

Softkey®

1250  
FONTS

1250  
fully scalable  
PostScript  
and TrueType  
compatible  
WYSIWYG fonts



# Key Fonts Plus™

FOR WINDOWS™

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### IMPORTANT NOTE

In order to receive technical support and notification of product upgrading and enhancements, please complete and return the accompanying registration card.

## Getting Started

Welcome to Key Fonts for Windows 3.1. You now have an outstanding selection of TrueType fonts to enhance all of your Windows text applications. If you have a third party PostScript font installer, you can use the equivalent PostScript fonts on the CD if you wish.

If you're already using a Windows 3.1 compatible outline font manager (such as Adobe Type Manager), Key Fonts will coexist with it so that you won't lose any previous investments in fonts that you may have made. Your Windows applications can show both Key Fonts and other outline fonts at the same time as long as the names are different.

Key Fonts allows you to use the power of TrueType and gives you a greater variety of fonts from which to choose. Once you go through a simple installation process, your new fonts are instantly available to your existing Windows software. Windows and Windows applications display the fonts on the screen exactly as they appear when printed; there is no need to install matching screen fonts.

## Installing the Fonts

You need to install the Key Fonts TrueType fonts from the CD into your Windows 3.1 system so that your applications can use them. You *must* follow the installation instructions on the following pages to do this; simply copying the font files from the CD won't work, because Windows creates a special .FOT file for each font you install, and puts an entry into your WIN.INI file, which is used by Windows at startup to set the operating features while using Windows.

*Note:* If you're not already familiar with Windows 3.1, you'll find helpful hints in the "Getting Started" and "Basic Skills" sections of your Windows manual, and you should review them before going ahead with the Key Fonts installation.

Each font which you install on your computer requires both disk space on your hard drive and memory whenever you run Windows. Therefore, make sure you install only the fonts you wish to use.

If you're short on disk space, there's another advantage to fonts on CD-ROM—you can run them from the CD without transferring them to your hard disk! When adding fonts, simply uncheck the Copy Font to Windows Directory option at the bottom of the Add Fonts window. Windows will remind you that you'll only be able to use the fonts when the Key Fonts CD is in the drive. Then Windows will proceed to create the .FOT file necessary to point to the fonts on your CD. Windows won't copy the larger .TTF files from the CD to your hard disk, saving several megabytes of space.

### ► To install the fonts:

1. Place the Key Fonts CD in your CD-ROM drive.
2. Switch to the Main program group.

If you don't see the Main group, select Main from the Window menu in the Program Manager.

3. Double-click on the Control Panel icon.
4. Double-click on the Fonts icon.

The Fonts dialog box appears with all installed fonts listed in the Installed Fonts list box. When you highlight an installed TrueType fonts, the sample box displays the selected fonts.

5. Click on Add.
6. Open the Drives list and select your CD-ROM drive.

7. From the Add Fonts list box, select the fonts you want to add.

You can extend the selection to include all the fonts you want to add at once. (For more information about how to extend the selection, see Chapter 1, "Windows Basics" in your Windows manual).

To add every font on the CD-ROM, click on the Select All button. This is NOT recommended for machines with less than eight megabytes of memory though it will work even if your machine has only four megabytes of memory.

*Note:* Installation of all of the fonts requires a substantial amount of memory on your system, which may not allow other applications to run.

8. Click on OK to add the font(s)
9. In the Fonts dialog box, click on Close.

That's it! You're ready to enjoy your new fonts.

## PostScript Installation

In order to install the PostScript fonts from the CD, you must own a third party PostScript font installer for Window, such as Adobe Type Manager.

## Turning On and Off TrueType Font Options

Installed TrueType fonts require memory. If you have a limited amount of memory, you may want to turn off some of them when you're not using them in your applications. If you find that you only use TrueType fonts in your applications, you can also save memory by turning off all fonts other than

TrueType. These fonts include any screen, vector, and soft fonts (see your Windows manual).

### ► To set TrueType options:

1. In the Control Panel, double-click on the Fonts icon.
2. Click on the TrueType button.
3. Either clear the check box for Enable TrueType Fonts, in order to turn off TrueType fonts, or select the check box Show Only TrueType Fonts In Applications to use TrueType fonts exclusively.
4. Click on the OK button.

A dialog box appears asking if you want to restart Windows. Any change made to TrueType font options don't take effect until you restart Windows.

5. To restart Windows, click on Restart Now.

When you turn off fonts, they remain in your system. If you later want to use those fonts, you can change the options again in the TrueType dialog box.

## Removing a Font

Every font set takes up memory. If you're not using one or more of the installed font type styles, you can remove them to free up memory for use by your applications.

**Caution:** The MS Sans Serif font set is used for most Windows dialog boxes. Do not remove this set; if you do, the text in the dialog boxes may be difficult to read.

## Notice

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Notice TrueType. These fonts include any screen, vector, and font sets that are not included in the Windows manual.

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England

### To set TrueType options:

1. In the Control Panel, click on the TrueType icon.
2. Click on the TrueType button.

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When you turn off fonts, they remain in memory. If you later want to change fonts, you can change the options again in the TrueType box.

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## Contacting Technical Support

If you have questions about the program, consult this manual and the program's on-line Help system. If you're still experiencing difficulty, enter the SoftKey

- The name of the program you have a question about.
- The version of Windows and MS-DOS you're using.
- Amount of RAM in your system.

A brief description of your problem, including the exact wording of any error messages.

- A list of the steps required to replicate the problem.

Send correspondence to:  
SoftKey International Technical Support  
430 Franklin Road  
Suite 100  
Martinez, CA 94027

- Key Fonts Plus
- Instant Labels
- Instant Jingles
- Video Cuts
- Who Killed Sam Rupert?

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Contact Technical Support at  
(408) 428-0018  
9:00 am to 8:00 pm Monday through Friday  
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### Contact Technical Support at:

(404) 428-0008

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