200 Fonts for Windows

200 Fonts for Windows is exactly what it says --200 TrueType compatible fonts that you can use with any Windows application. TrueType compatible fonts preview on-screen exactly as they will appear on your printer or other output device (except that on your high resolution printer they will appear even more crisp and precise.) Best of all, TrueType compatible fonts can be scaled to just about any point-size you desire. Since installing all 200 fonts would slow your system down, we recommend previewing the fonts and then installing just those that you need. Accordingly, this documentation is organized into 3 easy sections: Previewing Fonts, Installing Fonts, and Removing Fonts.

Previewing Fonts

We've included a handy utility for previewing all of the fonts on-screen before you install them. To preview the fonts, follow the steps below:

1. Be sure your **200 Fonts for Windows** CD is inserted into your CD ROM drive.

2. Double-Click on the **200 Fonts** group box from the **Program Manager Desktop**.

3. Inside the **200 Fonts** group box, you will see the icon labeled **Font Viewer**. Double-click on the **Font Viewer** icon to start the preview utility.

4. The **Font Viewer** program will allow you to browse through all 200 fonts by simply clicking on the **Page Up** and **Page Down** buttons to preview ten fonts at a time.

5. Write down the names of the fonts you wish to install on your system and exit the program by clicking the **Close** button.

Installing Fonts

To install your TrueType compatible fonts, you will use the font-installer that comes with Windows. Follow the steps below:

1. From the **Program Manager Desktop**, double-click on the **Main** group.

2. Next, double-click on the **Control Panel** icon in the **Main** group.

3. Within the **Control Panel**, several more icons are displayed. Click on the icon labeled **Fonts**. The **Fonts** utility shows the installed fonts in the scroll-box on the top half of the dialog box. The bottom box will show a sample of any INSTALLED font, when you click on its name above.

4. Click on the **TrueType Options** button. From the options which appear, click on the box next to **Enable TrueType Fonts** until it is marked with an "X", then click **OK**.

5. Next, to install fonts from the **200 Fonts** CD, click on the **Add** button.

6. From the **Add Fonts** dialog box, you need to tell Windows where to look for your new fonts. Click on the down arrow on the right side of the **Drives** combo box. Select the drive letter that corresponds to your CD ROM drive.

7. In the **Directories** box, double-click on the folder labeled "**Fonts200**".

8. You should now see Windows load the names of the fonts from your CD ROM. When complete, the names will be displayed at in the top box. At this time, click on the check box at the bottom of the dialog box where it says "**Copy Fonts to Windows Directory**" until it is marked with an "X".   (This is very important since you want the fonts to be copied from the CD ROM onto your hard drive.)

9. Now you are ready to select the fonts to be installed. Click on each font name which you would like to install. To click on more than one, hold down the control key so that multiple fonts can be installed in one session. When you are finished selecting fonts, click on **OK**.

Each of the selected fonts will be installed. Click on **Close** to exit the **Fonts** utility. Then close the **Control Panel** dialog box. Your newly installed fonts will automatically appear in all of your Windows applications that use fonts.

Removing Fonts

From time to time you may wish to remove fonts that you don't use any longer. Having too many fonts installed can decrease the performance of your Windows applications. On the other hand, you will want to be very careful not to remove any of the fonts that come with Windows, since many programs rely on these fonts being installed. Be particularly careful not to remove Arial, Times New Roman, MS Line Draw, or the System fonts, since these are frequently used by a number of applications.

To remove a font which has been installed, follow the steps below:

1. From the **Program Manager Desktop**, double-click on the **Main** group.

2. Next, double-click on the **Control Panel** icon in the **Main** group.

3. Within the **Control Panel**, several more icons are displayed. Click on the icon labeled **Fonts**.

4. Click on the name of any font that you think you might want to delete. A sample of the selected font is shown in the box at the bottom of the **Fonts** dialog box.

5. To remove the font click on the **Remove** button. The warning box prompts you to confirm your selection. You are also given the option of having the font file deleted from the hard drive. Make your selections and press **OK** to continue, or **Cancel** to abort.

Note: Just as when you added fonts, you can hold down the control key to select a number of fonts to be deleted in one session. We strongly recommend previewing and removing one font at a time, to avoid any accidental deletions.