

# OsoSoft's Fonter 7.0

## The Windows Font Viewer/Previewer/Installer

### Un-Registered Shareware Version

## 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.

*Fonter* has the powerful ability to preview *TrueType* fonts before you install them. *Fonter* can also install new *TrueType* fonts either temporarily for a single session of *Windows*, or permanently, as you choose.

### **New Features in Version 7.0**

Now, *Fonter* 7.0 lets you print out sample lists of uninstalled *TrueType* fonts, complete with filenames, font names, and a sample of the font itself. This is a unique ability in *Fonter* and lets you have a good look at how fonts will print *before* you install them.

Also new in this version is the ability to display or print a full character set sample in a full-screen display. Another new feature lets you compare up to 8 fonts at once in a full screen window or on the printer.

You can save either of these full-screen windows as BMP files. These are perfect for font makers, who can use the BMP files to illustrate their product catalogs, in print or online.

## **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  
Preview TrueType fonts on any drive, even network and CD-Rom Drives  
Print Specimen sheets of previewed fonts.  
Install TrueType fonts for a single session in Windows  
Install True Type Fonts permanently  
Printer Setup Command  
Right-Click Help for On-Screen Commands

## **New Features in Version 7.0**

**Print sample lists of uninstalled TrueType fonts**  
**Compare up to eight fonts on screen on on the printer**  
**View complete character sets on screen or on printer**  
**Save font comparisons and character set screens as BMP files**  
**User-specified print margins**

## **LICENSE INFORMATION**

This is the unregistered version of *Fonter 7.0*. *Fonter* is a shareware program. You may try this copy of the program for a period not to exceed 30 days to determine whether or not it is suitable for your needs. After that time, if you continue to use the program, you must pay for your copy and register with the author. To pay and register, use the OsoSoft Program Info command in the Help Menu to print the Order form. The Registration payment for this program is \$20.

You can also pay with a Visa or MasterCard by calling OsoSoft at (805) 528-1759 during normal West Coast business hours. Or FAX your credit card order to (805) 528-3074. OsoSoft programs may also be ordered

on CompuServe in the SWREG forum. SWREG orders will be charged to your CompuServe account.

Registered users receive the very latest version of the program, a printed manual, automatic notification of major upgrades, and support. In addition, when you register, you'll always be entitled to upgrade to new registered versions at no charge on the OsoSoft BBS at (805) 528-3753 or in the OsoSoft support section on CompuServe (**GO OSOSOFT**). Registered users are entitled to unlimited free support by telephone, fax, on the OsoSoft BBS, and in OsoSoft's Compuserve support section. Registered users will also receive an offer for a Free Trial Membership on CompuServe, where OsoSoft has a support section. To access the OsoSoft support section, give the command: **GO OSOSOFT**.

### **!!FREE Bonus Programs When You Register!!**

When you register and pay for your copy of Fonter, you'll receive two bonus programs at no extra charge. **OKFonts** helps you find defective TrueType and PostScript fonts you have installed in Windows. **GetCharacter** provides an easy way to cut and paste foreign language, symbolic, and dingbat characters into your documents, by displaying them for you and letting you double click them to paste.

Unregistered users receive only a minimum of support, limited to some installation help, if necessary, and are not entitled to telephone support. If you call the OsoSoft voice number for support as an unregistered user, you will be asked to register and pay at that time by credit card.

### **Registration Reminder Screens**

From time to time, on exiting from Fonter, you'll see the **About** window, which reminds you to pay for your copy of the program. This screen will not appear in registered versions. To hear a message, if you have a sound card, click on the speaker button. To access the Order form, click the Register button. Click OK to exit to Windows.

Users of this program, along with traditional shareware distributors may distribute copies of the shareware versions of this program, but only under the terms described in the VENDOR.DOC file included with this copy of the program. All commercial distributors **MUST** read that file and abide by the distribution rules contained in that file. Violations of the distribution license in VENDOR.DOC may result in prosecution under appropriate copyright laws of the United States and other countries.

Fonter and all related files, including this documentation are Copyright

1991,1995 by OsoSoft. All rights are reserved.

OsoSoft is a member of the Association of Shareware Professionals and the Software Publishers' Association.

