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Important Font Background Information

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Basic Information

FontHandler - Overview   **View / Install / Group / Print**

FontHandler's Extra Features

Renaming Fonts   Searching for Fonts

Kerning Pairs & Metrics   Creating Font Comments

See Also

Getting Organized with FontHandler

[Setting Up Your Font System](#)   [Using FontHandler Font Groups](#)

Solving Font-Related Problems

[Troubleshooting Basics](#)

[QualiType Technical Support](#)

See Also

Learning to Identify Type

[Type Classification](#)   [Diagram of Character Parts](#)

Basics of Typography & Design

[Mixing Fonts in Your Documents](#)

["Top 10 Tips" for Good Typography](#)

See Also

Reference to This Help File

[Alphabetical List of All Topics](#) [Troubleshooting Basics](#)

Additional Reference Info

[Terms and Jargon Definitions](#)

[Suggestions for Further Reading](#)

See Also

Using QualiType Help

QualiType's help system includes some extra features designed to provide quick answers to your questions about our software.

The <u>Visual Help</u> window shows an on-screen example of the major parts of our programs. Clicking on any area of the sample screen produces a short pop-up explanation of that item, and a jump word to a more detailed topic in the main help window is often available in the pop-up as well. Jump words to   Visual Help are shown in <u>RED</u> and you can also access the main Visual Help window at any time by clicking the VISUAL HELP button on the help toolbar.

In addition, FontHandler's Visual Help system also includes a special VIDEO DEMO mode with tutorials to illustrate common FontHandler operations. These videos are played back "live" for you, right on your computer screen, just as if our programmers were there to show you exactly how to use the software! To view the video demos, you must have opted to install the separate video files when you set up FontHandler. (Video demos are contained in ***.SCM** format files and they must be present in the same directory as the FontHandler help file in order to work with the Visual Help system.)

So when you have a question about a particular feature or function of FontHandler, remember the Visual Help system is always the first place to look for quick answers!

See Also

General Windows Help Info
What Is QualiType FontHandler?
Screen Sample - Visual Help
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Windows and Font Files

To get the most out of your type library and QualiType FontHandler, it helps to be aware of the differences between the three kinds of fonts available to your Windows **applications** and what happens when the font list is changed.

TrueType Fonts

Adobe Type Manager® Fonts

Printer-Based Fonts

See Also

Windows and Font Files - TrueType

About TrueType Fonts

TrueType is a **scalable** font technology that is built-in to Windows. Each TrueType font is contained in a single computer file with a *.TTF extension, and each style or weight in a font family is contained in its own file.

For example, the full family of 4 "Arial" fonts included with Windows is contained in the four font files...

Arial Regular	**ARIAL.TTF**
Arial Bold	**ARIALBD.TTF**
Arial Italic	**ARIALI.TTF**
Arial Bold Italic	**ARIALBI.TTF**

When a TrueType font is **installed** to Windows, three things happen:

1. A new file with an *.FOT extension is created. This is a "pointer" file to the physical location of the *.TTF file.
2. A line referencing the new *.FOT file is added to the **[fonts]** section of the **WIN.INI** file.
3. A message is sent to all currently-running applications to let them know that the new font is available.

When a font is uninstalled, on the other hand, these steps are reversed (i.e. a message is sent out to all running programs that the font is no longer available, the *.FOT reference-line is removed from WIN.INI, and the *.FOT is deleted).

About Adobe Type Manager® Fonts

Adobe Type Manager®, or ATM for short, is a **scalable** font technology comparable to TrueType. ATM uses fonts in the PostScript-"Type 1" file format. Windows alone cannot easily use Type 1 fonts.

Important Note: You must have ATM version 2.5 or later installed to use Type 1 fonts with FontHandler. FontHandler does not replace ATM but rather works in cooperation with it. ATM is not included with Windows - it must be purchased and installed separately, although you may have received a copy of ATM for free with other Adobe software or fonts.

ATM allows Type 1 PostScript fonts to be printed on any printer. Without ATM, PostScript fonts can normally only be used with PostScript printers. ATM also provides accurate **WYSIWYG** screen display of Type 1 fonts for all printers, PostScript or otherwise.

Unlike TrueType, each ATM Type 1 font requires two separate computer files, one with a *.PFB extension and another with a *.PFM extension. For example, the full family of 4 "Helvetica" fonts included with ATM is contained in the eight font files...

Helvetica Regular	**HV_____.PFM & HV_____.PFB**
Helvetica Bold	**HVB_____.PFM & HVB_____.PFB**
Helvetica Italic	**HVO_____.PFM & HVO_____.PFB**
Helvetica Bold Italic	**HVBO____.PFM & HVBO____.PFB**

Important Note: Unlike ATM, FontHandler assumes you want to store your *.PFB and *.PFM font files together in the same directory, since two files are always required to make up one font. If you are storing your fonts in ATM'S default directory structure, however, with the files split up into \PSFONTS and \PSFONTS\PFM directories, FontHandler will work with them okay. But in any other instance the files must be placed together. (If you like, you can change the ATM Control Panel to look for font files together in the same place as well.)

When an ATM font is **installed** to Windows, three things happen:

1. A line referencing the new font file is added to the [FONTS] section of the **ATM.INI** file.
2. If a PostScript printer is installed, a line referencing the new font file is added to the [POSTSCRIPT,PORT] section of the **WIN.INI** file.
3. A message is sent to all currently-running applications to let them know that the new font is available.

As with TrueType, when a font is uninstalled these steps are reversed (i.e. a message is sent out to all running programs that the font is no longer available and the lines from ATM.INI and WIN.INI are removed).

See Also

[Rebuilding Your ATM Configuration](#)
[Windows and Font Files - TrueType](#)
[Windows and Font Files - Printer](#)
[Main Help Index](#)

Windows and Font Files - Printer-Based

About Printer-Based Fonts

In addition to TrueType and ATM fonts, and depending on what printer driver you are using, you may also see some printer-based fonts listed in your **application** programs.

Printer-based fonts are permanently built-in to your physical printer. To print these fonts you normally do not need to do anything special at all, but without a separate screen-font installed to match, Windows cannot display accurate **WYSIWYG** samples of printer-based fonts.

QualiType FontHandler can show you printer-based fonts in its Main Window list, and you can select printer-based fonts for creating font sample sheets. But you cannot "install and uninstall" printer-based fonts since they cannot be removed from your printer's fixed memory. Printer-based fonts listed in your font menu will change, however, if you switch to a different printer driver.

[Windows and Font Files - TrueType](#)
[Windows and Font Files - ATM](#)
[Main Help Index](#)

QualiType FontHandler   Overview

Welcome to QualiType FontHandler - SE. We appreciate you taking the time to investigate our software via this **Special Edition** version. If you like it, we hope you'll consider upgrading to the full-version product. See the Upgrade Information topic for full details and ordering information.

> Unlike most commercial software, this **Special Edition** version of FontHandler may be freely copied and shared with your friends and business associates. If you like this program, we hope you'll spread the word about it by giving away copies. Of course, this policy **DOES NOT** apply to our full-version product. Please do not make any unauthorized copies of any software! Only the SE versions of any QualiType program may legally be shared.

FontHandler is a font management **utility program** designed to help you simplify your font-related work and get more out of the typeface library you own.

With FontHandler, you can organize your font collection to match the way you work, and **install and uninstall** fonts only as they are needed. This keeps the font list in your various **application programs** short and easy to use, plus it keeps your computer running streamlined and at top speed, saving you time and money.

By using FontHandler, you retain most of the benefits of keeping all your fonts installed all the time but without the associated overhead and system performance drain. Plus, your font management chores can now be handled "under one roof," rather than being split up between the Windows **Control Panel** and other specialized font utilities like Adobe Type Manager®.

FontHandler can help you better organize and use all your fonts. With features for previewing, grouping, searching for and renaming fonts, using FontHandler will make your computing life with a large collection of typefaces much easier.

FontHandler's functions are divided into three modules.

The Main Window acts as the primary control center for all FontHandler modules as well as a super-fast desktop accessory for viewing and previewing your list of available fonts.

The Setup Module is for installing and uninstalling fonts, either individually or in font groups, as well as related functions like renaming, searching, and copying or moving font files.

The Printing Module is for printing sample sheets, to create a catalog of your type library, or just for quickly checking the printed appearance of any font.

Click here to read additional background information or click any jump-topic above.

Detailed Background Information
Screen Sample - Visual Help
Main Help Index

FontHandler - Detailed Background

With the introduction of Adobe Type Manager® for Windows v3.0, and then the TrueType font system in Windows 3.1, PC users have gained access to true **scalable** type and **WYSIWYG** screen fonts.

The success of TrueType encouraged a "font explosion" in Windows software. Many **application programs** (particularly graphics and presentation packages) now include complete font libraries, and prices on stand-alone font packages from both large and small foundries have fallen rapidly as a result.

Thus it has become very easy for even a casual computer user to acquire a large type library of hundreds of fonts, at a very low cost. Having the power of a small print shop on your desk is naturally a very good thing, but there are associated costs and trade-offs as well.

The most troublesome aspect of this situation is that Windows cannot have more than about a hundred fonts **installed** all at once. On an average machine, performance begins to suffer somewhere around 75-100 installed fonts, depending on your system's configuration, and at some point (usually around 300 installed fonts) the **WIN.INI** file will become larger than its maximum allowable size of 64K. When this happens Windows may refuse to start at all!

This state of affairs makes a program like FontHandler essential to a smoothly running system. By using FontHandler, you retain most of the benefits of keeping all your fonts installed all the time (such as the ability to preview fonts on-screen before using them) but without the associated overhead and system performance drain.

FontHandler also includes many convenient font-related functions (like printing sample sheets, renaming fonts, and searching for fonts) that make your computing life with a large collection of typefaces much easier.

[What Is QualiType FontHandler?](#)
[Screen Sample](#) - [Visual Help](#)
[Main Help Index](#)

Installing and UnInstalling Fonts

All of FontHandler's functions related to **installing** or **uninstalling** fonts are arranged under the Setup Window. This includes font grouping activities and related features like searching for fonts and renaming fonts. Fonts may be installed and uninstalled either individually or in groups. The only difference when using a group is how FontHandler presents the font names to you in its listboxes.

TIP: It is a good idea to check your File Options settings before installing or uninstalling fonts! These settings are remembered between FontHandler sessions. If you or someone else changed them last time FontHandler was run they may be set differently than you want!

Installing Fonts:
To install fonts, follow these steps:

(1) First, the fonts you want to install must appear in the UNINSTALLED FONTS list, on the left-hand side of the Setup Window.

This may be accomplished either by selecting an existing Font Group from the group-name drop-down list, or by using the Change Directory button to point FontHandler to the location of the fonts you want to install.

Important Note:

For all current-directory fonts to appear in the UNINSTALLED list, you must make sure that << THIS DIR / ALL INSTALLED >> is selected in the font-group listbox. If you have some other group definition selected in this listbox, you have asked FontHandler to show you only that group's fonts, and to ignore the current-directory information!

(2) Once the fonts you want to install appear in the UNINSTALLED list, simply **select** which fonts to install, either individually or by using the SELECT ALL button, and click the INSTALL button (or the Install "Plus" button).

FontHandler will present a progress dialog box while installing the fonts. When complete, the newly installed font names will appear in the INSTALLED list and will no longer be available in the UNINSTALLED list.

UnInstalling Fonts:
The procedure for **uninstalling** fonts is similar to the installation process, only in reverse.

(1) First, the fonts you want to uninstall must appear in the INSTALLED FONTS list, on the right-hand side of the Setup Window.

This is usually accomplished by selecting the << THIS DIR / ALL INSTALLED >> item from the font-group drop-down list. Alternately, if the fonts you want to uninstall are members of a font group, you can make only that group's members appear in the list by selecting that group from the list.

(2) Once the fonts you want to uninstall appear in the INSTALLED list, simply **Select** which fonts to uninstall, either individually or by using the SELECT ALL button, and click the UNINSTALL button.

FontHandler will present a progress dialog box while uninstalling the fonts. When complete, the newly uninstalled font names will again be available for selection in the UNINSTALLED list.

See Also

Using Font Groups
File Options
Change Directory
"Install Plus"
Main Help Index

Viewing and/or Previewing Fonts

You can use FontHandler to either view **installed** fonts or preview **uninstalled** fonts before installing them.

Viewing Installed Fonts:

The best way to view samples of currently-installed fonts is in the big sample area in FontHandler's Main Window. You can view up to nine samples at once, using any sample text you like and any point size from 12 to 324 points for each font sample window. Or you can simply scroll through the list of installed fonts using the arrow keys on your keyboard, viewing a sample of each font as you go.

To control whether or not FontHandler shows Bold and/or Italic style fonts in the viewing list, select the options for INCLUDE BOLD or INCLUDE ITALIC from the Main Window OPTIONS menu. (Note to include bold-italic style fonts you must turn on both bold and italic inclusion.) You can also choose to show or hide fonts by TrueType, Adobe Type Manager® or Printer-based fonts.

Previewing UnInstalled Fonts:

You can see a small sample of any installed or uninstalled font in the Setup Window preview box. This is helpful to get a quick look at any font before **installing** it or adding it to a font group.

From the Setup Window, first find the font you want to look at in either the UNINSTALLED or INSTALLED font list. (Select a font group or use the change directory or search for font functions if necessary.)

Double-click the font name and a small text sample will appear in the preview box. You can also highlight the font and press ALT-S to accomplish the same thing. This sample is fully editable: click the mouse in the sample area while the font is showing and you can type any sample text you like. The first line of this sample is set to equal whatever you have defined as the Main Window sample text. If that sample is blank, a default text line will appear. To change the "permanent" sample text used in this preview, simply change the main window sample text.

Buttons marked CHANGE SIZE, PRINT SAMPLES and EXTRA FONT INFO appear at the lower left corner of the Setup Window while there is a sample in the preview box. Press CHANGE SIZE to zoom the sample to show one or two lines, press PRINT SAMPLES to access FontHandler's printing features, or press EXTRA FONT INFO to create or edit font comments.

Kerning Pairs & Metrics

In typography, "kern pairs" are special combinations of letters that are moved either closer together or farther apart from each other, to minimize visual conflicts between letter shapes and reduce unsightly gaps between letters. Font "metrics" simply refer to the internal values for the typeface, but in FontHandler's metrics window, the font's filename, size and copyright information are displayed as well.

The process of "kerning" type is a careful review of typeset letters for good optical pairings. For example, the letters "To" and "Av" often need to be kerned to look acceptable:

Un-Kerned Text

To Av

Kerned Text

To Av

Many fonts include built-in kerning pair values. These values are what the font's designer considered to be the correct amount of adjustment for certain letter pairs in that font. However, if your application software supports manual kerning, you can adjust the appearance of any letters to your own preference. To find out if your software supports automatic or manual kerning, check the program's documentation.

Kerning pairs are supported in FontHandler in two ways:

(1) The <u>Main Window</u> font sample is always shown using any relevant kerning pairs, if they are available in the selected font.

(2) FontHandler's Kerning Pair window shows a list of all kerning pairs in any font, with a small sample of each character. You can compare kerned and un-kerned samples of any text here as well.

To access the Kerning Pair window, first select the font you want to look at in the Main Window list, then click the KERN PAIRS button or select VIEW KERNING INFO from the TOOLS menu.

QualiType Font Sentry   Overview

QualiType Font Sentry is an advanced system for font management, sold separately from FontHandler. Any Sentry-specific features in FontHandler will be unavailable if Font Sentry is not currently active. The two programs are designed to work in cooperation with each other, but they can each be run independently as well.

 If you already have Font Sentry on your system, click here to switch to its own help file now. The full Sentry help system has much more comprehensive information than this shorter overview topic.

Background - The Need for Intelligent Font Management:

As powerful as FontHandler is, it really does not do anything to improve the fundamental problem of using fonts under Windows, which by itself is simply not equipped to deal intelligently with a lot of fonts. In response to our users' requests for an improved system for automatic font control, QualiType developed Font Sentry, the next-generation technology for Windows font management.

Our research indicated that unless people choose to think about their fonts, they do not want to have to think about them. They just want to think about getting their work done, and let the computer manage such mundane details as ensuring the proper system-resources are available to documents, as needed. That's what computers are supposed to do! In addition, with the trend toward a document-centric interface design (as seen in Microsoft Windows 95) it's what computers must learn to do, especially for font resources.

For example, on a computer without Font Sentry, if you open an old document or try to use a template originally formatted with certain fonts, but with those fonts not currently **installed,** one of two things generally happens. Either the file opens without error, and the system substitutes some other fonts for the missing ones (usually a total mis-match which ruins the file's formatting). Or the application presents a "font missing" error, and offers to make a substitution that is generally slightly better than Windows choice, but which usually still results in a poorly-formatted document.

In either case, the standard procedure to solve this problem is to cancel opening the document, switch to a font management program like FontHandler, find and install the missing fonts, and then return to the first program and try to open the document again. Even then, however, it may not open successfully. If one or more of the missing fonts was forgotten, the process must be repeated. Or the application may need to be shut down and restarted before it sees the changes made to the font list. The point is: none of this should be necessary, since the computer ought to know how to allocate its own resources as they are needed.

