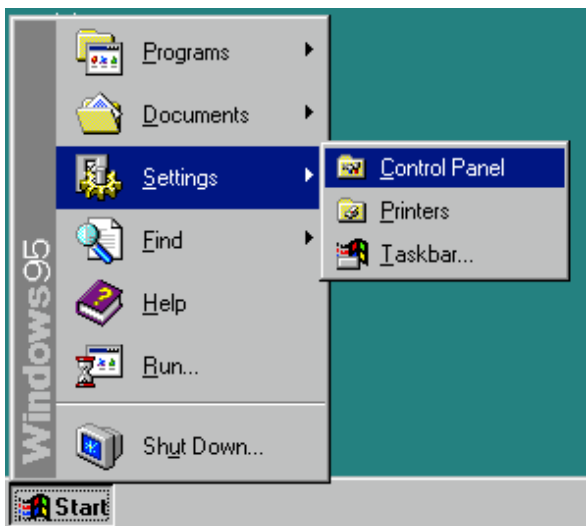
For more information about using fonts with windows 95, please refer to the Windows 95 documentation.

Using the ClickArt Fonts Setup Program on Windows 95

1. Insert your ClickArt Fonts CD.
2. Click on the Windows 95 Start button at the bottom of your screen.
3. Navigate to Settings, then double-click on Control Panel.
4. Double-click on the Add/Remove Programs icon.
5. Click the Install button in the dialog box.
6. Click the Next button. The computer searches for the SETUP.EXE file on your CD.
7. Click the Finish button and follow the instructions given on the screen.

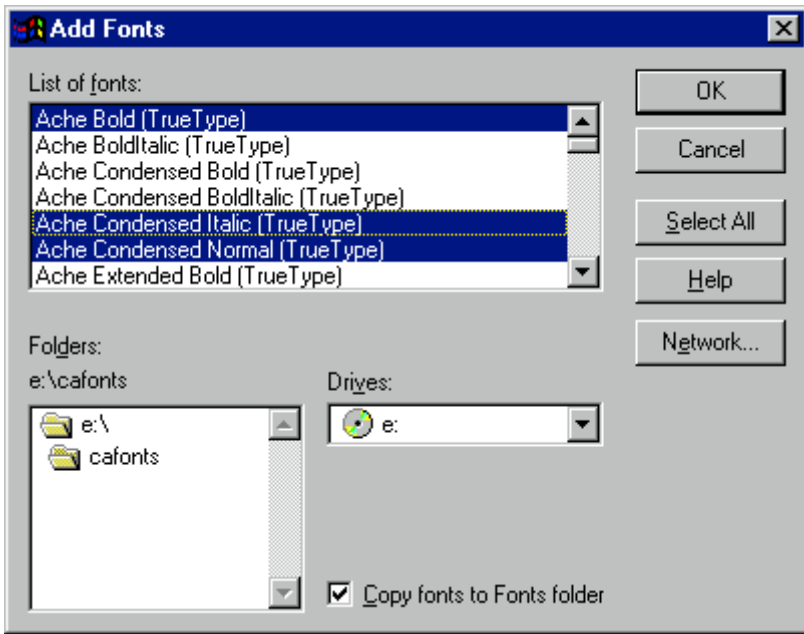
Installing TrueType™ Fonts in Microsoft Windows 95

1. Launch Windows 95.
2. Insert the ClickArt Fonts CD into your CD-ROM drive.
3. Open the Fonts folder:
 - Click on the Start button.
 - Select the Settings menu item.
 - From the Settings menu item, select Control Panels.
 - The Control Panel window will appear.



- Select the Fonts folder and open it.
4. Select the Install New Font menu item from the File menu.
 5. Click the down arrow on the Drives list box to see an entire list of available drives then select the CD-ROM drive to access the ClickArt CD that contains the fonts.





Note: The Copy fonts to Fonts folder box must be checked when adding fonts to the system.

6. Using the Folders list box, navigate to the location of the fonts (usually in a folder called CA_FONTS). Double-click on a CA_FONTS subdirectory and the fonts that can be added will appear in the List of Fonts box.
7. Select the fonts you want to add. To select multiple fonts from the list, hold down the Control key (CTRL) and click on the individual fonts. Click OK.
8. Click Close to exit the Fonts dialog box.
9. To exit the Fonts folder, click the “X” button at the top right corner of your window or go to “File” and “Close.”

Note: You may also drag the font(s) from your CA_FONTS folder over to the System Fonts folder, and Windows 95 will copy and install the font(s) for you.

Warning: Do not install all of the fonts at once! Installing too many fonts can cause problems with your Windows software, including memory errors and loss of performance. Only install those fonts you use frequently and remove fonts you no longer use. For more intricate fonts, like cursive or old gothic styles, you should only install them while working on a particular document and when finished remove them from the font list.



Removing TrueType Fonts from Microsoft Windows 95

1. To remove a font, simply move it out of the Fonts folder or place it in the Recycle Bin on the Windows 95 Desktop.

Warning: The font MS® Sans Serif is used in most Windows dialog boxes. Removing this font may make the text in the dialog boxes difficult to read.

TROUBLESHOOTING

If you have a problem using the TrueType fonts from ClickArt:

- Review this section to make sure that you followed all steps correctly and adhered to all warnings.
- Review the sections on TrueType fonts in the Microsoft Windows 95 user's guide and in Windows on-line help.
- Call your Windows application vendor for information on the application's support for TrueType.
- If you continue to have a problem and are a registered ClickArt owner, please feel free to contact our technical support representatives.