## **OsoSoft**

1472 Sixth Street

Los Osos, CA 93402

OsoSoft BBS: (805) 528-3753

Voice Order Line: (805) 528-1759

FAX Order Line: (805) 528-3074

CompuServe ID: 71571,222 or **GO OSOSOFT**

## **HOURS**

OsoSoft business hours are 7 AM to 4 PM, Pacific Time, on weekdays. Calls outside those hours are not appreciated.

## **ASP OMBUDSMAN NOTICE**

This program is produced by a member of the Association of Shareware Professionals (ASP). ASP wants to make sure that the shareware principle works for you. If you are unable to resolve a shareware-related problem with an ASP member by contacting that member directly, ASP may be able to help. The ASP Ombudsman can help you resolve a dispute or problem with an ASP member, but does not provide technical support for members' products. Please write to the ASP Ombudsman at 545 Grover Road, Muskegon, MI 49422-9427 USA FAX 619-788-2765 or send a CompuServe message via CompuServe mail to ASP Ombudsman 70007,3536.

## **SYSTEM REQUIREMENTS**

*Fonter* requires a 386S 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 for TMP files if you use Print Manager. **NOTE: 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.

## **INSTALLATION**

The Shareware and Online Update versions of *Fonter* use a manual

installation technique. The Full Registered Version includes an automated installation program. To install this program, take the following steps. If you need help with any of the file and directory procedures, consult your Windows or DOS Manual.

1. Copy all files from the distribution diskette or the ZIP file containing the program into a directory on your hard disk. OsoSoft recommends that you create a directory called FONTER for the files.

2. Now, copy all files with the extensions .DLL and .VBX from the FONTER directory into your WINDOWS\SYSTEM directory. If you're working from the DOS prompt while in the FONTER directory, the commands would be:

```
COPY *.DLL C:\WINDOWS\SYSTEM  
COPY *.VBX C:\WINDOWS\SYSTEM
```

Naturally, you'd substitute your own drive and directory information if you installed Windows in a different directory.

**NOTE:** If you do not wish to copy the DLL and VBX files to your WINDOWS\SYSTEM directory, you may leave them in the directory where you installed Fonter. However, in this case, you must be sure that the Working Directory field is properly filled out in the File/Properties command in Program Manager.

**NOTE:** Once you have successfully copied all DLL and VBX files into the WINDOWS\SYSTEM directory, you may delete them from the Fonter home directory, if desired, to save disk space. Do not, however, delete any other files.

### **VBRUN300.DLL REQUIRED**

The shareware and online update versions also require VBRUN300.DLL, which must be installed in the WINDOWS\SYSTEM directory. If you do not have a copy of that file, you may download it as VBRUN300.ZIP from the OsoSoft BBS at (805) 528- 3753, or obtain it from the source where you got your copy of the shareware version.

3. If Windows is not running, start it. Then, from the Program Manager, click once inside the program group where you want the Fonter icon. Then, select the New command from the Program Manager's File menu. Make certain the Program Item option is selected, then click OK or press <Enter>.

4. In the Description field of the resulting dialog box, type Fonter, then press <Tab>.

5. In the Command Line field, type C:\FONTER\FONTER.EXE, substituting other drive and directory information, if necessary. Press <Tab>.

6. In the Working Directory field, type C:\FONTER, or substitute other drive and path information, if necessary. This field is necessary especially if you leave VBX and DLL files in the program directory.

7. Press <Enter> or click OK to complete the installation. The Fonter icon will appear in the program group you selected earlier.

### **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.

### **Uninstalling Fonter**

Should you choose to uninstall *Fonter*, first remove the *Fonter* Icon from Program manager. Click once on the icon, then press the <Del> key. Answer Yes to the prompt. To delete the program files, use File Manager or the DOS DELTREE command to remove the directory where you installed *Fonter*. You may have copied several DLL and VBX files into your WINDOWS\SYSTEM directory. You may refer to the list of files in your distribution copy of the program for the names of these files, which you may wish to delete. **CAUTION:** The DLL and VBX files installed with *Fonter* may be required by other programs on your system. Use caution before deleting these files if you copied them into WINDOWS\SYSTEM.

### **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. If your font list changes, *Fonter* will automatically rebuild the font list.