Furthermore, consider the state of affairs even when some needed fonts are not missing from the current document. Everyone has their favorite fonts, of course, but a typical font user's typeface choices are not a fixed, unchanging thing. Over time, certain fonts of a large type library are used more, and others less, just out of preference or according to prevailing needs. A truly intelligent system for font management should understand this, and try to help the user by knowing what fonts he or she is likely to need at any given time. The computer should remember which fonts are being used and which are not, so that it can help the user by making only the right fonts available.

Finally, many programs include certain fonts useful with that program only. A set of compressed or monospaced fonts may be included with a spreadsheet for printing columns of numbers, or a graphics application might include a large set of elaborate display or headline-style fonts. These may be fine fonts, but you might not have any need for them in other applications. Under the current design of Windows, however, all fonts become part of the system itself, so that the spreadsheet fonts also appear in your word-processing and graphics programs, whether you want them to or not.

> QualiType Font Sentry is designed to solve all these problems, bringing a fundamental improvement to the font sub-system of Windows itself. Together, FontHandler and the Font Sentry system are the state-of-the-art in powerful font management tools.

What Does Font Sentry Do and How Does It Work?

QualiType Font Sentry is a deep hook into Windows GDI (Graphics Device Interface). It sits in the background, quietly watching and waiting for any program or document to request a font that is not currently available. When a request for a missing font is detected, Font Sentry goes out and "AutoInstalls" the needed font on-the-fly, with the application or document never missing a beat or being aware of anything ever being wrong.

Once a font has been AutoInstalled, it appears available in the font list of all Windows programs, just like normal. Font Sentry's AutoInstalled fonts can be "temporary" or "permanent," defined by the user, so that they are either automatically forgotten (i.e. uninstalled) when Windows is restarted or fully-installed like normal. If fonts are installed permanent, they must be manually uninstalled when they're no longer needed. The default is to AutoInstall fonts "temporary."

In order to be able to AutoInstall fonts, Font Sentry keeps a database of all available fonts. The database is maintained as a "Font Cache" system, with the most recently used fonts always moved to the head of the cache as they are accessed. Thus over time, the system becomes smarter about knowing which fonts in the library are preferred and/or used most.

Application Categories

After installing Font Sentry, the system "learns" about font-using programs as they are run, building a list of applications to track. Each program can be set to have its font list as Short, Long, Special, or the program may be ignored.

(1) A "short-list" program only shows currently-installed fonts in its list, until any missing fonts are AutoInstalled by Font Sentry. Then, of course, it shows those fonts as well. This option keeps your font list trimmed down to the absolute minimum, so that it is very easy to use, while still ensuring that any fonts necessary for your documents appear (as if by magic!) when they are required.

(2) In contrast, a "long-list" program shows all currently-installed fonts, plus a preset number of most-recently-used fonts from the Font Sentry database. Fonts from this database cache are not actually installed, however, until they are selected for use in the program. The Font Sentry database is thus "fed" to the program as a bit of a trick, and you get something for nothing! For example, a graphics program with a 200-font Sentry-fed font list does not consume anywhere near the amount of system resources as the same program with 200 fonts really installed. Since you will rarely (if ever) use this many fonts in any one document or work session, this

option preserves your time and system resources for other uses, while still keeping your most recently used fonts instantly available.

(3) "Special" applications are like "long-list" ones, except only with certain fonts rather than with the general database list of most recently used fonts. You can define a font list that Font Sentry will always present to the Special program, so that it thinks those fonts are installed. As with the general database, however, the fonts are not really made active until they are actually selected for use. (Think of a Special program as a Long-list one with a private font cache.)

(4) Finally, "Ignore" is a simple category for compatibility with any small programs that Font Sentry should not bother with, or for any software that is not compatible with the Windows font sub-system. The Ignore option ensures that Font Sentry will always be able to help any program that it can, while not affecting the operation of any other program that it cannot help.

See Also

See Also

See Also

Like FontHandler, QualiType Font Sentry supports TrueType and Adobe Type Manager® fonts. The two programs are designed to work together as a team, but either program may be run without the other. They are separate but co-operating products. This design provides a place for traditional font management activities in FontHandler while advancing the computer's level of font-intelligence in the underlying operating system.

Again, the basic idea is that users should not have to think about fonts unless they choose to. Font Sentry is for those times when you don't want to think about fonts, and FontHandler is for those times when you do, as when you're designing a new layout and want to browse your type library, pick the correct fonts to use, manually install them, print out a sample sheet, etc.

> These two state-of-the-art software products represent different tools for different uses that together bring unprecedented power and flexibility to users of large type libraries. From ancient Roman stonemasons chiseling letters into rock, to mediaeval monks hand-lettering parchment with quills, the appearance of letters has always been directly affected by the technology used to create them. At QualiType, it is our sincere hope that our products will serve to release artists and designers from the technical constraints of managing fonts, and in doing so, lead to a new level of freedom and accessibility in the creative use of type.

See Also

Font Comments- Extra Info

FontHandler's EXTRA FONT INFO feature is useful for creating notes to yourself or others about particular fonts. You can use this feature to write anything you like about any font on your system. The text will be stored on disk, associated with the original font file by FontHandler.

Font Comments may be accessed from two places:

(1) In the <u>Main Window,</u> select the font you want to write about and then select EXTRA FONT INFO from the FONT menu, or click the METRICS button and then the EXTRA FONT INFO button.

(2) In the <u>Setup Window,</u> double-click the font you want to write about, then click the EXTRA FONT INFO button in the lower-left corner.

Note: The text-file created with the font comments you write does not affect your original font file. This text is simply written to disk in a filename identical to the font's filename, but with an ∗.EFI (for "Extra Font Information") extension. You can select the directory to use for storage of these ∗.EFI files. The default is to use the FontHandler "home" directory.

Note also that if you rename the DOS file for any font with an existing comment-file, the comment-file will become disassociated from the font file. To correct this problem, simply rename the ∗.EFI comment-file to again match the new font filename. ∗.EFI files are simple, plain-text files and may be viewed or edited in any text editor such as the **Notepad** utility that comes with Windows.

Setting Up Your Font System

FontHandler allows you to work with [TrueType](#) and [Type 1](#) fonts stored on any drive and in any directory. This includes removable media like CD-ROM disks, Bernoulli® cartridges, or even floppy disks. This provides great flexibility for managing your fonts in any way you please, but also creates some potential for confusion.

For best results, consider the information in this section before you begin using FontHandler. Then **uninstall** all of your TrueType and Type 1 fonts, create a font-storage system that makes sense to you, move your font files to their new locations, and then start using FontHandler to [install and uninstall](#) your fonts in smaller groups.

[Click here for information on moving font files](#)

In general, we recommend creating a font-storage directory tree on the drive on your system with the **MOST** available storage space. This will allow your type library to grow (they always grow, never get smaller!) without the need to reconfigure your FontHandler font groups.

Start with a directory called C:\FONTS, (for example) then:

See Also

If you have 50-150 fonts to manage, you can probably either keep them all together in one directory or perhaps create two directories, one for TrueType fonts and another for Type 1 fonts. In this case, you could call them C:\FONTS\TRUETYPE and C:\FONTS\TYPE1.

See Also

If you have 151-300 fonts to manage, consider dividing them up into two or three directories so that you have only 100-150 fonts in each directory. This will help speed up FontHandler's search time when accessing fonts by directory, with the [Change Directory](#) button. In this case, you could make directories based on typestyle like C:\FONTS\SERIF or C:\FONTS\SANSERIF or C:\FONTS\DISPLAY.

See Also

If you have 301-500 fonts to manage, also consider dividing them up into multiple directories so that you have only 100-150 fonts in each directory. In this case, consider making directories based on something more generic that the fonts have in common. One possibility is to sort them by the foundry where they came from, such as C:\FONTS\ADOBE or C:\FONTS\BITSTRM or C:\FONTS\QUALTYPE.

With this system, whenever you purchase a new font package it will be very easy to create a new storage place for the fonts, under the foundry's directory. (This is the setup that we use here at QualiType.)

See Also

If you have more than 500 fonts to manage, also consider investing in some sort of removable storage system like a CD-ROM drive or Bernoulli® box. (On a typical system, about 700 TrueType fonts takes up about 36 MB of disk space.)

With a CD-ROM or other removable cartridge, you can set up FontHandler's groups to

look there for uninstalled fonts, but use the [File Options](#) settings COPY TO SYSTEM (or custom) and DELETE UPON UNINSTALL to essentially use your faster hard disk drive as temporary storage for all currently-installed fonts.

See Also

Rebuilding Your TrueType Configuration
Rebuilding Your ATM Configuration
Installing and UnInstalling Fonts
Setting Font File Options
Main Help Index

Changing Font Directories

FontHandler can work with fonts stored on any drive and in any directory, including removable media like CD-ROM disks and Bernoulli® cartridges. The current directory is indicated in the title bar of the <u>Setup Window</u>.

The first time you run FontHandler and enter the Setup Window, FontHandler will use its "home" directory as the current directory. Any uninstalled fonts located in this directory will appear available in the UNINSTALLED FONTS listbox.

> Note: it is possible, and perfectly normal, for no fonts to appear available if there are no font files in the home directory! The home directory is initially the directory where FontHandler is installed, i.e. where the program's *.EXE file is located. But you may change the home directory to anywhere you like by using the SELECT HOME DIRECTORY button in the <u>Setup Options</u> dialog box.

To change to another directory, click the CHANGE DIRECTORY button. FontHandler will present a dialog box which you can use to change to any available drive or directory by simply double-clicking on the drive or directory you want to use. Shortcut buttons are available here for quickly moving to the FontHandler "home," \WINDOWS\SYSTEM or default <u>Adobe Type Manager®</u> directory.

When you select a directory which contains fonts, FontHandler lists the font filenames in the FONTS FOUND listbox. You can double-click any filename to see what font is contained inside. Click the OK button to exit and set FontHandler to use the new directory, or click CANCEL to return to the <u>Setup Window</u> without changing the current directory.

If you want to see fonts from several directories all in one list together, you can enable the option to INCLUDE SUBDIRECTORIES of the selected directory. This option can be turned on and off for the current directory as you prefer. The default setting is OFF in order to speed up FontHandler's directory access times. See the <u>Setup Options</u> topic for details.

Unless you have taken specific steps to the contrary, most of your <u>TrueType</u> fonts will probably be located in the \WINDOWS\SYSTEM directory. This is the default location for TrueType font files. The Windows **Control Panel** and many **application programs** will want to install TrueType fonts to the system directory, but FontHandler does not require you to keep them there. Similarly, if you are using <u>Adobe Type Manager®</u> most of your Type 1 fonts will probably be located in the \PSFONTS\PFM directories unless you have taken steps to the contrary. ATM normally places ***.PFB** font files in \PSFONTS and ***.PFM** files in \PSFONTS\PFM but (like TrueType) FontHandler does not require you to keep your Type 1 fonts in any particular directory either.

Important Note: Unlike ATM, FontHandler assumes you want to store your *.PFB and *.PFM font files together in the same directory, since two files are always required to make up one font. If you are storing your fonts in ATM'S default directory structure, however, with the files split up into \PSFONTS and \PSFONTS\PFM directories, FontHandler will work with them okay. But in any other instance the files must be placed together. (If you like, you can change the ATM Control Panel to look for font files together in the same place as well.)

Moving Font Files

By default, <u>TrueType</u> font files are stored in the \WINDOWS\SYSTEM directory and <u>Adobe Type Manager®</u> fonts are stored in the \PSFONTS\PFM directories. However, FontHandler does not require you to store your fonts in any particular location. You may want to rearrange your font files, either by moving them to another drive (with more available space), or by sorting them into directories. Consult the topic <u>Setting Up Your Font System</u> for some ideas on creating a font file storage system.

If the fonts you want to move are members of a FontHandler group, you should use FontHandler itself to move them in order to preserve their group-membership. If the fonts to move are not yet members of any FontHandler group (for example, if they have just been installed to your system by a new **application**) you can move them with QualiType's stand-alone **Font File Mover** utility. Details on using both methods are outlined below.

> **Important Note:** If you move font files by any method other than in FontHandler after creating groups using those fonts, you will have to manually update the group information. Refer to the Help topic <u>Updating Groups For Moved Font Files</u> for details. For best results, always use FontHandler's file-moving feature to relocate any group-member fonts.

Moving / Copying Fonts by GROUP in FontHandler

(1) Before moving font files, you must first **uninstall** the fonts you are planning to relocate. Moving font files while they are currently installed will cause Windows to become confused. You can find out where any font's file is located by clicking on its name in the <u>Setup Window</u> font list and looking at the filename and path information at the bottom of the window.

(2) Select the font group which contains the fonts you want to move or copy. The normal SEARCH FOR FONT button will change to say COPY/MOVE FONTS. Click this button.

(3) Choose the "target directory" where you want to move or copy the font files. If you want to create a new directory for font files, press the CREATE DIRECTORY button. The new directory will be created as a subdirectory of whatever is currently selected as the target directory.

(4) Select the VERIFY WRITTEN FILES option if you want FontHandler to perform extra verification on the copied files and you don't mind a slight extra delay in the copying process. Select the CHANGE GROUP INFO option if you are copying font files and want to use the new file location as the source for existing group-member fonts from now on. (This checkbox has no effect if you are moving font files. The **MOVE** function always updates current font groups - it is only optional with **COPY**.)

(5) **Select** the fonts to move or copy from the font list on the left. Note that any group member fonts which are currently installed will appear "grayed." These fonts may still be selected, but if you attempt to move them, they will be copied instead.

Press the COPY or MOVE button to begin. FontHandler will present a progress report as files are written. After reviewing the report, click the OK button to return to the copy/move dialog. You can then select another font group to work with or click the

EXIT button to return to the Setup Window.

Moving / Copying Fonts with the QualiType Font Mover

The stand-alone QualiType Font Mover program works a bit differently from FontHandler's group-moving feature. Its operation is covered in its own online help file, but the basic steps are outlined here for comparison. Use whichever system makes the most sense for your font-moving task at hand.

(1) QTMover requires that the fonts to be moved be currently **uninstalled**. Moving font files while they are installed will cause Windows to become confused. For best results, use the FontHandler Setup Module to uninstall all fonts before attempting to run QTMover.

(2) Run the QTMover program and click the COLLECT FONTS button. Specify the drive and/or directory to search for font files. You can optionally specify which kinds of font files to search for in the LIST FILES OF TYPE listbox, and check the box to INCLUDE SUBDIRECTORIES as well. Click the BEGIN SEARCH button and QTMover will scan your system for font files.

(3) The DOS path and file name of all fonts found will be shown in the FONT FILES FOUND listbox. Double-click on any filename or press the VIEW button to see a sample with the font's name and filename displayed below.

(4) Choose the "target directory" where you want to move or copy the font files and check or uncheck the proper boxes for the kinds of fonts to act upon. Choose the MOVE FILES or COPY FILES radio button, **select** the fonts to move or copy, and press the MOVE/COPY button to begin. QTMover will move or copy the font files, remove them from the FONT FILES FOUND list and then report the total number of files moved or copied.

See Also

Font Setup - Grouping Info

Please select from the following related topics:

[Font Group Overview](#)

[Creating a New Font Group](#)

[Using An Existing Font Group](#)

[Font Group "Install Plus" Options](#)

[Deleting or Renaming a Font Group](#)

[Updating Groups For Moved Font Files](#)

[Advanced Options for Using Font Groups](#)

Font Group Overview

One of the most powerful features of FontHandler is the ability to make groups of fonts to match the way you work. This allows you to quickly **install and uninstall** fonts to match specific projects or programs. It also helps avoid the need to keep a lot of fonts installed on your system all the time, which can adversely affect performance.

FontHandler's grouping feature supports the natural tendency of computer users to sort files into directories, and you can use directory structures together with FontHandler's grouping functions to organize your font system in practically any way you please. See the Setting Up Your Font System and Font Management Essentials sections for ideas and suggestions to help you get the most out of FontHandler.

You may create FontHandler groups of any size, with perhaps hundreds of fonts in each.   But be aware that the larger a group is, the more time FontHandler will require to load, save, and otherwise make use of the group information. For best results, try to keep your groups relatively small (with 25 to 100 fonts, or less, in each) and use sub-groups of groups in a logical "group tree" to organize very large font groupings.

Creating a New Font Group

To create a new font group, follow these steps:

(1) Enter the FontHandler Setup Window and click on the Group Control button.

(2) Select << ROOT OF GROUPS >> from the current-group listbox and click the CREATE NEW GROUP button to start a new top-level font group. To create a sub-group, select any current group before clicking the CREATE NEW GROUP button. FontHandler will ask for confirmation before creating a sub-group below the current group.

(3) Type in a name for the new font group. You can enter anything you like for the group name, but try to keep the name under about 20 characters so you can easily read the entire name in FontHandler's listboxes.

> **TIP:** FontHandler groups are automatically sorted alphabetically in the group tree listbox, so you can force any group name to the top of the list by beginning its name with an exclamation point.

> If you plan to store the new group on a shared network drive or removable disk, check the DRIVE INDEPENDENT GROUP box. Otherwise, always leave this box unchecked. See the Advanced Options for Using Font Groups topic for details.

