Typefacial *- version 3.0*

Typefacial is the premier typeface viewing, categorizing, and printing utility.   Choose from the following for help with specific Typefacial functions:

Viewing and Comparing Fonts

Categorizing and Removing Fonts

Printing Font Lists and Font Samples

Updating and Refreshing Font Lists

About Typefacial

Updating and Refreshing Font Lists

Select **Refresh** and then **Make New List** from the **File** menu to erase all font lists and category information, and re-read the list of installed fonts into the "**Normal**" list.   This is relatively fast.

Select **Refresh** and then **Update Existing List** from the **File** menu to search the list of installed fonts for those names which do not appear in any of the lists, and add them to the "**Normal**" list.   This will *not* remove those names which appear in Typefacial's lists, but have been removed from the system. Since this searches all the categories for each name, this is relatively slow, but appropriate when one or more fonts have been added to a large collection that has already been categorized.

Printing Font Lists and Font Samples

Select **Print Font List...** from the **File** menu to open the **Print Font List** dialog box.   This will send a list of the fonts in one or more of the categories to the printer, with each sample in it's own typeface.   Each font sample will be in the size and style (bold, italic, etc.) currently specified in the main window.

The **Print Category Heading** option simply includes the category name (Normal, Text, etc.) at the top of each list that is printed.   The **Category Heading** is printed in the currently selected typeface in the main window, in *italics*.

Selecting **Include Font Name** will insert the actual name of each typeface in front of each respective sample.   The **Font Name** is printed in the currently selected typeface in the main window.

The **Caption Text Size** determines the size (in points) to print the **Category Heading** and **Font Name**.

To begin printing the font list, select the desired categories to print (Normal, Text, etc.), and press **Print**.

To print the currently displayed text only, in the currently selected typeface and attributes (bold, italic, etc.), select **Print Sample** from the **File** menu.

Note: if your printer is unable to complete the printing of a font list, it is probably due to a lack of sufficient memory.   Either install more memory (for laser or ink-jet printers only), or try eliminating undesired fonts from the category you wish to print.   Enlarging the font size will also reduce memory, since each page to be printed will contain fewer fonts.

Categorizing and Removing Fonts

The fonts in the main (Normal) font list can be moved to other lists, or categories.   The other categories are:

Normal: the initial (main) list.   Move all desired fonts from this list into the others.

Text: put fonts in here that can be used for body text, letters, documents, etc.

Headline: this is for larger, thicker (usually serif) fonts that are appropriate for headings and signs.

Casual: this is for casual, handwritten, or relaxed style fonts.

Formal (fancy):   put formal, script, cursive, and calligraphic fonts here.

Decorative: this is for fun, complex, strange, specialized, or decorative fonts.

Symbols: put all symbol, foreign language, and dingbats fonts here.

You can move a font from any list to any other list, by first selecting the desired font.   Then move the font by selecting **Move To** and then the desired destination category from the **Edit** menu, or drag the font name directly from the displayed list to one of the buttons (N, T, H, C, F, D, S).   Note that the categories in the **Move To** menu have hotkeys; for example to move the current typeface to the headline list, press Ctrl-H.

Press one of the category buttons to display the respective list.

Drag a font name into the **pencil-eraser icon**, press DEL, or select **Remove** from the **Edit** menu to remove it from Typefacial.   This does not, however, remove the font from the system.   To restore any fonts to Typefacial that have been removed accidentally, without upsetting any categorization you may have done, select **Refresh** and then **Update Existing List** from the **File** menu.

All category settings are saved in TYPEFACE.INI by selecting **Save** from the **File** menu, and are automatically restored when Typefacial is re-started.   If the settings are not **Saved** before Typefacial is closed, those settings will be lost.

Viewing and Comparing Fonts

To view a font, simply select the desired typeface name from the displayed list, and look at the sample to the right.   The attributes of the sample can be set from the upper, horizontal toolbox, where the buttons enabled certain attributes or perform certain functions:

ABC: this inserts the entire alphabet, and then toggles between three different formats.

Name: this displays the name of the font in each selected typeface.

Song: this inserts some of the lyrics of a famous song into the sample box to show how the typeface looks when applied to normal text.

B: This toggles between **bold** and non-bold.

I: This toggles between *italics* and non-italics.

caps: This toggles between a normal and FULL CAPS display.

To compare two fonts, first display a font in the desired size and attributes, and select **Compare** from the **Edit** menu.   The same font is then displayed in a second window.   Next, select the other font to be compared, and but the two displays side-by-side.   If they are identical, you might want to remove the one with poorer quality, or if disk space is an issue, remove the larger typeface.

To remove the font from Typefacial, drag the name into the pencil eraser, press DEL, or select **Remove** from the **Edit** menu.   Next, remove the font from the system by selecting the fonts icon in the Control Panel (if it is a TrueType or screen font), use Adobe Type Manager® (if it is an Adobe font), or use the utility that came with the font.   To restore any fonts to Typefacial that have been removed accidentally, without upsetting any categorization you may have done, select **Refresh** and then **Update Existing List** from the **File** menu.

About Typefacial

Typefacial was developed by David A. Karp in 1993 initially to print a font list.   It became desirable to have the typefaces categorized, since one selects fonts for a particular application (like body text, a heading, a signature, etc.).   These features were combined into Typefacial, easiest, fastest, and most effective way to view, compare, categorize, and print available fonts.   With the availability of thousands of public domain and shareware fonts, as well as those which come with Windows, and some of the better Windows applications, this application should prove handy.   If you find Typefacial useful, please register.

Thank you,

David A. Karp

Registration

Registration

Registration entitles you to free technical support, free updates of Typefacial forever, a way to communicate your questions, comments, ideas and suggestions to the author, and a clear conscience. Fill out the enclosed order form, and send it with US$14.00 (or US$10 for Internet or Compuserve account holders, so that it can be e-mailed to you) to:

D. A. Karp
P. O. Box 20024
Oakland, CA   94620

Internet Address:
Daaron@ocf.Berkeley.EDU