**Right-Click Help:** Any time you want help with a command or other on-screen item in *Fonter*, right click on that item and look for the help line in the program's title bar.

### **USING FONTER WITH INSTALLED FONTS**

Once *Fonter* 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 below the list. You'll also see the font type listed above the list box.

**NOTE:** *Fonter* only displays the root font for TrueType fonts which have separate files for each font weight in this list. When you select a TrueType font for viewing, another list box will appear, showing you the weights for which you actually have an installed font file. If you select the Bold and Italic options, or one of the listed weights 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 *Fonter* 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 *Fonter* 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 fonts 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 *Fonter*, it checks its list against the list of actual *Windows* fonts. If it finds any discrepancies, it will update the list. If you want, you can also update the list with the **File/Re-list Fonts** command.

## On-Screen Options

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

### **[View Details]**

This button replaces the sample window with two lists which show you in detail the metrics for the current font, both in its current logical format and the overall Text Metrics values for this font. These values are highly technical, but most are self-explanatory. For more information on font metrics, you'll need to consult the Microsoft Software Development Kit or another Windows font reference. For most users, this information is more than they'll ever need. This information is provided for professional typographers. To return to the normal display, click the **[Hide Details]** button.

### **[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 graphically 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 *Fonter*.

### **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 *Fonter* 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 *Fonter* 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 *Fonter* when you need a large character.

**[Return]**--Use this menu command to return to the *Fonter* 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 to the left of the ANSI character for the font you've selected in the main *Fonter* 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 *Fonter* 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. *Fonter* makes a compromise which accommodates most fonts well, in a size large enough to view easily.

### **!!NEW!! [View Large Font Sample]**

This button displays a full screen showing all the characters of the current font. When this screen is displayed, you can use the **Larger** or **Smaller** menu commands to change the size of the characters to fit your screen. The **Save as BMP** command will save the screen as a BMP file. A file name will be proposed, or you can supply your own. The **Print** command will print a duplicate of the screen on your current printer. Select **Return** to resume normal use of the program.

### **!!!NEW!!! [Compare Selected Fonts]**

Before giving this command, select up to 8 font names in the list with your mouse. This command will display a full screen window showing text in those fonts, along with the font name for comparison purposes. You can accept the default text, or type your own in the box that appears. The Save as BMP command will save the screen as a BMP file. A file name will be proposed, or you can supply your own. Select **Return** to resume normal use of the program.

**NOTE:** Both of the features described above display a notice that the images were created with an unregistered copy of the program. When you pay for *Fonter*, the registered version does not display these messages.

## **PRINTING WITH FONTER**

While *Fonter's* on-screen display is useful, another of the program's functions is to print out lists and samples of your fonts. All printing commands are in *Fonter's* **File** menu. All *Fonter* 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**

*Fonter* always prints to the default *Windows* printer. Once *Fonter* is running, though, you can always change printers with the **Printer Setup** command in the **File** menu. When you do this, **Fonter** automatically updates your font list to reflect the new printer.

### **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 **Printer Setup** 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 *Fontter*. 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 *Fontter*. 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**

*Fontter* 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 *Fontter* 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, and make sure Print Manager is turned off to avoid running out of disk space.

**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 a 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.

**NEW!! Options/Set Left Page Margin** -- Fonter's default left page margin is 1.25", to allow for hole punching for 3-ring binders. If you want to change this setting, use this command to set custom left margins. These margins apply to all printouts.

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

**Options/Save Text Font as Default**--Once you've chosen a default text font with the command above, you can save this font name as a permanent default with this command.

**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.

## **Previewing and Installing TrueType Fonts**

New in this version of *Fonter* is the ability to preview TrueType fonts and install them in Windows for use by your applications. To switch to *Fonter's* **Preview/Install** mode, click the **Preview/Install** button. Some new command buttons will appear on the screen, while other commands, not appropriate to this operation, will disappear or be grayed out.

## TrueType Font File List

At the bottom right of your *Fonter* window, you'll see a list of TrueType **TTF** files in the current directory. Use normal Windows file selection tools to change drives or directories to see the fonts you want to preview. **NOTE:** Whenever you jump to the Preview mode for the first time in a session, you'll start out in the **WINDOWS\SYSTEM** directory, the normal place for **TTF** files to be found. Whether a font is installed or not, you can view it in this mode. No checking is done to determine whether a font is currently installed.