(4) Click the OK button and a new, empty group will be created (note the TOTAL FONTS counter, indicating "zero"). At this point, you can begin adding fonts to the new group. Choose a font source from the BUILD GROUP FROM listbox, **select** the fonts you want to include in the new group and click the ADD TO GROUP button.

> Changes are saved to the group automatically, as you go. You can switch the BUILD GROUP FROM source as you need to find the fonts you want to add to the group, and the TOTAL FONTS counter will change as you add and remove fonts from the new group. Remember you can preview fonts or print samples at any time.

(5) **(Optional Step)** If you want to associate the new font group with a particular program or document, click the PLUS OPTIONS button and enter the correct command line and working directory. Check the OTHER OPTIONS boxes as well, as you prefer. See the Font Group "Install Plus" Options topic for details.

(6) Finally, when you are done creating your new group, click the INSTALL/UNINSTALL button to exit the group control mode and return to the setup mode. Your new group will appear in the group-tree list, ready to use.

Using An Existing Font Group

To work with an existing font group, follow these steps:

(1) Enter the FontHandler <u>Setup Window</u> and select the group you want to work with from the FONT GROUP drop down list. If the group you are looking for does not appear available, it may be located in a group tree other than the one currently loaded. Consult the <u>Advanced Options for Using Font Groups</u> topic for details.

(2) Fonts in the selected group will appear in the appropriate list box below, installed fonts on the installed side, and uninstalled fonts on the uninstalled side.

(3) <u>Select</u> the fonts you want to use, and then <u>install or uninstall</u> them by clicking the INSTALL>>, <u>Install "Plus"</u> or <<UNINSTALL button. (Remember you can <u>view and preview</u> fonts as you select them too!)

Deleting or Renaming a Font Group

To delete or rename a Font Group, follow these steps:

(1) Enter the FontHandler Setup Window and click on the Group Control button.

(2) Select the group you want to delete or rename from the CURRENT GROUP drop-down list. If the group you are looking for does not appear available, it may be located in a group tree other than the one currently loaded. Consult the Advanced Options for Using Font Groups topic for details.

(3) Click the DELETE or RENAME button.

Updating Groups For Moved Font Files

If you create a font group and then later move or delete any of the files of the group's fonts, FontHandler will indicate a "lost" font in the Group Control window's font-name listbox. The lost font indicator is a yellow question mark icon like this:

If you do not want the lost font in the group any longer, you can simply **Select** it and click REMOVE FROM GROUP. Or to update the group and correct the problem, follow these steps...

(1) Enter the FontHandler Group Control window. Select the group to work with from the current group drop-down list and make a note of the lost font in the group

(2) If you know where the lost font's file is now located, use the Change Directory button to move to that directory. If you're not sure where it is, use the Search for Font button to find it and then move to that directory. Upon moving into the directory with the correct font file, the prospective font to replace the lost font will appear "grayed" in the BUILD GROUP FROM listbox. (This is because FontHandler "thinks" the font is already a member of the group.)

(3) However, if you now **select** the lost font and click REMOVE FROM GROUP the replacement font will become un-grayed, enabling it to be selected and added back to the group from its new, correct location.

Renaming Fonts

FontHandler allows you to rename your fonts, to match documents formatted with font names you do not own or just for personal preference. (To avoid confusing Windows' font-name table, only **uninstalled** fonts may be renamed. If you want to rename a font which is currently installed, uninstall it first, rename it, and then reinstall it.)

Why Rename Fonts?

Suppose you receive a document from someone which was formatted with a "Garamond look-alike" font called GerryMan (or something similar) but you do not have GerryMan on your system. Instead, you own a "real" Garamond font. You can use FontHandler to make a new font with the alternate name, and thus save time and effort in reformatting the document.

This is also a helpful feature for when you want to combine fonts from different vendors into one family. For example, suppose you have a font similar to Times Roman called "Tim's Roman" and another font similar to Times Roman Italic from a different foundry which is called "Tom's Roman Italic." With FontHandler, you can rename them both to have the base name "Ted's Roman" (for example) and in doing so, combine the formerly separate fonts into one family. This will force Windows to use the previously unrelated font when you select Italic from the style menu in your **application programs**.

Caution!

We have made every effort to ensure FontHandler's renaming function works reliably, and we have tested it successfully with literally thousands of font files.

However, while FontHandler attempts to do some checking of the new name information entered, it is impossible to verify correct usage in all cases. For best results, try to adhere as close as possible to the original font's name structure.

Also, any operation which changes the binary structure of a computer file is inherently a little dangerous. **NEVER** use FontHandler to rename original copies of your fonts, always work on an extra copy only! FontHandler automatically makes a backup of your font file before it writes the new font file to disk, but in this situation you cannot be too safe.

(Note: TrueType ***.TTF** files are backed up as *.BAK and Type 1 ***.PFB/*.PFM** files are backed up as *.BFB/*.BFM. Once you have verified that your renamed font works correctly you may want to delete these backup files from your disk.)

Important Note:

Whether or not it is a good idea to rename any font depends on your reason for wanting to do so. For example, if you are planning on sharing documents among different computers or working with a typesetting service bureau, think twice before renaming your fonts! If you use a renamed font to create a file but the ultimate output destination for that file does not have the renamed font, you may get unexpected results. FontHandler provides the renaming feature for your convenience, but **YOU** are the final authority on using it wisely!

Searching for Fonts

If you cannot locate a particular font which you know is on your system somewhere, you can use FontHandler's SEARCH function to find the lost font. This may be necessary if you have moved font files after creating a font group or if you've opened an old file and need to install some missing fonts for the document to format correctly, but you do not remember where the files are now located.

Note: **QUALITYPE FONT SENTRY** is an advanced system for automatic, intelligent font management that can help prevent "font missing" errors. See the help topic Font Sentry Information for complete details.

To search for a font, follow these steps:

(1) Enter the FontHandler Setup Window and click the SEARCH FOR FONT button. (Note: the FONT GROUP listbox must be showing << THIS DIR / ALL INSTALLED >> to enable the search button.)

(2) Type as much of the font name as you can remember in the FONT NAME TO SEARCH FOR edit-box. Don't worry if you cannot remember the exact name of the font: FontHandler can search for partial matches as long as the WHOLE FACE NAME option is unchecked.

(3) Select the drive and/or directory to search with the WHERE TO SEARCH controls. You can quickly select FontHandler's "home" directory, Window's "system" or Adobe Type Manager directories with the speed buttons.

(4) Optionally select the INCLUDE SUBDIRECTORIES, WHOLE FACE NAME, and/or CASE SENSITIVE boxes to activate these search options.

(5) Click the START SEARCH button. FontHandler will present matches to you until it either finds the font you want or searches the whole disk unsuccessfully.

(6) If the correct font was found, you can immediately move to its directory with the GO TO & EXIT button. Otherwise use the EXIT button to leave font search.

Font Group "Install Plus" Options

Any FontHandler font group may optionally be associated with a particular computer program or document on your system. FontHandler will then automatically start up this program or document for you if you click the INSTALL "PLUS" button instead of the plain INSTALL button.

To set up PLUS OPTIONS for a group, follow these steps:

(1) Enter the FontHandler <u>Setup Window</u> and select an existing font group or <u>create a new group,</u> then click the "PLUS" OPTIONS button.

(2) In the COMMAND LINE edit-box, enter the full path and filename to the program you want to launch or use the BROWSE button to search for the file. If you want to associate your group with a document file, enter the document filename on this line.

Example: To associate a group with the **Windows Write** program, use the command line:

C:\WINDOWS\WRITE.EXE

To associate a group with a document file that is registered normally with Windows, use the command line...

C:\PATHNAME\DOCUMENT.EXT

...where "pathname" is the correct location of the associated file and "document.ext" is the file's name with its proper extension.

(3) If your program requires a working directory parameter to operate correctly, enter this information in the WORKING DIRECTORY edit box as well.

TIP: If you are uncertain about the required command line and working directory information above, select the icon for the program that you want to use in Window's Program Manager, then select PROPERTIES from the FILE menu and make a note of the similar information entered there. As long as your program launches correctly from Program Manager with this information, it will usually work okay in FontHandler's Install & Run as well.

(4) Under OTHER OPTIONS, check the box for UNINSTALL ALL NON GROUP FONTS FIRST if you want the INSTALL "PLUS" function to remove all currently installed fonts that are not members of the associated group before installing the selected group members. This is useful for quickly setting up your system with only one group's members installed, in one step. Check the box for RUN APPLICATION MINIMIZED if you want FontHandler to launch the associated application as an icon.

Font Setup & File Options

The SETUP OPTIONS button in the **Setup Window** allows you to set preferences for FontHandler's action upon a font's disk file plus controls the overall configuration of the Setup Window.

Please select from the following related topics:

Font File Options for Install / UnInstall
General FontHandler Setup Options

Font File Options

There are three choices each for FontHandler's operation upon font files when installing and uninstalling fonts. Which settings to use depends on what you are trying to accomplish and where the fonts you are installing or uninstalling are located.

Install Options:

(1) Original Directory
This is the default setting. FontHandler will install fonts from their current location, without making any new copies of the file. (This includes installation from removable/remote media like floppies and Bernoulli® cartridges. FontHandler will confirm your intention to install fonts from non-permanent media.)

(2) Copy to a Custom Directory
This option allows you to specify the target directory for font files. Upon clicking the INSTALL button, FontHandler will present a directory selection dialog box. Copies of the font files will be placed in the selected directory and installed from there rather than from the original location.

(3) Copy to SYSTEM Directory
This option will automatically place copies of font files in the "system directory" without any prompt, then install from there. In the case of TrueType fonts, the system directory is \WINDOWS\SYSTEM. For Adobe Type Manager® fonts, however, the system directory is whatever directory structure is specified in the ATM Control Panel as "Target Directory for PostScript Outline Fonts."

UnInstall Options:

(1) Leave File Alone
This option (the default) does nothing to the font file being uninstalled.

(2) Delete Font File
This option permanently deletes the font file being uninstalled. Since there is no easy way to undo this action in case this option is selected accidentally, FontHandler confirms deletion before carrying out the uninstall.

(3) Compress Font File
This option compresses each font being uninstalled into a FontHandler *.QTC ("QualiType Compressed") compressed-format archive file, then deletes the original uncompressed font file.

Compressing TrueType fonts places just the ***.TTF** file into the *.QTC archive, while compressing Type 1 fonts places both the ***.PFB** and ***.PFM** files together into the archive.

FontHandler can transparently view and install fonts in the *.QTC format. Normally you will only need FontHandler to work with *.QTC archive files. However, the *.QTC file format uses a compatible superset of Haruyasu Yoshizaki's popular "LHA v2.13" file archiving program. If necessary, *.QTC files may be uncompressed with LHA v2.13 or any file archiving program that supports LHA's *.LZH file format.

Note: While you can usually gain a 40-60% disk space advantage by compressing

TrueType fonts, Type 1 fonts are already about 95% efficient in their uncompressed state. So there is little to be gained by compressing Type 1 fonts. FontHandler provides compression of Type 1 fonts only for file-archive convenience.

Note also that if you are storing your fonts on a compressed drive (using a program like Stacker® or Microsoft's DriveSpace®), your files are already being transparently compressed and uncompressed as needed. In this situation, FontHandler is manually doing what Stacker or DriveSpace would do automatically. Although it might appear otherwise, you are not likely to gain any additional disk space savings by FontHandler's compression of files on a compressed drive.

See Also

FontHandler Setup Options

There are seven options for configuring the operation of the Font Setup module.

(1) Keep TrueType ***.FOT** together with ***.TTF**
When checked, this option tells FontHandler to place the TrueType *.FOT file into the same directory as the *.TTF. Unchecked, (the default setting), FontHandler will always place the *.FOT file into the \WINDOWS\SYSTEM directory (i.e. like the **Control Panel** does).

Note that for this option to succeed, the drive where the *.TTF is located must **NOT** be read-only (i.e. not a CD-ROM disk or read-only network drive). If you want to store your *.TTF files on a read-only media, you must leave this option unchecked so that FontHandler places the *.FOT file in the \WINDOWS\SYSTEM directory.

(2) Install as Autodownload for the PostScript driver.
This option does the same thing as the "autodownload" checkbox in the Adobe Type Manager® Control Panel. For the most part, this option is only for installing ATM fonts whose names exactly match the fonts built in to a PostScript printer, but where you want to continue using the printer-based font.

Most users will normally never have any need to uncheck this box. If you are unsure about using this option, you should probably always leave it in its default checked state.

If you think you may need to uncheck this option, consult your ATM documentation for complete details. Click here to read a short explanation of this setting from the Adobe Type Manager® README.TXT file..

(3) AutoRefresh the Installed Font List
This setting controls whether or not FontHandler monitors changes to the Windows font list made by other programs. If it is checked and some other software adds or removes a font from the system, FontHandler will detect the change and automatically update its own font list. If it is unchecked, you must manually refresh the font list by pressing the REFRESH button to update the list

(4) Include Fonts in Sub-Directories
This setting tells FontHandler to perform a recursive search for font files in all directories below the selected directory. For example, with this setting enabled and with FontHandler pointing at **C:** (i.e. the root directory), it is possible to collect a font list of all fonts on any drive. The search process may take a long time, however, so this option is disabled by default. See the topic Changing Font Directories for more information.

(5) Support Font Sentry Database
This setting enables the << FONT SENTRY DATABASE >> item in the Group Control listbox for BUILD GROUP FROM. With this option enabled and the QualiType Font Sentry software loaded, you can access Sentry's font database as a source for creating new font groups.

(6) Set FontHandler "Home" directory
Use this button to choose the directory for FontHandler to use as the "home" directory. See the topic Changing Font Directories for more information

(7) Load an Alternate Font-Group Tree
Use this button to load another group tree (or "group of groups") into FontHandler's Font Setup. See the topic Advanced Options for Using Font Groups for more information.

See Also

Advanced Font Group Options

Beyond the normal font-grouping activities in FontHandler, there are three additional group-related features available to advanced users.

(1) Multiple Group Trees
You can create several "groups of groups" in FontHandler, switching between them as needed, with as many different group trees as your disk space allows. The files to make up a group tree consist of a MAINGRP.FHD file and one or more GRPxxxxx.FHD files, where "xxxxx" is an incremental number used by FontHandler to keep track of the group.

To start a new group tree, exit FontHandler and use the **File Manager** to move all current *.FHD files from FontHandler's "home" directory to anywhere else you like. Upon re-entering FontHandler's Setup Module, you will have a clean group tree and can begin creating new groups, but you can still reload the old group tree at any time. Select the MAINGRP.FHD file from the directory where you moved the *.FHD files with the LOAD ALTERNATE GROUP TREE button, under the Setup Options dialog box.

(2) Drive-Independent Groups
FontHandler's DRIVE INDEPENDENT GROUP option is useful for group trees that you want to store together with your fonts on any media which may have an uncertain drive letter in the future. These might include removable disks like floppies, CD-ROM, or Bernoulli® cartridges, or something like a "detachable" network drive. With this option enabled for a group, FontHandler assumes whatever drive letter is current for the source of the group-file as the source for all font files in that group as well.

For example, suppose a group-file normally points to a group-member font at C:\ FONTS. If you move this group file to another drive, FontHandler will continue to look at this hard-coded drive and path location for the font file unless the group is designated as drive-independent. In that case, if the group tree is located on a drive **D:**, FontHandler will look for the group member font at D:\FONTS. If the group's-source drive is **E:**, it will look at E:\FONTS, and so on, even though the group-file says the drive letter for the font-file path is C:\.

Note that for this feature to work, you must duplicate your font file directory structure on the "portable" disk with the group-tree files EXACTLY as it exists in the group information, except for the drive letter. Font files must be available on the disk in the directories FontHandler will be looking for them in order for the group to work correctly. Once you have done this, however, the disk will work on any computer with FontHandler, no matter what drive letter is assigned to the disk.

(3) Font Group Command Line Options
FontHandler's Setup Module can be launched with one or two command line parameters. The first parameter can be any group name where all spaces in the name are substituted by the underscore character (i.e. "_"). The second parameter (if any) can be one of the following: "I" "IE" "IP" or "IPE".

The second parameter is only valid if the first one (i.e. a group name) is present. The "I" and "IP" options mean "Install" and "Install Plus". The letter "E" added to the end of either means "exit the program immediately after installing fonts". If "IP" or "IPE" are set but it is not possible to call "Install Plus," then the plain "Install" function will be called instead.