## Previewing a Font

To see a preview of the font contained in a **TTF** file, just double-click on that filename. A font sample will appear in the normal *Fonter* sample Window. As with other installed fonts, you can click the **[View Details]** button to see font metric information. You can also click the **[All Chars]** button to view a full screen showing all characters available in that font.

**NOTE:** If a TrueType font file you select is corrupted or contains improper information, *Fonter* will display a message and refuse to load the font. The program will not install a font which contains invalid font name information.

## !!!NEW!!! Printing a Sample List of Uninstalled Fonts

*Fonter* 7.0 can now print a list of samples of the TTF files you've selected. To use this tool, first select as many of the TTF files as you wish from the file list, using the mouse. You can click and drag the mouse over the names or use **<Ctrl>-Click** to select multiple files not adjacent to each other. Then, select **[Print Font Samples]** to begin printing your list, which looks exactly like any normal *Fonter* sample list. If you're working from a CD-ROM disc full of fonts, you may want to print the list in batches to avoid long delays waiting for the printer.

**HINT:** If you want to create a list of all the uninstalled fonts in the file list, click the **[Select Entire List]** button before printing your list.

*Fonter*, as it creates your list, checks the TTF file for common errors and prints a message on the printout if one is encountered. Use caution when installing a font which displays an error message. These errors do not necessarily mean the font is defective, but do mean that *Fonter* has not found a valid font name in the TTF or FOT file.

**NOTE:** You can select any font size for your printout by changing the size in the list at the left of the screen, just as with normal font lists. You can also use your own text in the list by entering the desired text in the custom text box to the left **before** starting the Preview mode.

### **Printing a Specimen of a Previewed Font**

Click the **Print Specimen** button to print a full-page sample of the currently-displayed font. This sample is the same as the one printed from the normal *Fontter* command, and includes samples in various sizes and weights, along with a list of all extended ANSI characters. Print this sample to check the way the font will look when printed.

### **Adding a Font to The Print List**

While previewing a font, you may want to add it to the list at the left of the screen to allow printing of a reference list for later installation or other purposes. To do this, click the **Add to List** button. Both the filename and the name of the font itself will be added. Whenever you wish, you can click the **Print File List** button to print a permanent record of fonts with their associated file names.

**HINT:** Try this trick to print a reference list of file names which don't correspond closely with the name of the font they contain. It can be handy if you later want to delete font files, but can't remember the font name connected with a TTF file.

### **Installing TrueType Fonts Temporarily**

It can be very useful to install a TrueType font temporarily for use in the current Windows session. For example, suppose you are working on a project which requires the use of an unusual font, one which you didn't normally use. By starting *Fontter* and installing that font temporarily, you could use it without adding it permanently to your font list.

**Remember:** The fewer fonts you have installed permanently in Windows, the faster Windows loads.

To temporarily install the font currently displayed in the sample window, click the **Temp Install** button. *Fontter* will add the font to the current Windows font list, and inform Windows that there is a new font available. This new font will show up in almost all Windows applications, and can be used just like any other font. However, when you exit Windows, that font will no longer be available.

**NOTE:** Temporarily installed fonts use memory and resources. While you can install up to 254 fonts in this way, it's recommended that you install no more than 24 fonts during any Windows session to avoid memory and resource problems.

**CAUTION:** if you use a temporary font in a document, then load that document in another Windows session without reinstalling the font, your application will substitute a replacement font for the uninstalled fonts. To resume work, you'll have to temporarily re-install the font



again with *Fontter*.

### **Installing TrueType Fonts Permanently**

*Fontter* can also install any TrueType font in Windows for permanent use. When you click the **Perm Install** button, the currently previewed font is installed. You'll be prompted for confirmation before the font is actually installed. You'll also be asked whether you want to also install the font for the current session. Since Windows normally must be restarted after permanently installing fonts for them to take effect, answering **Yes** to this prompt lets you use the fonts immediately as well.