Command Line Examples:
(All examples below assume the FontHandler
Setup Module's *.EXE filename is FHSTUP20.EXE)

FHSTUP20		Just starts the Setup Module
FHSTUP20	My_Group	Starts Setup with "My Group" loaded
FHSTUP20	My_Group ip	Starts with "My Group" loaded, selects all uninstalled group members and performs the INSTALL "PLUS" operation
FHSTUP20	My_Group ie	Starts with "My Group" loaded, selects all uninstalled group members and performs the INSTALL operation, then EXITS
FHSTUP20	My_Group ipe	Starts with "My Group" selects all uninstalled group members, performs INSTALL "PLUS" and EXITS

See Also

Install as Autodownload for PostScript Driver

The Microsoft PostScript driver uses the section [POSTSCRIPT, PORT] in the **WIN.INI** file to determine the available installed soft fonts. In the following example the PostScript printer is configured for the printer port LPT1.

```
[PostScript, LPT1]
softfonts=2
softfont1=c:\psfonts\pfm\tkrg_____.pfm;c:\psfonts\tkrg____.pfb
softfont2=c:\psfonts\pfm\tkb_____.pfm;c:\psfonts\tkb_____.pfb
```

Each soft font entry is made up of two parts: the first part indicates the path to the printer font metrics file (***.PFM**) and the second part defines the path to the font outline file (***.PFB**) for every font. The PFM file is necessary for all fonts whose character metrics are not hard-coded in the PostScript driver. The PFB entry is only needed when you want the driver to download the font outline with every print job.

To configure the Microsoft PostScript driver to automatically download soft fonts at print time, install the font with the option "Install as autodownload fonts for the PostScript driver" checked. When this option is checked, Adobe Type Manager® will add the PFM and PFB entries for all fonts. This feature is helpful if your PostScript printer does not contain the standard Base-35 fonts. The Base-35 fonts: (AvantGarde, Bookman, Courier, Helvetica, Helvetica Narrow, NewCenturySchoolbook, Palatino, Symbol, Times, ZapfChancery and ZapfDingbats) are resident in most newer PostScript printers.

If you are adding fonts to ATM that are already resident on the printer, you can uncheck this option to instruct the printer driver not to send the font outline to the printer at print time. With this option unchecked, ATM adds only the PFM entries for the non-Base-35 fonts. Neither the PFM entry nor the PFB entry is added to the WIN.INI for the Base-35 soft fonts when this option is unchecked. Soft font entries for these fonts do not need to be present in the **WIN.INI** file because the font metrics are hard-coded in the driver. If present, they will be ignored by the PostScript driver at print time. In other words, the PostScript driver will not download the outlines of these fonts if it sees from the printer driver configuration in the Windows Printer **Control Panel** that the fonts are already present on the printer.

The only exception is the font Bookman. If the Bookman ***.PFB** entry is present in the **WIN.INI** file, the driver will download the outline file at print time. To correct this problem and to force the driver to use the Bookman font internal in the printer, re-add the four faces of Bookman with the option "Install as autodownload fonts for the PostScript driver" unchecked.

Installing & UnInstalling Fonts
Adobe Type Manager®
Main Help Index

Printing Font Samples

FontHandler includes a font printing module useful for creating a catalog of your type library or quickly examining a printed sample of any font. Access to printing functions is available from the PRINTER button in the Main Window or by clicking the PRINT SAMPLES button while previewing a font in the Setup Window.

You can print many different kinds of samples: a one-font-per-line page with multiple fonts together on a page, a full-page sample of a single font, or a custom sample page you create yourself. For information on printing single-line font samples, see the Single Line Samples topic.

There are seven predefined sample sheets. Click these small pages to see a larger view of each design:

To print predefined page samples, follow these steps:

(1) Enter the Printing Module and select the font(s) you want to print. You can check or uncheck the boxes for TrueType, ATM, printer-based, and bold or italic fonts to show or hide portions of the available font list, i.e. similar to the filtering options for browsing the font list in the Main Window.

(2) Click the OPTIONS button to set your page margins, default font, optional footer, font information and page-border preferences. Also note the CURRENT PRINTER indicated at the top of the dialog box: press the PRINTER SETUP button if you need to adjust any options for your printer driver.

(3) Click the page-buttons or checkboxes for the pages you want to print, then click the PRINT PAGE LAYOUT(S) FOR EACH button to begin printing.

To print a custom sample page, follow these steps:

(1) First, create a template page using the **Windows Write** program and the "FontHandler Custom Sample" font. Install this font and use it for any text on your sample page that you want to be replaced by the "target" font in later printing. Anything else you create on the page, including graphics or text formatted in other fonts, will be used exactly as you create it. ONLY the text formatted in the custom-sample font will be replaced. Save your file as a standard Write format *.WRI file.

 Note: It is not necessary to keep the custom-sample font installed when printing custom pages. As long as your Write document is formatted with this special font as a "placeholder" for the text to be replaced, you can uninstall the custom-sample font after creating your template file.

(2) Proceed as described above in printing a full-page font sample, checking the CUSTOM PAGE box to enable the custom-printing feature. Click the PRINT PAGE LAYOUT(S) FOR EACH button to begin printing, and when FontHandler prompts you for the custom-page file to use, select the file you created in Step #1.

(3) FontHandler will open your file into Write, replace all instances of the custom font in your page with the selected font to print, and have Write send the page to the printer.

Tips and Suggestions for Sample Printing:

See Also

The PARAGRAPH sample sheet is generally only appropriate for body-text fonts. If you print a PARAGRAPH sample using a font designed for display or headline usage it will probably not look very good.

See Also

If you want to customize the sample text used in the body paragraph, create a plain ASCII text file called FONTHAND.TXT in the same directory with the FontHandler program files on your computer. FontHandler will use that file's text for the body copy on the page. For best results, make sure the FONTHAND.TXT file has no carriage returns or tab characters in it. Otherwise the sample paragraphs will not "break" cleanly. Use the Windows **Notepad** program to create your sample paragraph. By turning off WORD WRAP in Notepad's EDIT menu and typing in your sample paragraph as one long line of text, your file will be formatted properly for FontHandler's use.

See Also

Currently **uninstalled** fonts may be printed one at a time, from the Setup Window and FontHandler will let you print currently **installed** fonts in "batches." Please note, however, that many printers will have trouble spooling a large number of pages. If you experience problems printing font sample sheets in batch mode, try turning off the Windows Print Manager or other print caching software. If this does not help, printing sample pages one at a time and allowing the printer to "catch up" after each page will usually solve any problem.

See Also

In designing FontHandler's sample printing feature, some users have asked us for the ability to print batches of **uninstalled** fonts. However, after careful consideration we have not implemented this feature. The reason is that in order to print a font sample under Windows, the font **MUST** be installed. Thus to print "uninstalled" fonts, the program would first have to install them, then print the samples, and finally uninstall the fonts again.

In our opinion, all this "thrashing" of your system would be a bit unstable, insofar as many things could go wrong with bad fonts or printer errors during the time this is all going on. We believe it is far safer for the stability of your computer if **YOU** first install the fonts you want to batch-print, have FontHandler print them out, and then uninstall the fonts again yourself. This way, you always know EXACTLY what you are doing to your system's configuration.

See Also

Printing Single-Line Samples

To print one-font-per-line samples, follow these steps:

(1) Enter the <u>Printing Module</u> and select the font(s) you want to print. You can check or uncheck the boxes for TrueType, ATM, printer-based, and bold or italic fonts to show or hide portions of the available font list, i.e. similar to the filtering options for browsing the font list in the Main Window.

(2) Click the OPTIONS button to set your page margins, default font, optional footer, font information and page-border preferences. Also note the CURRENT PRINTER indicated at the top of the dialog box: press the PRINTER SETUP button if you need to adjust any options for your printer driver.

(3) Click the PRINT ONE LINE OF EACH FONT button, then select or enter the sample text you want to use for printing each line. Select or enter a point size to use for the samples as well, then click the PRINT button to begin printing.

Note: If you are printing to a PostScript printer, a multiple-font sample page is only likely to succeed if you have just a few fonts selected, typically less than 5 or 6. This is due to memory limitations in many PostScript printers. Printing more than a few fonts on a single page will stress many PostScript printers beyond their ability.

If this occurs, the best option is to print individual sample sheets for each of your fonts, or print to another, non-PostScript, printer.

Troubleshooting Basics

If FontHandler reports a problem or presents an error message, check the information here before calling for technical support. Also look on your original disk for a README.TXT file which may have compatibility notes or late news not included in this help file.

Please select from the following related topics:

General Troubleshooting Conditions

Correcting GPF Errors

Procedures For Fixing Problems

[Main Help Index](#)

See Also

General Troubleshooting Conditions

Many computer problems are caused by conflicting or incomplete information in your system's configuration. Try these steps to see if you can isolate the problem.

See Also

Outdated or poorly programmed third-party video or printer drivers are sometimes responsible for printing and font problems. To isolate this possibility, reconfigure your system with the standard drivers supplied with Windows and then see if the problem recurs.

See Also

Some Windows programs require "background" modules that are loaded at Windows' start up time. Such programs could also be the cause of problems. Check the **LOAD** line of your **WIN.INI** file and/or your Program Manager STARTUP group. Try restarting Windows without these programs, then see if the problem recurs.

See Also

A few Windows **applications** also require DOS-based "terminate and stay resident" (TSR) drivers or modules which may be causing the trouble. These drivers are typically loaded in your **AUTOEXEC.BAT** and/or **CONFIG.SYS** files when you first turn your computer on. Consult your DOS documentation for information on creating a "clean" boot for testing this possibility.

See Also

Correcting GPF Errors

If your computer is crashing with a "General Protection Fault" (GPF) error, consult the topics below for information on how to correct the trouble.

[Basic troubleshooting info for GPF's in any software](#)

Font files are actually small computer programs, and as such they are susceptible to corruption of their disk files, like any software. When a font file becomes damaged it may cause **any other software** to crash with a GPF.

If you suspect that a GPF error is related to either a particular font or to any QualiType program, check the topic below for some specific font-related troubleshooting techniques.

[Troubleshooting a bad-font GPF with FontHandler](#)

[Basic GPF Troubleshooting](#)
[Bad Font GPF Troubleshooting](#)
[Detailed Font Background Info](#)
[QualiType Technical Support](#)
[Main Help Index](#)

Basic GPF Troubleshooting

The steps below outline the basic troubleshooting steps to perform after experiencing a General Protection Fault

(1) After **any GPF** (whether it's font-related or not), your system is likely to be running in a precarious condition. As soon as possible, save all work in progress, exit Windows, reboot your machine, and run a disk-checking utility such as CHKDSK.EXE or SCANDISK.EXE. Inspect your system's \TEMP directory for any lost temporary files and delete them manually if necessary. (Note: some software can recover useful information from temp files, so you may not want to delete TMP files right away.) Then restart Windows and try to duplicate the problem.

(2) If the problem persists, run SETUP.EXE (in your \WINDOWS directory) and reconfigure your system with a Microsoft-supplied, standard video driver. You might also want to run the **Control Panel** and select a Microsoft-standard printer driver as your default printer.

Many GPF problems are caused by outdated or poorly-programmed drivers. Using standard drivers rather than high-speed or exotic third-party drivers can often correct the trouble.

(3) If this still does not help, run QualiType CleanUp with its COMPLETE CLEANUP option. Be sure to remember to restart Windows after CleanUp is done, and then check to see if your problem remains. Consult the topic Bad Font GPF Troubleshooting in this file as well.

(4) If you cannot isolate the problem as a font-related error at this point, your system may have a conflict or configuration error in a critical sub-component of Windows itself. Try to reinstall Windows and/or the software in question and then see if the trouble persists.

Click here to PRINT this HELP topic

Bad-Font GPF Troubleshooting

If QualiType FontHandler is crashing with a GPF, it is very likely that you have a corrupted font file somewhere on your system. FontHandler is more susceptible to bad font files than other software because

1. It deals much more intimately with the Windows font sub-system than most software, and...

2. By design, FontHandler tries to perform some basic integrity checks on your font files in order to protect the system from bad fonts!

In other words, we believe it is better for FontHandler to detect any bad fonts early on, thus alerting you to potential problems, than to ignore the trouble and have your system crash later for no apparent reason.

Unfortunately, there is no surefire way to verify that any given font file is 100% intact. Very often the only way to identify a troubled font is to wait for it to crash your system! But then it is sometimes difficult to figure out exactly which file is causing the trouble.

QualiType FontHandler tries to do as much as it can to protect your system from corrupt font files, and the QualiType CleanUp program supplied with FontHandler can help in troubleshooting by giving you a good, clean starting configuration. But beyond that, you must perform a bit of detective work to isolate and correct a problem caused by bad font files.

If FontHandler reports a GPF, first try the Basic GPF Troubleshooting procedures outlined in this help file. If the trouble persists, try the steps below.

1. Run QualiType CleanUp with its COMPLETE CLEANUP option. Be sure to remember to restart Windows after CleanUp is done, then check to see if your problem remains.

2. If QualiType FontHandler is crashing **only** when you try to access **one particular directory** full of fonts and not necessarily any other, try the following experiment:

   (a) Enter the FontHandler Setup Window and click on the Change Directory button.
   (b) Select the font-directory that you are having the problem with, but **DO NOT** click OK just yet!
   (c) Notice in the CHANGE DIRECTORY dialog box, there is a list of FONTS FOUND showing the DOS filenames of all fonts in that directory.
   (d) Double-click on any DOS font filename in this listbox. FontHandler will present a dialog box with the name of the font contained in that file.
   (e) Continue this process with each font filename until the GPF reappears. At this point you have identified which font file is the one most likely to have become corrupted and you can delete or reinstall it as required.

3. Finally, if Step #2 does not succeed in isolating the bad font, try reinstalling just a few fonts from the suspect directory at a time, checking

to see if the error reappears after testing each batch of fonts.

Sometimes a troubled font may have a subtle problem that only appears under certain circumstances. In this case the only way to isolate the problem is by pure trial-and-error.

Click here to PRINT this HELP topic

See Also

Procedures For Fixing Problems

If FontHandler reports a problem or presents an error message, check the information here before calling for technical support. Also look on your original disk for a README.TXT file which may have compatibility notes or late news not included in this Help file.

Please select from the following related topics:

[Rebuilding Your TrueType Configuration](#)

[Rebuilding Your ATM Configuration](#)

[Printer or Application Problems](#)

[PostScript Printer Problems](#)

[Uninstalling FontHandler](#)

[QualiType Technical Support](#)

QualiType Technical Support

If you have tried cleaning up your system according to the instructions in this help file and the problem has still not gone away, contact QualiType for technical assistance.

When contacting us, you **MUST** include your FontHandler license number (found on the label of your original disk).   **We cannot provide technical support without a valid license number!**

The best way to contact us is by email.

See Also
☞   If you have a CompuServe® account, visit the QualiType section in the Windows Utilities forum **(GO QTYPE)** or send mail to address

74777,3435

See Also
☞   If you do not have a CompuServe® account, but you have access to the Internet, address your email message to

74777.3435@compuserve.com

(Note: Many on-line services such as America Online® are adding Internet gateways which can send messages into our account on CompuServe. However, the exact formatting of an Internet address may vary depending on your email system. Check with your system administrator or look in your service's manual for help.).

The second-best way to contact us is by fax.

See Also
☞   Write out a brief, one or two page description of your problem. Be sure to include any specific FontHandler or Windows error messages, transcribed as precisely as you possibly can.

Screen shots of the program in its troubled state can be very helpful: to learn how to make a screen shot, see the help topic Creating a Screen Shot.

Assemble your report and any screen shots together and fax it to
(313) 822-2921

The third best way to contact us is by telephone.

See Also
☞   Be sure to have your FontHandler license number available for our tech support representative, and if possible call from a telephone near your computer so you can work at the keyboard while talking.

Call **(313) 822-2921** between the hours of **8:30 AM** and **5:00 PM**, Eastern Standard Time.

Important Note:

At the time of this writing, our intention is to provide unlimited technical support by the three methods outlined above to all registered FontHandler users. However, if the current "software price war" in the computer industry continues, we reserve the right to implement some sort of paid-access technical support program. This may include such things as a 900-number telephone line or a per-minute live operator support charge.

While we all enjoy saving money and being able to buy great software for under $99, the bottom line is that it is very difficult for a small software development company like QualiType to continue to create and support new programs at the current industry price levels. The only alternative to higher prices is some sort of indexed or "pay as you go" plan for those who need additional support.

Creating a Screen Shot

Screen shots of the program in its troubled state can be very helpful to our technical support staff. To make a screen shot, follow these steps…

(1) Arrange the FontHandler window to show the problem as clearly as you can. Press the PRINT SCREEN key on your keyboard. (Note: some keyboards may require you to press PRINT SCREEN twice quickly or CTRL - PRINT SCREEN.)

(2) Run the Windows Paintbrush program. Select ZOOM OUT from the VIEW menu, then select PASTE from the EDIT menu. Click the PASTE tool again to confirm pasting if necessary.

(3) Select ZOOM IN from the VIEW menu, then select PRINT from the FILE menu to print out your screen shot.

Click here to PRINT this HELP topic

Removing the FontHandler Program

If it becomes necessary to completely remove the FontHandler program from your system, follow the guidelines here for help in deciding which files to delete. Look in your FontHandler directory for a file named INSTALL.LOG as well, which contains a list of the files copied to your system by the FontHandler installer program. FontHandler files are all stored together in the program's own "private" directory. At QualiType, we don't believe in littering your computer with a lot of shared files in "public" directories!

If you specified a different installation directory than the default, look there for these files. Note that this information covers only the FontHandler program. If you want to remove any other QualiType software that may be stored in the same directory as FontHandler, such as the QualiType KEYBOARD MANAGER program or the QualiType Font Sentry system, consult the other program's HELP file for uninstalling information.

Other than deleting the following files, no other changes are normally necessary to remove the FontHandler program from your system. FontHandler makes no changes to the system other than identical changes which would have been made by Windows itself (via the **Control Panel**) or by the Adobe Type Manager® Control Panel.

FontHandler Program Files:

FHMAIN20.EXE	The Main Window Program
FHSTUP20.EXE	The Font Setup Module
FHPRNT20.EXE	The Font Printing Module
QTCOMM10.DLL	Common Library (for all QT programs)
FHCUSTOM.TTF	FontHandler Custom Sample Font
FHCUSTOM.WRI	Sample Custom-Page Template
FNTHND20.HLP	The FontHandler Help File (i.e. this file)
SCPLAYER.EXE	Help Video Player (Lotus ScreenCam)
VIDEOxx**.SCM**	Visual Help Video Files
QTCLNR10.EXE	QualiType CleanUp Program
QTCLNR10.HLP	QualiType CleanUp Help File
QTCLNR10.INI	QualiType CleanUp Initialization File
QTMOVE10.EXE	QualiType Font Mover Program
QTMOVE10.HLP	QualiType Font Mover Help File
QTCONV10.EXE	QualiType Converter Program
QTCONV10.HLP	QualiType Converter Help File
FHMAIN20.INI	Main Window Initialization File
FHSTUP20.INI	Font Setup Module Initialization File
FHPRNT20.INI	Printing Module Initialization File
QTCOMM10.INI	QualiType Common Initialization File
PSCRIPT.INI	Default PostScript Driver Initialization File

FontHandler Data Files:

Files with an *.**FHD** extension are "FontHandler Data" files for font groups and files with an *.**EFI** extension are "Extra Font Info" files with font comments. These files may be viewed with the **Notepad** program to determine their contents.

FontHandler Compressed Fonts

Any files on your system with a *.**QTC** extension are compressed-format font files. You may want to uncompress these fonts by installing them with FontHandler before

deleting the program. QTC files may also be uncompressed with the LHA v2.13 file-compression program or any compression program which supports the *.LZH file format.

See Also

Rebuilding Your TrueType Configuration

If you suspect your problem is being caused by a TrueType font, try rebuilding your system's TrueType configuration as follows.

Note:
The easiest way to clean up your computer's font sub-system is to run the **QualiType CleanUp** program with its COMPLETE CLEANUP option. However, if you would rather perform the cleanup manually, follow the steps below.

(1) Using FontHandler or the Windows **Control Panel,** first **uninstall** all TrueType fonts. If you suspect that the problem is caused by a corrupted **TTF** font file (for example if Windows reports that an **installed** font is bad), select the option to DELETE FONT FILE. This option will require you to use your original font disk to reinstall however, so if you do not have another copy of the font file available DO NOT select the option to delete files from disk!

(2) Next, use the **File Manager** to make a backup copy of your **WIN.INI** file and open it into the **Notepad** program. Scroll down to the **FONTS** section and check to make sure that there are no remaining references to TrueType fonts. All of the references to TrueType fonts should have been removed by Step 1. If any remain, delete them.

(3) Next, use the **File Manager's** SEARCH function to search for and delete any remaining "stray" **FOT** files on your disk. Select FILE - SEARCH from the File Manager menu and specify ***.FOT** as the filename to search for, starting from **C:** (or **D:** if appropriate) and with the SEARCH ALL SUBDIRECTORIES check box enabled.

(4) Finally, restart Windows and use FontHandler or the **Control Panel** to reinstall your fonts, either from your hard disk (if you did not delete the files above) or from your original disks (if you did). **Note:** some font vendors require you to use an installation program to set up fonts from their distribution disks. Consult your font package's documentation.

Rebuilding Your ATM Configuration

If you suspect your problem is being caused by an Adobe Type Manager® font, try rebuilding your system's ATM configuration as follows.

> **Note:**
> The easiest way to clean up your computer's font sub-system is to run the **QualiType CleanUp** program with its COMPLETE CLEANUP option. However, if you would rather perform the cleanup manually, follow the steps below.

(1) Using FontHandler or the Adobe Type Manager® control panel, first **uninstall** all Type 1 fonts.

(2) Next, use the **File Manager** to make a backup copy of your **ATM.INI** file (found in your WINDOWS directory). Open the ATM.INI file into the **Notepad** program. Scroll down to the [FONTS] section and check to make sure that there are no remaining references to Type 1 fonts. All of the references to Type 1 fonts should have been removed by Step 1. If any remain, delete them.

(3) Next, if you use a PostScript printer, use the **File Manager** to make a backup copy of your **WIN.INI** file and open it into the **Notepad** program. Search for any sections in this file that indicate softfont downloading information for your PostScript printer port. These will look similar to this...

```
[PostScript,port]
ATM=placeholder
softfonts=4
softfont1=c:\psfonts\pfm\hv_____.pfm,c:\psfonts\hv_____.pfb
softfont2=c:\psfonts\pfm\hvb____.pfm,c:\psfonts\hvb____.pfb
softfont3=c:\psfonts\pfm\hvbo___.pfm,c:\psfonts\hvbo___.pfb
softfont4=c:\psfonts\pfm\hvo____.pfm,c:\psfonts\hvo____.pfb
```

... where "port" may be any valid printer port, including LPT1, COM1, FILE, LPT2, etc. and the "softfonts" number will be equal to the total number of fonts listed below.

UnInstalling all fonts in Step 1 above should have deleted all WIN.INI softfont entries and set the softfont counter to zero. If your [POSTSCRIPT, PORT] section does not look similar to this...

```
[PostScript,port]        <------- (i.e. LPT1, COM1, or whatever)
ATM=placeholder
softfonts=0
```

... edit it so that it does (i.e. delete any stray softfonts entries and set the counter back to zero).

(4) Next, completely exit Windows, then find and delete the ATMFONTS.QLC file in your Adobe Type Manager® \PSFONTS directory. This is the ATM "QuickLoad" file, which is a compressed version of the ATM.INI file. ATM will rebuild this file automatically the next time you start Windows.

(5) Finally, restart Windows and use FontHandler or Adobe Type Manager® to reinstall your fonts.

Printer or Application Problems

Fonts Don't Appear in Application Font Menus

If newly-**installed** fonts don't appear in your **application** font menu, try one or more of these solutions:

Exit and restart your application program.

When a new font is **installed or uninstalled,** Windows sends out a message to all currently running applications to update the font list, but it is up to each program to respond correctly to this message. Some **applications** are not programmed to receive this message. They must be restarted in order to force them to recognize the changes.

Note that as long as you are using TrueType and/or Adobe Type Manager® version 2.5 (or later), it usually is not necessary to exit and re-start Windows itself. Only your application program will need to be restarted.

Re-select your printer to rebuild your program's font name table. This is most likely to appear in a Printer Setup menu option in the application's File menu. (In WordPerfect® for Windows, select PRINTER from the FILE menu, select the Windows option below the box, highlight your printer, and click UPDATE.)

Make sure that you are using a Windows 3.1 version of your printer driver. Run the Windows **Control Panel** and select Printers. Highlight your printer and click SETUP, then ABOUT. HP LaserJet and compatible printers and dot matrix printers should be using the "Universal Printer Driver V. 3.1" or higher. PostScript printers should be using the "Windows PostScript Printer Driver V. 3.5" or higher. If you don't have the correct driver, contact Microsoft or your printer manufacturer for an update.

If you use a dot matrix printer, make sure that your printer is set for its   highest resolution. Run the Windows **Control Panel** and select Printers. Highlight your printer and click SETUP, then RESOLUTION. Select the highest resolution your printer can handle.

"Error 20" Message When Printing to an HP LaserJet Printer

If your HP LaserJet printer gives an ERROR 20 message when you try to print, it doesn't have enough memory to complete the print job. Try reducing the number of fonts or font sizes in your document, remove graphics or otherwise simplify the page, lower the printer resolution, or try printing fewer pages at a time.

Printing to an HP LaserJet Series II or Compatible Printer

If some characters are missing when you print the fonts to an HP LaserJet Series II or compatible printer, such as the Brother HL-8e, try selecting PRINT TRUETYPE AS GRAPHICS in

the Printer Setup menu. To do this, open the Windows **Control Panel** and select PRINTERS. Highlight your printer and click SETUP, then OPTIONS. Click the PRINT TRUETYPE AS GRAPHICS check box.

Problems with Printing to a PostScript Printer

If your [PostScript printer](#) (such as the Apple LaserWriter® or an HP LaserJet using a PostScript cartridge) runs out of memory when printing the fonts, try selecting "Bitmap (Type 3)" in the SEND TO PRINTER AS selection box. To do this, open the Windows **Control Panel** and select PRINTERS. Click SETUP, OPTION, and then ADVANCED. In the "TrueType Fonts" box select "Bitmap (Type 3)."

If you print to a PostScript printer and your document contains a large number of TrueType fonts or font sizes, try printing one page at a time in order to speed printing time.

Note also that due to memory limitations and the design of the PostScript interpreter, many PostScript printers cannot print more than about 5 or 6 fonts on one page. Printing more than a few fonts on a single page will stress the average PostScript printer beyond its ability. If this occurs, the best option is to print individual sample sheets for each of your fonts, or print to another, non-PostScript, printer.

See the [PostScript Printer Problems](#) topic for further PostScript printer help.

Slow Performance When a Large Number of Fonts are Installed

To keep your system operating at peak performance, try not to keep more than 50 or 60 fonts **installed** at any one time. Use FontHandler's [grouping](#) function to make subsets of the fonts you work with most often, then only install the fonts you need for each job you do. With FontHandler's [previewing](#) function, you can quickly examine any **uninstalled** fonts and then easily add them with the [installing & uninstalling](#) function. You may also want to increase your computer's RAM above the recommended 4 MB to improve your computer's performance.

See Also

PostScript Printer Problems

If you are having trouble configuring or printing with a PostScript printer, consult the on-line Help file that is included with Windows' PostScript printer driver, normally called PSCRIPT.HLP.

This Help file includes a wealth of information about the many settings and options for PostScript printing. It is normally accessible from the **Control Panel** PRINTER SETUP - HELP buttons

Click here to switch to the PostScript Help file

Note: FontHandler Help can only access the PostScript Help file if it is available to Windows somewhere on your computer's path and it is named PSCRIPT.HLP. If you are using a non-standard or proprietary PostScript driver, you may have a different help file. Consult your printer's documentation.

[Troubleshooting](#)
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Type Classification

With thousands of typefaces in existence today, a system for classifying them is essential. Any font can be categorized as a member of eleven groups: Venetian, Garalde, Transitional, Didone, Slab Serif, Sans Serif, Glyphic, Script, Display, Blackletter, and Symbol. However, for practical purposes these categories can be reduced to just the five most common descriptive classes:

Serif Fonts:

Generally used for body copy and longer blocks of text. This example is Times New Roman. The small detail strokes or "feet" crossing the main strokes on letters like the uppercase "T" are called SERIFS (rhymes with "tariff"). They form a visual link between letters to help lead the eye across a line of type.

Sans Serif Fonts:

Generally used for headlines and shorter blocks of text. This example is Arial. Notice there are no serifs, hence the name SANS SERIF (literally "without serifs"). Considered more legible in headings but harder to read in long blocks since the eye has to work harder moving across the line with no serifs to guide it.

Script Fonts:

Generally used wherever a handwritten look, from casual to formal, is desired. This example is Brush Script. Script fonts are considered difficult to read and should be used sparingly, only a few lines at a time.

Display Fonts:

Generally used for special purpose headlines or anywhere an "attention grabber" is needed. Display fonts may also be called "Decorative," "Headline," "Novelty," or "Specialty" fonts. This example is QTGhoulFace from QualiType.

Symbol Fonts:

Fonts composed of decorative marks, bullets or other small graphics known as "dingbats" or "printer's flowers."   Also sometimes called "Specialty" or "Pi" fonts. These characters are from the Wingdings font included with Windows.

Diagram of Character Parts

To be able to identify and discuss fonts, it helps to be familiar with the terms for describing various parts of letters.

Ascender	The part of a lowercase letter such as "b" "d" "f" or "h" that extends above the height of the lowercase "x"
Ascender Height	A guideline to define the height of ascenders
Bar	The horizontal line across letters like the "A" "H" and "e"
Baseline	A guideline to define the bottom of characters
Bowl	Curved stroke to define an enclosed or partially enclosed space of a character
Cap Height	A guideline to define the top of uppercase letters
Counter	Enclosed space within a character like the "e" "o" or "P"
Crossbar	A bar dividing across a letter like in the lowercase "f" or "t"
Descender	The part of a lowercase letter such as "g" "p" or "y" that extends below the baseline
Descender Line	A guideline to define the bottom of descenders
Ear	Small stroke extending from the top of a letter
Link	A stroke connecting the top and bottom of a lowercase letter
Loop	Curved stroke as in the lower portion of the lowercase "g"
Serif	Small lines or "feet" crossing the main strokes of a character. Serif and sans-serif ("without serifs") fonts are the two major categories of text faces. See the topic on Type Classification for more details
Stem	A straight vertical stroke in a letter like "L" "b" or "T"
X-Height	The height of lowercase letters excluding ascenders and descenders, easiest seen as a box enclosing the lowercase letter "x"

Mixing Fonts in Your Documents

To support, emphasize and augment a typeset message, you may want to use different fonts for headlines, body text, and other elements on a page. There are three basic approaches to consider in this decision:

Use the Same Font

When you want a conservative, traditional look, use the same typeface all throughout your document. This has the indirect effect of making the type itself invisible, so it does not influence your message. The key to effectively using the same font throughout a document is to change the weight, size, and/or spacing among elements.

For example, you might use bold italic for captions and a larger point size for headlines. Because the typeface is the same, just in a different size or style, the effect is to draw the reader's eye from headline to text to captions. The danger here is that the separate elements will not appear different enough, or that the overall uniformity of the page will cause your readers to become bored (or - worse - to not read your words at all).

Use Contrasting Fonts

The next level is to use fonts that contrast one another. A general rule of thumb is to use a serif font for body copy and a sans serif font for headlines. For example, a large, bold headline typeface can attract a reader's attention but play against a smaller, softer, more inviting text font. This technique is used often in advertising.

In addition, if your page has very heavy text content, you can use bold drop caps, subheads, or even graphics to break up the space. Try to divide any imposing blocks of gray type into smaller units that invite the eye. If necessary, rewrite your text to divide it into smaller blocks or include some extra subheads.

Use Similar Fonts

Use similar fonts with each other when you want an overall smoothness of typographic "color," but feel that the document also needs some visual differentiation. This can be difficult to achieve, however, because similar fonts are the hardest to mix successfully.

For example, Times New Roman® and Palatino® are similar in ways that make them clash. Times New Roman has a large x-height and looks very mechanical, while Palatino is more script-like, with a smaller x-height and more open counters. Using these two fonts together looks disorderly, as if you ran out of Times New Roman halfway through the project and had to finish with the next best thing.

However, with careful testing and a trained eye, it is possible to mix similar fonts successfully. A heavy or "square" sans serif font might work well with a similar but more delicate or condensed sans serif font. Or a slight difference in design, assisted by another subtle difference in style or weight, may make an attractive combination.

Because typefaces have "personalities," you have to match them the same way as people. If two fonts have nothing in common they may clash, but if they have too much in common they are likely to hate each other too! Each must complement the other. Making a design decision like this is an artistic task, requiring patience and trial and error. As you work with your type, experiment and talk about it with others. Learn the rules, but don't be afraid to try breaking them as you gain confidence in your own aesthetic judgment and decision-making ability.

"Top 10 Tips" for Good Typography

Using type effectively is a complicated skill that can take years to master. It is a far broader subject than can be adequately covered in this short help file, but these **TOP 10 TIPS** are a good place to start learning. Apply these tips to your own work and your type will immediately look better!

For additional information, see Suggestions for Further Reading.

Always type only **one space** after a period or any punctuation that separates two sentences. Typing two spaces is a habit left over from the days of typewriters and monospaced fonts. With computer-based, proportional fonts it is no longer necessary to insert the extra space.

Don't underline, use **italics** instead. Underlining is another habit left over from typewriters. Underlines were originally proofreader's marks that signified "italics." If you don't want to use italics, try making the text bold, a bit larger, or even use a different font. Or if you really want to underline something, use a graphic rule instead of the underlining function.

Always use true "curly" **quotation marks** and apostrophes, not the "straight up and down" inch and foot characters on the keyboard. Curly quote characters are available as part of the Windows ANSI extended character set, in most high-quality fonts, at positions 0145, 0146, 0147, and 0148. See the **Character Map** utility that comes with Windows for additional information on extended characters.

Always make the **space before** an italic word (but not the space after it) italic as well. Since italic fonts slant to the right and usually take up less space than non-italic fonts, sometimes the space before the italic word looks a bit too large. Italicizing the space with the word makes it smaller, correcting the problem.

Never use all **capital letters** in body text and only rarely in headlines. All caps is hard to read because much of the variation in shape that helps the eye distinguish between letters is lost. Also, never set an ornate or script font in all capitals under any circumstances!