### **Permanent Installation Notes**

*Fontter* always copies a font's TTF file you permanently install into the WINDOWS\SYSTEM directory to avoid problems if fonts are accidentally deleted or if a CD-ROM disk containing the font files is removed from its drive. If you want to install the fonts in a different directory, add them to the Print List and install them later with the Windows Font Installer.

Installing a font permanently requires that information be written to your **WIN.INI** file. For safety's sake, *Fontter* always saves a backup copy of **WIN.INI** whenever you permanently install a font. This file is stored in your **WINDOWS** directory, with the name **WIN.FNT**.

*Fontter* **will** let you reinstall fonts which are already installed in Windows. This does no harm, and no changes are made to your **WIN.INI** file when that occurs. Don't worry about duplicate fonts at all...none will be created. The font and **WIN.INI** entry will simply be refreshed. **TIP:** If you want to avoid reinstalling existing fonts, print a font list from the main *Fontter* screen, then use that list for comparison while previewing fonts.

### **Returning to The Normal Fontter Display**

To return to the normal *Fontter* display of installed fonts, click the **Normal** button. *Fontter* will resume normal operations after updating its font list to add any new fonts you've installed.

## **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 *Fonter*, 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 *Fonter* as gracefully as possible, under the circumstances, then delete that font, using either the *ATM Control Panel* or the *Windows Control Panel Fonts* dialog.

You can also spot defective fonts in a *Fonter* 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:** I can't get *Fonter* to install properly.

**SOLUTION 1:** Another program you've installed may have incorrectly installed some files with the same name as those used in *Fonter*, but in the wrong directory.

**PROBLEM:** *Fonter* won't run.

**SOLUTION:** Check your installation. Make sure the **VBRUN300.DLL**, **QPRO200.DLL**, **PPFONTS.DLL**, **COMMDLG.VBX**, and **PPORIENT.DLL** files are in the **WINDOWS\SYSTEM** directory or that you have the Working Directory set correctly in File/Properties for your *Fonter* icon if you did not copy the files into the SYSTEM directory.

**PROBLEM:** *Fonter* 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:** *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 **Printer Setup** dialog to print *TrueType* fonts as bitmaps, which prevents *Windows* from downloading the fonts. Printing speed will be reduced.

**SOLUTION2:** If your *PostScript* 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 normally limited to displaying fonts which are currently installed in *Windows*. It has no way of knowing about other fonts. To see an uninstalled *TrueType* font, or to install new fonts, click the **Preview/Install** button.

**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 some font scalers handle their fonts, *Fonter* is sometimes 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.

**PROBLEM:** *Fonter* seems to want to move **TTF** files to the **WINDOWS\SYSTEM** directory when I do a permanent installation. That's not what I want to do. I'd rather place **TTF** files in other directories.

**SOLUTION:** This is how *Fonter* works, and there's a reason for it. It would be easy for you to install a font permanently which was stored on a CD-ROM disk or one in a directory you might accidentally delete later. The location of the **TTF** file is stored in a **FOT** file and if the file does not exist in the proper location, Windows will not be able to find it. If you want to install font files in other directories, use the **Fonts** dialog in the Windows Control Panel, rather than *Fonter*.

**PROBLEM:** *Fonter* sometimes tells me that there's something wrong with a font I want to preview. However, the font seems to work properly when I install it in another way. What's going on here.

**SOLUTION:** *Fonter* checks for a proper font name stored in the **TTF** file before it previews the font. If there is no name stored there, it flags that font as defective. While the font may work properly in Windows, that's a symptom of a possibly corrupt font. *Fonter* always takes the safe approach and refuses to install questionable fonts. You can install the font through the Control Panel's Fonts icon, but it's not recommended and you're on your own.

**PROBLEM:** Why can't *Fonter* install or preview PostScript Type 1 fonts as used in Adobe Type Manager?

**SOLUTION:** While *Fonter* can display ATM fonts which are already installed, it cannot preview these fonts or install them. Due to OsoSoft's inability to predict how Adobe may change ATM in the future, it does not preview or install these fonts. Use the Adobe Type Manager Control Panel with these fonts.

**PROBLEM:** I temporarily installed some fonts with *Fonter*, but they don't show up in *Word for Windows*. I really want to use these fonts, but can't seem to find them.