Avoid too many **hyphenations** in any paragraph, and never have more than two hyphenations in a row. Try left-aligning the text, rewording, adjusting letter or word spacing, widening the margins, kerning, or even adding spaces before the hyphenated word to move the whole word to the next line.

Always either **indent** the first line of paragraphs or add extra space between them, but don't do both. The indent should normally be equal to about one em, or roughly two space characters (but use tabs, not spaces, and remember that the first paragraph after a heading or subheading is NOT indented). For space between paragraphs, an entire extra carriage return is often too much. If your software has a feature to automatically adjust the space between paragraphs, set it to add space equal to about half a linespace.

Spend the time to manually adjust **kerning** pairs, especially in headlines. Well kerned text is totally dependent on your eye, not the computer. The most important thing is to create visually consistent letterspacing, and the larger the letters, the more critical it is to adjust their spacing. Trust your judgment.

Try to keep **line lengths** to about 50 characters for maximum readability. As a general rule of thumb, an average line of type set in a serif font should be about ten words long, and sans serif lines should be a little shorter, about eight or nine words.

Never leave any **widows or orphans** on a page. A "widow" is a single word on a line, all by itself, at the end of a paragraph and an "orphan" is the first or last word or line of a paragraph, stranded at the bottom or top of a column. Rewrite the text, adjust letter spacing, or adjust margins.

See Also

Alphabetical List of All Topics

All topics in this help file are listed alphabetically below. To find a particular subject, try using the help system's SEARCH function as well.

Windows and Font Files - TrueType

Reference Topics
What Is QualiType FontHandler?
Screen Sample - Visual Help
Main Help Index

Terms and Jargon Definitions

Application	Computer programs used for a particular kind of work, such as word processors, spreadsheets, or databases. See also **Utility**
Ascender	The part of a lowercase letter such as "b" "d" "f" or "h" that extends above the height of the lowercase "x"
Ascender Height	A guideline to define the height of ascenders
ASCII	American Standard Code for Information Interchange. A computerized numbering scheme used to represent text characters. Pronounced "ask-ee."
ATM	Adobe Type Manager®. A program developed by Adobe Systems to improve on-screen text display by imaging fonts directly from their Type 1 PostScript language font files. See FontHandler's Help topic Windows and Font Files for additional information.
Bar	The horizontal line across letters like the "A" "H" and "e"
Baseline	A guideline to define the bottom of characters
Bézier Curve	Mathematical equations commonly used to describe the shapes of characters in electronic typography. Named for Pierre Bézier, a French computer scientist who developed the mathematical representation used to describe the curve.
Bitmap	A grid of individual dots (or **Pixels**) that makes up the computer's graphic display. Each pixel corresponds to bits in the processor's memory. Also used to refer to a type of computer graphic file that is not generally **Scalable** but rather composed of a fixed matrix array of pixels. See also **Vector**
Body Copy	The bulk of text in a publication, i.e. stories and articles but not headlines, subheads, captions, etc.
Bold / Boldface	A heavier, darker version of a regular typeface, normally used for emphasis.
Bowl	Curved stroke to define an enclosed or partially enclosed space of a character
Camera-Ready	Finished pages prepared for the printer's camera, ready to be photographed to make plates for a printing press.
Cap Height	A guideline to define the top of uppercase letters
Character	A symbol used in writing. Normally a letter, punctuation mark, number, or other figure of the alphabet but also any graphic in a symbol font.

Character Set	All of a single font's characters, symbols, and numbers. See the **Character Map** utility that comes with Windows for an easy way to view any font's entire character set.
Counter	Enclosed space within a character like the "e" "o" or "P"
CPI	The number of printed font characters that fit within one inch on a line of text. This term is usually used only in conjunction with **Monospaced** fonts.
Crossbar	A bar dividing across a letter like in the lowercase "f" or "t"
Descender	The part of a lowercase letter such as "g" "p" or "y" that extends below the baseline
Descender Line	A guideline to define the bottom of descenders
DPI	Dots Per Inch. A measurement of **Resolution**. The number of dots printed on a printer or displayed on a computer screen which fit within one linear inch.
Drop Cap	An oversized capital letter used at the start of a paragraph. Drop caps usually occupy two or more lines of body text.
Ear	Small stroke extending from the top of a letter
Em	A printer's unit of measure equal to the width of a font's widest letter, the capital "M"
Em Dash	A one-em-wide dash character, used in a manner similar to a colon or parentheses, to indicate missing material or a break in thought, or in a spot where a period is too strong but a comma too weak. An em dash should NOT have spaces on either side of it.
Em Space	A space equal to the width of a typeface's point size. Often used for paragraph indents.
En	A printer's unit of measure equal to half of a typeface's point size. Traditionally half the width of an em.
En Dash	A one-en-wide dash character, used in place of words like "to" as in "PAGES 7-9" or with a compound adjective where one of the elements is made of two words or a hyphenated word, as in: Los Angeles Detroit flight, or forty-six red-haired girls (with the en dash indicated in red here). Unlike the em dash, spaces may be added to both sides of an en dash.
En Space	A space equal to half the width of an em space.
Family	All of a series of typefaces similar in style but different in weight, width, and posture (i.e. Regular vs. Italic). The most typical font

family consists of four separate fonts (Regular, Bold, Italic, and BoldItalic) but some families may include 12 or more variations.

Flush Left   Type that is aligned with its left margin but uneven (or ragged) on the right.

Flush Right   Type that is aligned with its right margin but uneven (or ragged) on the left.

Font   A complete set of characters or symbols which share the same size and style. Often used interchangeably (and some would say incorrectly) with "typeface" since the size factor was made less important by the advent of **Scalable** type. Derived from the word "found" as in type foundry.

Font File   The computer-based disk file that contains the software code to describe a particular font. See FontHandler's Help topic Windows and Font Files for additional information.

Footer   A line of text appearing at the bottom of a page, such as a page number or chapter title. See also **Header**

Graphics   Artwork and other elements, including type, used on a page as a visual statement.

Gutter   Blank space where two pages meet in the center of a publication's binding or the blank space between two columns of text.

Halftone   Reproduction of a graphic image using evenly spaced, variable-sized dots. When printed, the visual effect is that of the dots blurring together to appear as shades of gray or smooth, continuous color.

Header   A line of text appearing at the top of a page, such as the name of the article, title of the publication, or chapter. See also **Footer**

Hinting   Mathematical algorithms designed into computer fonts which enhance the appearance of characters printed at low **Resolution**. Both TrueType and ATM fonts utilize their own hinting schemes.

Italic   Letters with a redesigned structure to slant to the right. Most often used to set off quotes, special phrases, or for emphasis. See also **Oblique**

Justified   Text that lines up at both the left and right margins.

Kerning   The process of improving the appearance of text by adjusting the space between certain paired characters, known as "kerning pairs." See FontHandler's Help topic Kerning Pairs & Metrics for additional information.

Leading   The space between rows of text, from baseline to baseline, measured in points. Pronounced "ledding." For example, 11 on 11 means there is no additional leading, 11 on 12 means 11 point

type with one additional point of leading. The term is derived from the days when thin strips of lead were placed between lines of type to add space.

Letterspacing Separating all the letters in a word with spaces. Best used only to modify headings because too much letterspacing makes text difficult to read.

Ligature One character made up of two or more letters, usually letter groups like "fi" "fl" "ffl" and "st" that blend or mesh with one another and which otherwise would conflict or collide. Extensive ligatures for a particular font are often available in what is known as an "expert set" version of the font.

Link A stroke connecting the top and bottom of a lowercase letter.

Loop Curved stroke as in the lower portion of the lowercase "g"

Lowercase The small letters of a font. Derived from the days when printers stored small letters in the bottom drawers of a typecase.

Metrics Font information such as ascent, descent, leading, character widths, and kerning. See FontHandler's Help topic [Kerning Pairs & Metrics]() for additional information.

Monospace A font with characters like those of a typewriter, which all have the same width and take up the same amount of space. Also called "fixed pitch" or "nonproportional."

Non-Photo Blue A special pencil or pen with a light-blue color that does not reproduce when photographed. Used by printers for writing on **Camera-Ready** materials.

Oblique A right-slanted version of a typeface without changes to the letter's design. Often confused with **Italic**

Orphan The first or last word or line of a paragraph stranded at the bottom or top of a column of text. See **Widow** and the FontHandler Help topic ["Top 10 Tips" for Good Typography]() for additional information.

Outline Font A font that is defined by drawing the black contour of the white space that makes up each character. **Bézier Curves** are used for PostScript Type 1 fonts and quadratic b-spline curves are used for TrueType fonts. In either format, since the letters are described by a mathematical formula, they can be scaled larger or smaller, allowing one set of outlines to be used for any size in a typeface.

Pica A typographic measurement equal to 12 points (one sixth of an inch). 12 points equals 1 pica, 6 picas equals 1 inch, 72 points equals 1 inch.

Pixel A computer term derived from **PIC**ture **EL**ement. Dots that represent the smallest units on a computer monitor. Characters

or graphics are created by turning the dots on or off. Screen **Resolution** is also defined in terms of pixels, i.e. a 640X480 VGA video monitor displays 640 pixels across by 480 up and down, or 307,200 pixels all together.

Point	A typographic measurement which, on computers, is equal to 1/72 of an inch. The traditional point measurement was slightly more or less than 72 points to the inch, depending on the type measurement system.
PostScript	A special kind of computer programming language, known as a PDL for page description language, developed by Adobe Systems. A subset of the PostScript language is used in Type 1 format font files for Adobe Type Manager®.
Printer Font	A font that permanently resides in a printer, either by being built-in to begin with or by being manually downloaded to ROM or a special printer-based hard disk.
Proportional	A font whose character widths vary according to the features of each letter. For example, in a proportionally spaced font, a row of lowercase "i's" would take up much less space than the same number of uppercase "W's" but in a **Monospaced** font both lines would be the same length.
Pull Quote	A section of text set apart from the body copy as a graphic element, to call attention to an important statement from the text. Pull quotes should be set in a larger typesize than the body copy. Also referred to as "callouts" or "readouts."
Rasterization	The process of converting outlines into **Bitmaps.** The outlines are scaled to the desired size, then filled in by turning on **Pixels** inside the outline (utilizing **Hinting** in some cases). Also referred to as "rendering."
Resolution	A measurement of the precision of a computer monitor's display or a printer's output. Monitor resolution is defined as **Pixels** per linear inch and printer resolution is defined as dots per linear inch. See also **DPI**
Scalable	Computer fonts or graphics that can be resized without any distortion or loss of detail. See also **Outline Font**
Serif	Small lines or "feet" crossing the main strokes of a character. Serif and sans-serif ("without serifs") fonts are the two major categories of text faces. See the FontHandler Help topic on Type Classification for more details
Small Caps	Capital letters that are about the same height as the typeface's x-height. Some programs can create small caps by simply setting letters as uppercase and reducing their size, but true small caps (with correct weight and proportions) are usually available only as a separate font.
Stem	A straight vertical stroke in a letter like "L" "b" or "T"

Style	A visual variation of a basic typeface used to create emphasis. The four basic styles to make up a complete computer font family are Regular (also called Plain or Normal), Bold, Italic and BoldItalic but some families may include 12 or more variations.
Tracking	The overall letter spacing in text. Tracking can be used to tighten or loosen a block of type. See also **Letterspacing** and **Kerning**
TrueType	An outline font format developed by Apple Computer Corporation for the Macintosh® and adapted to Windows® by Microsoft Corporation. See FontHandler's Help topic Windows and Font Files for additional information.
Typeface	An interpretation of a character set by a type designer, sharing a similar appearance and design. Often used interchangeably (and some would say incorrectly) with the term "font." Typefaces are sometimes named after their designer.
Typography	The art, study and process of working with typefaces; how to select, size, arrange, and use them in general.
Uppercase	The large, capital letters of a font. Derived from the days when printers stored large letters in the top drawers of a typecase.
Utility	A utility program is a type of software that generally performs a single specialized function, related to helping either the computer's operating system software or some other **Application** program work better, easier or faster.
Vector	A term used to describe **Scalable** computer graphics. A vector-based image is defined as a series of mathematical equations only. See also **Bitmap**
Weight	A measurement of the width of the strokes in a character. The most common alternate weight for a font is "bold," but there are many fonts with names for alternate weights like "light," "demibold," "ultra-bold," "heavy," etc.
Widow	A single word on a line, all by itself, at the end of a paragraph. See **Orphan** and the FontHandler Help topic "Top 10 Tips" for Good Typography for additional information.
Word Spacing	The amount of space between each word on a line of text. Unlike letterspacing, word spacing can be varied to adjust line length without affecting readability.
WYSIWYG	A computer-industry acronym, pronounced "whizzy-wig," which stands for "What You See Is What You Get" and meaning that whatever is displayed on the computer's screen should be identical to what comes out of the printer.
X-Height	The height of lowercase letters excluding ascenders and descenders, easiest seen as a box enclosing the lowercase letter

"x."

Click here to PRINT this HELP topic

See Also

Reference Topics
What Is QualiType FontHandler?
Screen Sample - Visual Help
Main Help Index

Suggestions for Further Reading

The following selection of books and magazines are a good place to learn more about type, desktop publishing, and design.

Stop Stealing Sheep & Find Out How Type Works
Erik Spiekermann and E.M. Ginger
Adobe Press/Hayden, Prentice Hall Computer Publishing
Mountain View, California, 1993

The PC is Not a Typewriter
Robin Williams
Peachpit Press
Berkeley, California, 1992

The Elements of Typographic Style
Robert Bringhurst
Hartley & Marks Publishers
Vancouver, BC Canada, 1992

Desktop Publishing by Design
Ronnie Shushan and Don Wright
Microsoft Press
Redmond, Washington, 1991

TypeStyle: How to Choose & Use Type on a Personal Computer
Daniel Will-Harris
Peachpit Press
Berkeley, California, 1990

Graphic Design for the Electronic Age
Jan White
Watson-Guptill Publication
Lakewood, New Jersey, 1988

Type: Design, Color, Character & Use
Michael Beaumont
North Light Books/F&W Publications
Cincinnati, Ohio, 1987

The Art of Typography
Martin Solomon
Watson-Guptill Publication
Lakewood, New Jersey, 1986

Designing with Type
Craig James
Watson-Guptill Publication
Lakewood, New Jersey, 1980

Periodicals

EC & I (Electronic Composition & Imaging)
Youngblood Publishing
2240 Midland Ave, Suite 201
Scarborough, ON, Canada   M1P 4R8
Phone 416-299-6007 ext 31

Print: America's Graphic Design Magazine
RC Publications
3200 Tower Oaks Blvd.
Rockville, MD 20852
Phone 301-770-2900

Publish Magazine
Integrated Media Inc.
501 Second St.
San Francisco, CA   94107
Phone 415-243-0600

Serif: The Magazine of Type & Typography
Quixote Digital Typography Inc.
555 Guilford Ave.
Claremont, CA   91711-5439
Phone 909-621-1291

Technique Magazine
In Print Publishing Inc.
9 Park St. 6th Floor
Boston, MA   02108-4807
Phone 617-722-0960

Click here to PRINT this HELP topic

Greetings! Welcome To FontHandler SE!

QualiType FontHandler SE has detected that this is the first time it has been run: We would like to take this opportunity to thank you for trying our software. If you like it, we hope you'll consider upgrading to the full-version product. See the <u>Upgrade Information</u> topic for full details and ordering information.

Unlike most commercial software, this **Special Edition** version of FontHandler may be freely copied and shared with your friends and business associates. If you like this program, we hope you'll spread the word about it by giving away copies. Of course, this policy **DOES NOT** apply to our full-version product. Please do not make any unauthorized copies of any software! Only the SE versions of any QualiType program may legally be shared.

Welcome New User!

Before getting started using FontHandler, take a moment to review this help file. You'll find a wealth of information here, as well as a convenient "point and click" guide to FontHandler's functions in our <u>Visual Help</u> window.

To browse this entire help file from the beginning, click the <u>Contents</u> button on the toolbar. If you need help on the Windows help system, review the topics <u>General Windows Help Info</u> and/or <u>Using QualiType Help</u>.

Note: this special Help message will not automatically appear upon startup of any later FontHandler sessions, but you will always be able to access Help through FontHandler's buttons and the <u>Main Window</u> HELP menu.

Setup Module Greeting

Welcome to the Font Setup Module. FontHandler has detected that this is the first time you have run this module. For a quick overview of how it works, consult the <u>Visual Help</u> window at the upper-left of your screen.

If you need help on this help system, review the topics <u>General Windows Help Info</u> and/or <u>Using QualiType Help</u>.

Note: this special Help message will not automatically appear at startup of any later Font Setup Module sessions, but you can access the help system at any time by pressing the HELP button.

Printing Module Greeting

Welcome to the Font Printing Module. FontHandler has detected that this is the first time you have run this module. For a quick overview of how it works, consult the <u>Visual Help</u> window at the upper-left of your screen.

If you need help on this help system, review the topics <u>General Windows Help Info</u> and/or <u>Using QualiType Help</u>.

> **Note:** this special Help message will not automatically appear at startup of any later Printing Module sessions, but you can access the help system at any time by pressing the HELP button.

FontHandler-SE Upgrade Information

Thanks for trying our software. If you like this SE version, we know you'll love the full version product! The full version of QualiType FontHandler includes the following features and benefits over this SE version:

[Click Here for Price and Ordering Info...]

Create an unlimited number of font groups and sub-groups, up to 10,000 groups with up to 1,000 fonts in each, plus maintain multiple "group trees" on any drive or directory (great for creating specific font groups for each type of project or document that you create).

Access fonts on any drive or directory available to your system, including removable and/or remote disks like CD-ROM and network drives (great for organizing your type library and freeing up disk space).

View up to NINE font samples at once in the Main Window, with independent font-size and sample-text control of each (great for comparing fonts on screen).

Fully-enabled access to the Extra Font Info feature, in both the Main Window and the Setup Window (great for keeping notes on all your fonts).

Copy font files to any target directory upon installation, on the fly.   Plus optionally compress font files upon uninstall (great for control of your font files from CD-ROM or remote disks, plus save disk space used by uninstalled fonts).

Rename any TrueType or ATM font (great for correcting font problems and/or better organizing your type library).

Search for fonts by name or partial-name matches across multiple directories on any drive available to your system (great for quickly finding "lost fonts" to install).

Print four additional types of "Combination Page" sample sheets, plus create an unlimited number of customized sample pages.

Free **QUALITYPE KEYBOARD** utility program, designed to work with FontHandler to

help you get more out of your type library. Remap your keyboard in any way you wish, plus create single or multiple character keystroke macros assigned to any mnemonic you prefer.

See Also

Free "FontHandler Utilities" including...

♦ **QUALITYPE CLEANUP** for quickly correcting font-related system problems and helping keep your computer's font sub-system running trouble-free.

♦ **QUALITYPE FONT MOVER** for easily setting up and maintaining your font files on any drive or directory.

See Also

QUALITYPE CONVERTER to import your font groups from FontHandler 1.0 and/or other font management programs on the market.

See Also

Access to technical support, software upgrades, and discounts on new products and services from QualiType.

Call for your upgrade **TODAY!**   See the Ordering Information topic for pricing details and full instructions on how to place an order.

See Also

[Ordering Information](#)
[What Is QualiType FontHandler?](#)
[Screen Sample](#) - [Visual Help](#)
[Troubleshooting](#)
[Main Help Index](#)

Ordering Information

Thanks for your decision to order the full version FontHandler! For fastest service, phone in your order using a credit card. Or print and return the order form below (via fax or mail) with your check, money order or credit card information.

1-800-950-2921
USA or Canada (orders only, please)

313-822-2423
direct dial from elsewhere

Click Here For an Order Form...

Price List & Upgrade Information

QUALITYPE FONTHANDLER 2.0 and 2.5 **BOTH**   **$79**
(For Microsoft Windows 3.1 and Windows 95, respectively)

Upgrade from **FontHandler 1.0**   **$45**
(requires proof of ownership of FontHandler version 1.0)

Upgrade from a **Competitive Product**   **$59**
(requires proof of ownership of either Microsoft Font Assistant, Ares FontMinder, or Swfte TypeCase. Photocopy the program's installation disk or the front cover of the manual and enclose with your order, or provide your license number to the QualiType telephone sales representative.)

QUALITYPE FONT SENTRY 1.0 and 2.0 **BOTH**   **$89**
(For Microsoft Windows 3.1 and Windows 95, respectively)

SUPER BUNDLE SPECIAL OFFER   **$99**
(Includes FontHandler and Font Sentry, as above, PLUS 150 QualiType TrueType fonts valued at $99 and a copy of **The PC is Not a Typewriter,** the award-winning book by Robin Williams, valued at $9.95, both FREE!)

SHIPPING AND HANDLING
United States and Canada   **$ 6**
Anywhere else, worldwide   **$12**

Click here to PRINT this HELP topic

QualiType Order Form

Print Order Form

QualiType Software
FontHandler **SE** Upgrade Dept.
29209 Northwestern Hwy, #611
Southfield, Michigan   48034   USA

800-950-2921 Orders Only
313-822-2423 Direct Line
313-822-2921 Fax Line
WEB: http://www.qualitype.com/
Email 74777.3435@compuserve.com

Sold To: (Please Print Neatly!)

Name _____

Company _____

Address _____

_____

City _____

State/Prov, Zip/Postal, Country _____

Daytime Phone / E-Mail Address _____

Qty x Price	**Product:**
	QUALITYPE FONTHANDLER
x **$79**	New user / full version package
x **$45**	Upgrade from FontHandler 1.0
x **$59**	Upgrade from a competitive product
x **$89**	**QUALITYPE FONT SENTRY**
x **$99**	**SUPER BUNDLE SPECIAL OFFER**

(**FontHandler**, **Font Sentry**, 150 fonts and a **FREE** gift)
Michigan residents: 6% sales tax

Shipping & Handling (**$6** or **$12** domestic / foreign)

Total

Credit Card Number

Expire Date

Signature / Date _____

Please make checks payable to **"QualiType Software"** in US Dollars ONLY!

RANDOM POPUPS FOR ENTIRE HELP FILE FOLLOW...

Windows Control Panel

This is the Windows Control Panel program icon.

You will find it in your Program Manager MAIN group, or you may launch Control Panel now by clicking this icon.

See the online help document for Control Panel for complete information on its functions.

Windows File Manager

This is the Windows File Manager program icon.

You will find it in your Program Manager MAIN group, or you may launch File Manager now by clicking this icon.

See the online help document for File Manager for complete information on its use.

Windows Notepad
  This is the Windows Notepad program icon.

You will find it in your Program Manager ACCESSORIES group,
or you may launch Notepad now by clicking this icon.

Notepad is useful for editing plain-text ASCII files such as
the **WIN.INI** file.   See the online help document for Notepad
for complete information on its use.

Windows Write
   This is the Windows Write program icon.

You will find it in your Program Manager ACCESSORIES group, or you may launch Write now by clicking this icon.

See the online help document for Write for complete information on its use.

Windows Character Map

   This is the Character Map program icon.

You will find it in your Program Manager ACCESSORIES group,
or you may launch Character Map now by clicking this icon.

Character Map is useful for getting a quick look at all of the
available characters in any particular font. See the online help
file for Character Map for complete information on its use.

An **installed** font is one that Windows is currently keeping track of in memory, which is made available for use in all of your **application programs**.

An **uninstalled** font, on the other hand, is one that is **not** currently available for use in your application programs, although it may still reside on your hard disk.

FontHandler's installation process simply lets Windows know that the font is present, where it is located, and adds it to the list of fonts that Windows is currently keeping track of.

TTF / FOT TrueType Font Files

TrueType font files use TTF as their filename extension
(i.e. ARIAL.TTF).

Any **installed** TrueType font will also have a corresponding FOT file
with the same base name (i.e. ARIAL.FOT).   Note that the FOT file
is created automatically by either the Windows **Control Panel** or
FontHandler when a font is installed for use, and it is deleted by
Control Panel or FontHandler when the font is **uninstalled** regardless
of whether the DELETE FONT FILES check box is selected.

There should be only one FOT file for each currently installed TTF
font. However, some programs leave "stray" FOT files on your system
which can cause problems. See the Troubleshooting section.

PFB / PFM Type 1 Font Files

Files with PFB and PFM extensions (i.e. HVBO___.PFB and its matching HVBO___.PFM) are font files in the Adobe Type 1 file format. BOTH files are required to make up ONE font.

Windows normally cannot use Type 1 fonts directly. You need a separate type-manager program like [Adobe Type Manager®](Adobe Type Manager) to use Type 1 fonts in Windows.

FontHandler can manage Type 1 fonts only via the use of Adobe Type Manager® version 2.5 or later.

AUTOEXEC.BAT and CONFIG.SYS

These two very important files are found in the root
directory of your boot drive (typically C:\). They control
the overall configuration and startup options of your
computer when it is first turned on.

For more information, consult your DOS manual or the
person who first set up your computer for you.

The WIN.INI file

The WIN.INI file is Windows' initialization file. It contains settings for controlling Windows' operation as well as options for many programs. (Like all *.INI files, WIN.INI may not be larger than 64K.)

It is an important configuration file, so to be safe it is always a good idea to make a backup copy of the original before making any changes.   To do this, use the Windows **File Manager** program. Find WIN.INI in your \WINDOWS directory and select it, then choose FILE - COPY from the menu and type a new filename, such as WININI.BAK.

WIN.INI is a plain-text ASCII file, so it should not be edited with a word processing program that cannot save ASCII files. Instead, use the **Notepad** program that comes with Windows.

The ATM.INI file

The ATM.INI file is Adobe Type Manager's initialization file. It contains settings for controlling ATM's operation as well as information about currently-installed fonts. Like all *.INI files, ATM.INI may not be larger than 64K.

It is an important configuration file, so to be safe it is always a good idea to make a backup copy of the original before making any changes.   To do this, use the Windows **File Manager** program. Find ATM.INI in your \WINDOWS directory and select it, then choose FILE - COPY from the menu and type a new filename, such as ATMINI.BAK.

ATM.INI is a plain-text ASCII file, so it should not be edited with a word processing program that cannot save ASCII files. Instead, use the **Notepad** program that comes with Windows.

The WIN.INI [fonts] Section

Here is a sample of what the **[fonts]** section looks like. The lines
for TrueType fonts look like the last four samples below.
The other fonts are bitmap/screen fonts which are required for
Windows' operation and should generally be left alone.

```
[fonts]
Modern (Plotter)=MODERN.FON
Script (Plotter)=SCRIPT.FON
Roman (Plotter)=ROMAN.FON
MS Serif 8,10,12,14,18,24 (VGA res)=SERIFE.FON
MS Sans Serif 8,10,12,14,18,24 (VGA res)=SSERIFE.FON
Small Fonts (VGA res)=SMALLE.FON
Symbol 8,10,12,14,18,24 (VGA res)=SYMBOLE.FON
Courier 10,12,15 (VGA res)=COURE.FON
; -------------------------------------------------------------------
; Bitmap/screen fonts above, TrueType below...
; -------------------------------------------------------------------
Arial (TrueType)=ARIAL.FOT
Courier New (TrueType)=COUR.FOT
Symbol (TrueType)=SYMBOL.FOT
Times New Roman (TrueType)=TIMES.FOT
```

The **LOAD** line is near the beginning of your **WIN.INI** file. Programs listed on this line are automatically run when Windows starts. See your Windows manual for more information.

Scalable Fonts are computer typefaces that are designed as a series of mathematical equations describing curves and lines to form the outlines of letter forms.

This means that many different sizes of fonts, often even in fractional increments like 14.5 points, may be generated from one master outline description.

Contrast this to older bitmapped-font technology where each size of a font used had to be generated in advance in its own disk file.

Application Programs or simply **Applications** are computer programs used for a particular kind of work, such as word processing, spreadsheets, or databases

A **Utility Program** is a type of software that generally performs a single specialized function related to helping either the computer's operating system software or some other **application program** work better, easier or faster.

WYSIWYG is a computer-industry acronym, pronounced "Whizzy-Wig" which stands for "What You See Is What You Get" and meaning that whatever is displayed on the computer's screen should be identical to what comes out of the printer.

To **select** a font or range of fonts:

Click on any font's name to select it.

Click on a font name, then hold the SHIFT key and click on a later name to select all in-between fonts.

Click on a font name, then hold the CTRL key and click on any other name(s) to select & deselect each.

Right-click on any font listbox as a shortcut to using the SELECT ALL button.

Sorry, there are no words under that letter.
Please make another choice.

Can **YOU** find the secret hidden credits screen for this software?   (Hint: click the mouse around the screen on the CONTENTS page of this help file...)

HYPERGRAPHIC SECTION AND POPUPS FOLLOW...

Help!   FontHandler Video Demos

▶ **Video #1 - The Main Window & Overview**
　　　　Browsing the installed-font list, changing font size and sample text,
　　　　plus an overview of the Main Window button bar. (2 min. 11 sec.)

▶ **Video #2 - Installing / UnInstalling Fonts**
　　　　Changing font directories, selecting a font group, selecting fonts,
　　　　viewing/previewing and installing/uninstalling fonts. (3 min. 23 sec.)

▶▶ **Video #3 - Working with Font Groups**
　　　　Creating a new group, adding and removing fonts from a group,
　　　　deleting or renaming a group, using "Plus" Options. (2 min. 41 sec.)

▶▶ **Video #4 - Printing Font Sample Pages**
　　　　Selecting fonts & pages, setting options, and printing. (1 min. 8 sec.)

During playback, you can press ALT-TAB and select "VIDEO##.SCM"
to display a video control panel that looks like this...

[Click here for information about this video demo system](#)

See Also

Click any   ☞   button to play a video.

Use the **scroll bars** to move covered areas of the window into view. To see the video playback screen better, try **minimizing** the Help window after the video starts...

If you are new to Windows Help, press the **F1** key to view the How to Use Help topic. Click anywhere on the screen to clear this pop-up window, or...

See Also

☞

     Visual Help - Main Window

     Visual Help - Setup Window

     Visual Help - Group Control

     Visual Help - Sample Printing

               Main Help Index

See Also

    FontHandler Main Window

See Also

Click ☞ the area of the screen that you want help with.

Use the **scroll bars** to move covered areas of the sample screen into view. To see the entire sample screen, you may want to **maximize** the Help window...

If you are new to Windows Help, press the **F1** key to view the How to Use Help topic. Click anywhere on the screen to clear this pop-up window, or...

See Also

☞

Visual Help - Video Demos

Visual Help - Setup Window

Visual Help - Group Control

Visual Help - Sample Printing

Main Help Index

FontHandler Setup Window

See Also

Click ☞ the area of the screen that you want help with.

Use the **scroll bars** to move covered areas of the sample screen into view. To see the entire sample screen, you may want to **maximize** the Help window...

If you are new to Windows Help, press the **F1** key to view the How to Use Help topic. Click anywhere on the screen to clear this pop-up window, or...

See Also

☞

Visual Help - Video Demos

Visual Help - Main Window

Visual Help - Group Control

Visual Help - Sample Printing

Main Help Index

FontHandler Group Control

See Also

Click ☞ the area of the screen that you want help with.

Use the **scroll bars** to move covered areas of the sample screen into view. To see the entire sample screen, you may want to **maximize** the Help window...

If you are new to Windows Help, press the **F1** key to view the How to Use Help topic. Click anywhere on the screen to clear this pop-up window, or...

See Also
☞

Visual Help - Video Demos

Visual Help - Main Window

Visual Help - Setup Window

Visual Help - Sample Printing

Main Help Index

FontHandler Sample Printing

See Also

Click   the area of the screen that you want help with.

Use the **scroll bars** to move covered areas of the sample screen into view. To see the entire sample screen, you may want to **maximize** the Help window...

If you are new to Windows Help, press the **F1** key to view the How to Use Help topic. Click anywhere on the screen to clear this pop-up window, or...

See Also

Visual Help - Video Demos

Visual Help - Main Window

Visual Help - Setup Window

Visual Help - Group Control

Main Help Index

BEGIN SECTION FOR MAIN HYPERGRAPHIC POPUPS...

This is just a picture of the video control panel.

See Also

To play a video, click any   button.

Once playback has started, you can press ALT-TAB
to switch to the control panel to pause, fast-forward,
rewind, or replay the video.

FontHandler Video Help System
©1995 QualiType Software. Created with:

Sorry, due to space limitations the 3rd and 4th video demo files are not included in the SE version of FontHandler.

The full version includes all videos integrated with this Help system, or you can visit the QualiType section on CompuServe **(GO QTYPE)** to download copies of all QualiType video files.

This is the font sample display area. Size and sample text may be independently changed for each window.

If available in the selected font, the sample will be displayed using the font's [kerning pairs](#).

These are currently installed [TrueType](#) fonts, as indicated by the "TT" icon

These are currently installed Type 1 fonts, as indicated by the [Adobe Type Manager®](#) "**a**" icon.

Note that if you are not using ATM, you will not see this type of font.

These are printer-based fonts, as indicated by
their "printer" icon. FontHandler includes printer
based fonts as they are reported to Windows by
the currently installed printer driver.

Note that screen samples for printer-based fonts
may not match exactly unless you have installed
matching screen fonts.

If no accurate screen font is available, Windows
will attempt to display as close a match as possible.

Selected fonts in this list are displayed in sample windows at the right. You can open up to nine separate font sample windows and independently control the sample text and point size in each.

Press this button to show or hide [TrueType](#) fonts in the list below.

Alternately clicking this button "on" and "off" will include or exclude TrueType fonts, but note that this does **NOT** disable or remove the fonts! This function is simply a "filter" for easily browsing your installed-font list

Press this button to show or hide [Adobe Type Manager®](#) fonts in the list below.

Alternately clicking this button "on" and "off" will include or exclude ATM fonts, but note that this does **NOT** disable or remove the fonts! This function is simply a "filter" for easily browsing your installed-font list.

Press this button to show or hide [Printer-Based](#) fonts in the list below.

Alternately clicking this button "on" and "off" will include or exclude Printer-based fonts, but note that this does **NOT** disable or remove the fonts!   This function is simply a "filter" for easily browsing your installed-font list.