**SOLUTION:** *Fonter* informs Windows that new fonts have been installed, but some programs don't refresh their font list automatically while they're running. Either exit the program and restart it to list the new fonts or select the **File/Printer Setup** command in the other program, then select **Close**. This will force the other program to update its font list, making the fonts available.

**PROBLEM:** Fonts I've installed with the **Temp Install** button just don't

show up at all in some of my programs. What's the answer?

**SOLUTION:** Not all programs handle logical fonts properly. If the tip above this one does not solve the problem, you'll have to install the fonts permanently.

**PROBLEM:** I installed a font with *Fontter*, but the next time I started Windows, the font didn't show up in my applications. What happened to it?

**SOLUTION:** You installed the font using the **Temp Install** button. When you do this, the font is installed only for the current session of Windows. If you want to use a font in a later session, use the **Perm Install** button instead.

**PROBLEM:** I don't understand the font metric information shown when I click the **Show Details** button in *Fontter*. What does all that stuff mean?

**SOLUTION:** There's not room in this manual for a full description of font metrics information. The information is there primarily for the use of professional typographers. If you really want to learn about font metrics, call the OsoSoft BBS and download the file, **TTINFO.ZIP**, which contains more information.

**PROBLEM:** It's really interesting to see all those extended characters in *Fontter*, but how do I get them into other programs?

**SOLUTION:** That depends on the other program. Some offer a character inserter feature, but many do not. In all cases, however, you can manually enter the ANSI code for a character. Make sure the **NumLock LED** is on your keyboard, then hold down the **<Alt>** key while you type a 0 on the number pad, followed by the three digit code for the extended character, as shown in the **ANSI** grid. Then, release the **<Alt>** key and the character will appear at your cursor location in the other program. **NOTE:** Some programs prevent you from doing this, but most allow it.

**PROBLEM:** On the list of fonts printed with *Fontter*, I get the name of the font printed in the previous line's font. This is bizarre.

**SOLUTION:** *Fontter* uses Arial as its default text font. If you've deleted Arial, you'll see this effect. To fix things, either reinstall Arial in Windows or use the **Default Fonts** commands in the **Options** menu to assign a new text font.

## **Sources for Additional TrueType Fonts for Use in Windows**

TrueType has become a de facto standard for fonts, largely due to how well Windows handles these scalable fonts. There are literally

thousands of TrueType fonts available from a wide variety of sources, and these fonts are usually very inexpensive.

You can find collections of interesting fonts sold by a variety of publishers in advertisements listed in almost every computer magazine. CD-ROM disks of fonts are also available, some of them containing over 1000 separate fonts.

There are also numerous shareware fonts available which you can try before paying for them. You can find these fonts primarily on online services, such as CompuServe, America On Line, and GEnie, along with many other BBS systems.

On CompuServe, the best forum for locating fonts is the DTPFORUM. There are hundreds of specialized fonts available for your trial there.

You can also call the OsoSoft BBS, where a selected list of TrueType fonts is available for downloading. This list changes from time to time, as new shareware fonts is added to the list. It's a good source, and all fonts available on the OsoSoft BBS have been thoroughly tested.

### **Avoiding Troublesome TrueType Fonts**

With all the free and shareware fonts available, there are defective fonts in this category. In some cases, a defective font can cause a GPF or other problem in Windows. Here are some tips for avoiding these fonts before loading them:

Download only TrueType fonts with file dates later to January 1, 1993. Fonts created earlier than that may have been converted from other formats with defective software.

Download fonts only from well-known online services. Normally, these fonts are tested before being made available.

Avoid cheap collections of hundreds of TrueType fonts. Often, these collections contain old and defective font files and can be troublesome.

Whenever possible, install new TrueType fonts temporarily, using *Fonter*, then test them before installing them permanently.

If *Fonter's* Preview mode displays a message saying that a font may be defective, do not install that font. *Fonter* will not let you install a font which it thinks may be defective, but you can install these fonts through the Control Panel. OsoSoft recommends against this.

Some free and shareware TrueType fonts are poorly designed. Try

printing a Specimen Sheet on all fonts before installing them permanently. Examine this sheet for good character spacing and consistency. If the font looks bad in the specimen sheet, it'll look bad in your documents.