Press this button to EXIT the FontHandler Main Window module. Other program modules which are currently running will remain open.

Note that you may not always want to exit FontHandler when you are done with a particular task. Instead, you may prefer to keep FontHandler running for the duration of your work session by **minimizing** it on the desktop.

Press this button to access the FontHandler [Setup Window,](#) where you can perform such actions as [Installing & UnInstalling Fonts,](#) creating [Font Groups,](#) [Renaming Fonts,](#) [Previewing Fonts,](#) and [Searching For Fonts](#).

This number indicates the total number of available fonts listed below.

Note that the number will vary depending on whether you have enabled viewing of TrueType ATM and/or Printer-Based fonts, plus whether or not you have selected options to **Include Bold** and/or **Include Italic** fonts in the list.

This button will launch the QUALITYPE KEYBOARD
keyboard remapping and macro **utility,** if it is available.

Please refer to the QTKeyboard Help file for complete
details on using this program.

This button will access the QUALITYPE FONT SENTRY system, if it is available.

Font Sentry is an advanced font management system for Windows, sold separately from FontHandler. See the Font Sentry Info topic for full details.

This button will access the KERNING PAIR VIEWER dialog for the currently selected font. This function allows you to view a list of all the [kerning pairs](#) in a font, plus compare samples of kerned and un-kerned text.

Note that the Main Window font viewer also uses any available kerning pairs in the font when showing its sample

This button will display a dialog box with font metrics information for the currently selected font.   You can access the [Extra Font Information](#) feature from the Metrics dialog box as well

A complete description of the various measures reported may be found in Charles Petzold's **Programming Windows** book.

Press this button to change the displayed text sample. If nothing is specified for this value, the font will be displayed in its own name.

The text sample entered here will also be used as the first-line sample in the [Setup Window](#) preview box.

Press this button to change the size of the displayed text sample.

Press this button to access FontHandler's [Sample Printing](#) module. See the topic [Printing Sample Sheets](#). for details

This is the FontHandler Main Window title bar. You can double click the mouse on the title bar to **maximize** the window as well as use it to drag the window around your screen

These are standard Windows Minimize/Maximize buttons.

Instead of exiting and restarting FontHandler whenever you have a font-related chore to perform, you may want to keep FontHandler minimized on your desktop where it will be readily accessible during your entire work session.

Use the **Scroll Bars** to move the window display UP or DOWN. For more information, select How to Use Help

This is the standard Windows **System Icon** or **Control Menu**

Control Menu functions are also available by single-clicking the mouse on any **minimized** program's icon.

The title bar of the font sample window shows the font name, file format and the current point size set for viewing.

You can open up to nine font samples at once and minimize, maximize, restore or close them like any standard document-windows.

This is a **minimized** font-sample window. You can open up to nine font samples at once and minimize, maximize, restore or close them like any standard document-windows.

BEGIN SECTION FOR MAIN WINDOW MENU-ITEM POPUPS...

Font Menu
Select a menu command
for details on its function...

This menu item accesses the FONT SIZE dialog box for the currently-selected font.

Selecting this menu item performs the same function as pressing the SIZE button in the Main Window.

This menu item accesses the TEXT SAMPLE dialog box for the currently-selected font.

Selecting this menu item performs the same function as pressing the TEXT SAMPLE button in the Main Window.

This menu item accesses the FONT METRICS dialog box for the currently-selected font.

Selecting this menu item performs the same function as pressing the METRICS button in the Main Window.

This menu item accesses the EXTRA FONT INFO dialog box for the currently-selected font.

Extra Info can be accessed from the METRICS dialog and from the EXTRA INFO button in the [Setup Window](#) as well.

See the Help topic [Font Comments / Extra Info](#) for more information

This menu item performs the same function as the EXIT button in the Main Window.

Note that you may not always want to exit FontHandler when you are done with a particular task. Instead, you may prefer to keep FontHandler running for the duration of your work session by **minimizing** it on the desktop.

Options Menu
Select a menu command
for details on its function...

Enable or disable this item to show or hide [TrueType](#) fonts in the list. (This menu item performs the same function as pressing the TT FONTS button in the Main Window.)

Enable or disable this item to show or hide [Adobe Type Manager®](link) fonts in the list. (This menu item performs the same function as pressing the ATM FONTS button in the Main Window.)

If you are not running ATM this option will not be available. Note also that FontHandler requires version 2.5 or later of ATM.

Enable or disable this item to show or hide
[Printer-Based](#) fonts in the list. (This menu item
performs the same function as pressing the
PRINTER FONTS button in the Main Window.)

The printer fonts that are shown depend on
whatever is set up as your current printer driver.
Note also that if you don't have exact-match
screen fonts installed for your printer fonts,
Windows can only approximate the
appearance of printer fonts on screen.

Enable or disable this item to show or hide
Bold-weight fonts in the list.

Note that only "true" bold-style fonts are shown!
Some Windows applications can artificially synthesize
boldface fonts from the base-font if a separate bold
style is not installed, but FontHandler only shows a
bold font if a separate font for this style is really
available.

(To see "BoldItalic" fonts you must enable the
"Italic" switch as well)

Enable or disable this item to show or hide
Italic-style fonts in the list.

Note that only "true" italic-style fonts are shown!
Some Windows applications can artificially synthesize
"slanted" fonts from the base-font if a separate italic
style is not installed, but FontHandler only shows an
italic font if a separate font for this style is really
available.

(To see "BoldItalic" fonts you must enable the
"Bold" switch as well)

Select OPTIONS - AUTOREFRESH to have FontHandler automatically monitor changes made to the installed-font list by other programs.

Select OPTIONS - REFRESH NOW to manually re-collect the list of currently installed fonts from Windows

Tools Menu
Select a menu command
for details on its function...

Select this menu item to access the FontHandler FONT PRINTING module.

Selecting this menu item is the same as clicking the PRINTING button in the Main Window.

Select this menu item to access the FontHandler FONT SETUP module.

Selecting this menu item is the same as clicking the FONT SETUP button in the Main Window.

Select this menu item to access the QualiType FONT SENTRY system if it is available on your computer. (Selecting this menu item is the same as clicking the FONT SENTRY button in the Main Window.)

Font Sentry is an advanced font management system for Windows, sold separately from FontHandler. See the Font Sentry Info topic for full details.

Select this menu item to access the KERNING PAIR VIEWER dialog for the currently selected font. (Selecting this menu item is the same as clicking the ["Kern Pairs"](#) button in the Main Window.)

Select this menu item to launch the
QualiType KEYBOARD MANAGER program.
(Selecting this menu item is the same
as clicking the QTKEYBOARD button
in the Main Window.)

QTKeyboard is a useful program for
remapping your keyboard and creating
short keystroke macros.

Select this menu item to access the Windows **Control Panel**

The Control Panel program must be available in your Windows directory in order for FontHandler to be able to activate it.

Select this menu item to launch the Windows **Character Map** program.

The Character Map program must be available in your Windows directory in order for FontHandler to be able to activate it.

Select this menu item to access the Adobe Type Manager Control Panel.

The ATM Control Panel program must be available in your Windows directory in order for FontHandler to be able to activate it.

Select this menu item to launch the Windows CLIPBOARD VIEWER program.

The Clipboard Viewer program must be available in your Windows directory in order for FontHandler to be able to activate it.

Select this menu item to launch the QUALITYPE CLEANUP program.

QTCleanUp is a useful program for maintaining your computer's font sub-system and preventing font related problems and system crashes.

Select this menu item to launch the QUALITYPE FONT MOVER program.

Font Mover is a useful program for organizing your font files on disk.

Window Menu
Select a menu command
for details on its function...

Select this menu item to have
FontHandler automatically "Tile"
all sample windows

Select this menu item to have
the sample text "wrap around"
at the right edge of the sample
window

Select this menu item to
arrange all sample windows
on top of each other (Cascaded   )

Select this menu item to arrange all sample windows side by side (Tiled)

Select this menu item to align
the icons for all minimized
sample windows

Select this menu item to close all open sample windows at once

Help Menu
Select a menu command
for details on its function...

Select this HELP-INDEX menu item or press **F1** at any time while you are using FontHandler to open the FontHandler Help file to the [Main Help Index](#) topic

Select this HELP-GENERAL INFORMATION menu item to open the FontHandler Help file to the [What Is QualiType FontHandler?](#) topic

Select this HELP-FONT INSTALL/UNINSTALL menu item to open the FontHandler Help file to the [Installing & UnInstalling Fonts](#) topic

Select this HELP-TRUETYPE OVERVIEW menu item to open the FontHandler Help file to the [TrueType Fonts](#) topic

Select this HELP-USING HELP menu item to open the
Windows Help System to the [How to Use Help](#) topic

If you have never used the Windows Help System
before, you should read this topic before attempting
to use the FontHandler help file

Select the time-delay factor for FontHandler's BALLOON HELP here. You can disable balloons entirely or set them to show after 1/2 second to 9 seconds of mouse inactivity.

Select this HELP-ABOUT menu item to open the "About FontHandler" dialog box

This dialog contains information about the current version of FontHandler, our copyright notice, and a nifty graphic of the start-up "splash screen" FontHandler logo!

END OF THE MAIN WINDOW'S MENU-ITEM SECTION

Press this button to close the Font Setup module.

Note that you may not always want to exit FontHandler when you are done with a particular task. Instead, you may prefer to keep FontHandler running for the duration of your work session by **minimizing** it on the desktop.

Press this button to access the EXTRA FONT INFO
dialog box for the currently-selected font.

Extra Info can be accessed from the METRICS
dialog and from the FONT-EXTRA INFO menu item
in the Main Window as well

See the Help topic Font Comments / Extra Info
for more information

Press this button to change the current
font directory (as indicated in the title bar)

For more information, see the topic
Changing Font Directories

Press this button to access FontHandler's
[Search For Font](#) function

Press this button to access FontHandler's
[Rename Font](#) function

Press this button to access FontHandler's Help-information on [Installing and UnInstalling](#) fonts and/or [Using Font Groups](#)

Press this button to set font-file preferences for installing/uninstalling fonts, plus control some general options for the Font Setup module.

For more information, see the [File Options](#) topic

Press this button to ᴢᴏᴏᴍ the font sample
shown in the preview window

Press this button to print a sample of the selected font

For more information, see the topic
Printing Sample Sheets

Press this button to install the **selected** fonts using any PLUS OPTIONS set for the current font group.

For more information, see the ["Install Plus"](#) topic

Press this button to install the **selected** fonts

For more information, see the topic
Installing & UnInstalling Fonts

Press this button to uninstall the **selected** fonts

For more information, see the topic
[Installing & UnInstalling Fonts](#)

Press this button to **Select All** of the fonts in the current list. (Note: this button's action applies to whichever of the two listboxes was last active.)

As a shortcut to using this button, you may also click the right (or "secondary") mouse button in any FontHandler listbox to select all of its contents

Press this button to either **(A)** manually re-collect the list of currently-installed fonts from Windows **(B)** re-read the current directory for available font files, or **(C)** re-read and verify availability of fonts in the current font group.

Which action above (**A** **B** or **C**) is carried out depends on what is currently selected when the REFRESH button is pressed

Fonts in this list box are currently **installed**.
The "**a**" icon indicates Adobe Type Manager® and the "T**T**" icon indicates TrueType fonts.

Select fonts in this list and click the UNINSTALL button to uninstall them from your system.

For more information, see the topic
Installing & UnInstalling Fonts

Fonts in this list box are currently **uninstalled**.
The "**a**" icon indicates Adobe Type Manager®
and the "**⊤⊤**" icon indicates TrueType fonts.

A font's name may appear "grayed" here if it
is unavailable for selection (as when, for example,
its file is located in the current directory but it is
already installed, like the "Arial" and "Symbol"
TrueType fonts shown...)

Select fonts in this list and click the INSTALL or
INSTALL "PLUS" buttons to install them to your
system. For more information, see the topic
Installing & UnInstalling Fonts

This is the font preview window. Double click
any font name (or type ALT-S) to see a sample.

For more information, see the topic
Viewing/Previewing Fonts

Press this button to switch the Font Setup window into **INSTALL/UNINSTALL** mode, where you can add or remove fonts from your system either individually or by using [Font Groups](#)

Press this button to switch the Font Setup window into Group Control mode, where you can create or modify font groups

For more information, see the topic Using Font Groups

Press this button to access the PLUS OPTIONS dialog box for the current [Font Group](#).

For more information, see the ["Install Plus"](#) topic

This is the font-group listbox. Available groups and sub-groups are listed alphabetically in a group-tree. Select a font group from this list to control which fonts appear for selection in the INSTALLED and UNINSTALLED lists.

For more information, see [Using Font Groups](#)

The current font directory or font group is indicated here, in the Setup Window's title bar, depending on whether you are working in the [directory](#) mode or with a [Font Group](#)

This is the path and file name of the currently selected font.

For more information, see the topic
Viewing/Previewing Fonts

Press this button to switch the Font Setup window into [Install/UnInstall](#) mode, where you can add or remove fonts from your system either individually or by using [Font Groups](#)

Press this button to switch the Font Setup window into **GROUP CONTROL** mode, where you can create or modify font groups

For more information, see

Press this button to start a new group.

If you currently have a group selected, the new group will be created as a sub-group. To create a new top-level group, select << Root of Groups >> in the current-group drop down listbox before clicking the CREATE button.

For more information, see <u>Using Font Groups</u>

Press this button to delete the current group.

If the current group contains any sub-groups, the sub-groups must be deleted before the current group can be deleted.

Press this button to rename the current group.

Press this button to add all fonts **selected**
in the listbox above to the current group.

For more information, see <u>Using Font Groups</u>

Press this button to remove all group-member fonts **selected** in the listbox above from the current group.

For more information, see <u>Using Font Groups</u>

This is a "lost" font in the current group. If the file for a font in a group has been deleted or moved, FontHandler will indicate the problem with this yellow "**?**" icon.

See Also

See the <u>Updating Groups For Moved Font Files</u> topic for information on correcting the trouble.

Select the source of fonts to add to the current group from this drop-down listbox. Fonts will appear in the listbox below.

You can build groups from fonts in the current directory, from the list of **installed** fonts, from the QualiType Font Sentry database, or from any existing font group.

For more information, see Using Font Groups

This is the available-font listbox.

Select fonts to add to the group here. As you add new fonts to a group, their names will appear in the current-group list at the right and their names here will become "grayed."

For more information, see the topic
Using Font Groups

The number of fonts in the current group (selected below) is listed here.   As you add or remove fonts from the group, this number will reflect your changes.

Select the font group that you want to work on from this drop-down listbox. Fonts will appear in the listbox below.

To create a new top-level group, select << Root of Groups >> in this listbox before clicking the CREATE GROUP button.

For more information, see the topic
Using Font Groups

This is the current-group font listbox.

Select any fonts to remove from the group here.   As you add new fonts to a group, their names will appear in this list.

For more information, see the topic
Using Font Groups

Press this button to open the FontHandler Help
system to the [Using Font Groups](#) topic

This is the FontHandler Printing module's title bar

This is the printer driver that FontHandler will use to print your font sample pages. To change the target printer, click the **Printer Setup** button or use the **Control Panel**

This listbox shows currently-installed fonts that you can print. **Select** any font(s) that you want to create sample sheets for from this list.

Check or un-check these boxes to alternately SHOW or HIDE [TrueType,](#) [Adobe Type Manager®,](#) [Printer-Based,](#) **BOLD** and **ITALIC** fonts in the list above

Click this button to access Windows general **Printer Setup** dialog box.

(Note: with some printer drivers, settings must be changed from the **Control Panel** before they will take effect in all programs)

Click this button to access the general HELP topic about [printing sample sheets](#)

Click this button to select options for the sample page layout, such as the default font to use in page-headers, the footnote text, and the page margins

Click this button to exit the Sample Printing module

Note that you may not always want to exit
FontHandler when you are done with a particular
task. Instead, you may prefer to keep FontHandler
running for the duration of your work session by
minimizing it on the desktop.

Click this button to re-read the list of currently installed fonts

Also see the **AutoRefresh** function and the **Refresh Now** controls in other modules

Check this box to tell FontHandler to automatically watch for changes to the Windows font list made by other programs (for example, as when the printer driver is changed in the **Control Panel**)

Also see the identical controls in FontHandler's other modules and th **Refresh Now** function

This is the **CHARACTER SET** page

This is the **VARIOUS SIZES** page

This is the **PARAGRAPH** page

This is the **COMBINATION PAGE 1**

This is the **COMBINATION PAGE 2**

This is the **COMBINATION PAGE 3**

This is the **COMBINATION PAGE 4**

Click here to select and de-select the option for printing a CUSTOM SAMPLE page

For more information, see [Printing Sample Sheets](#)

Click here to begin printing the selected page(s).
For more information, see [Printing Sample Sheets](#)

Click here to print one-font-per-line samples.
For more information, see

QualiType FontHandler SE
Font Management Utility for Windows
Special Edition Version

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(ma-row!)   (hmmph!)   (meeweow!)

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FontHandler is dedicated to the continuation of free access to information over electronic networks, towards the further enhancement of world peace!